

St Elizabeth Catholic Primary School

Remote Learning Policy



The Governing Body of St Elizabeth Catholic Primary School
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Date of Policy	1 October 2019
Review Date	1 October 2023
Chair of Governor's signature	
Headteacher's signature	

Mission Statement

"Inspiring and achieving lifelong learning in a welcoming, Catholic community"

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community so all pupils achieve their full potential.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – **Relationships, Resilience, Responsibility** and **Respect**, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth, we recognise and promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

Introduction

1. Statement of School Philosophy

St Elizabeth Catholic Primary School has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher, Workshops)
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- A child (*and their siblings if they are also attending St Elizabeth Catholic Primary School*) who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A whole class is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid-19 related reasons only.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 and KS2 – *Google Classroom/Meets/ Class Dojo as well as for staff CPD and parent's sessions.*
- Use of recorded video for start day registration (*Registration via google classroom- daily register activity*)
- Instructional videos and assemblies
- Phone calls home
- Printed learning packs if necessary to support children's learning at home.
- Physical materials such as story books and writing tools when applicable.
- Use of Various online recourses (Eg. BBC Bitesize, Oak Academy, Busy Things, Phonics Play, Nesy, LGFL, Classroom Secrets, Espresso, Letterjoin, Classroom Secrets)
- Teachers can follow Schemes of Work such as White Rose, Hamilton, Planbee, Classroom Secrets and publish work from there.

The detailed remote learning planning and resources to deliver this policy can be found here:

Included hyperlinks to:

- Model Timetable and structure for remote learning (**Appendix A**)
- Downloadable Printable Documents for EYFS – Year 6
<https://st-elizabeth.uk/index.php/pupil>
- Curriculum resources
- Teacher Code of Conduct for phone calls, video conferencing and recorded video
- End User Agreements for Google classroom and Class Dojo (as appropriate)

5. Home and School Partnership

St Elizabeth Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

- At our school we will provide a refresher online training session and induction for parents on how to use Google Classroom and Class Dojo as appropriate and where possible, provide personalised resources.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. We would recommend that each 'school day' maintains structure.
- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Children are expected to register their attendance every morning via Google Classroom. If they are absent (unable to login) children/parents should contact the teachers via Class Dojos.
- Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school immediately and alternative solutions may be available. These will be discussed on case-to-case basis.
- We encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet please see link <https://www.childrenscommissioner.gov.uk/digital/5-a-day/>
- All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

- St Elizabeth Catholic Primary School will provide a refresher training session and induction for new staff on how to use Class Dojo and Google Classroom.
- When providing remote learning, teachers must be available between 9.00am-3.30pm
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Engaging with pupils:

- Teachers will deliver a live or pre-recorded morning welcome and registration activity using Google Classroom and introduce the tasks for the day.
- EYFS/KS1 Teachers will deliver a live/pre-recorded story time each week.
- Teacher will deliver a live/pre-recorded Act of Worship/Prayer opportunity at least once a week.

Setting work:

- Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Weekly/daily work will be shared at the start of each day/week.
- Teachers in Reception to Year 6 will be setting work on *Google Classroom*.
- Teachers are expected to deliver at least one daily half hour teaching sessions either pre-recorded or through a live stream using google meets.

Providing feedback on work:

- Reading, writing and mathematics work, all completed work submitted by 1pm and RE by the end of the day to be guaranteed teacher response and comments by 4pm.
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

Keeping in touch with pupils who aren't in school and their parents:

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school email account (school@st-elizabeth.uk)
- For questions about google classroom parents can contact the class teacher via Class Dojo.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT – for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead (A. John, T. Jennings, A. Hair, N. Sutherland)
- In the case of individual pupils isolating, due to parents or themselves being extremely vulnerable, the teacher will be available from 3.30-4.00pm and teaching sessions will be pre-recorded.

Teaching Assistants

- Teaching assistants must be available between 9.00-3.30pm.
- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

The SENCO

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely and liaising with the SLT and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support to meet the individual needs of individual pupils.

Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject –eg. through regular meetings with teachers, reviewing work set, monitoring work.
- Notify teachers to resources they can use to teach their subject remotely.

The School Business Manager/Finance Officer

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers.
- Seek help if they need it from teachers.
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help and support from the school if they need it – Eg. Support with various resources, understanding the curriculum, teaching method
- Be respectful when making any complaints, concerns or suggestions known to staff.
- Parents will communicate with teachers using the Class Dojo messaging system. Teachers will also use this platform to communicate with all parents.

Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Google classroom-
https://gsuite.google.com/terms/education_terms.html
- Class Dojo - <https://www.classdojo.com/terms/>
- Marking policy

Timetable for Remote Learning EYFS

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:00	Teacher Welcome Registration & Morning Prayer -Live via zoom				
10:00-10.30	Phonics Handwriting & Fine motor skills development pre-recorded/online link				
10.30-11.00	Independent play & Snack time				
11.00-12.00	Maths -pre-recorded/online link				
12.00-1.30	Lunch Time				
1:30-2:00	Singing and Movement -live/pre-recorded	Religious Education Act of Worship -pre-recorded	Fit in 5 -Online link	Religious Education -live/pre-recorded	Fit in 5 -Online link
2.00-3:00	Independent play & Homework grid activity time				
3.00-3.25	Story Time Afternoon Prayer & Goodbyes -live/pre-recorded	Story Time -online link Prayer -Pre recorded	Story Time Afternoon Prayer & Goodbyes -live/pre-recorded	Story Time -online link Prayer -Pre recorded	Show and Tell Homework grid activities -Live via zoom

Timetable for Remote Learning KS1

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-9.10	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom
9.10-9.30	Phonics *Grammar (Yr2) *Spelling live/pre-recorded	Phonics *Grammar (Yr2) *Spelling live/pre-recorded	Phonics *Grammar (Yr2) *Spelling live/pre-recorded	Phonics *Grammar (Yr2) *Spelling live/pre-recorded	Phonics *Grammar (Yr2) *Spelling live/pre-recorded
9.30-10.00	Maths - live/pre-recorded/online link	Literacy - live/pre-recorded/online link	Religious Education - live/pre-recorded/online link/ assigned activity sheet	Maths - live/pre-recorded/online link	Literacy - live/pre-recorded/online link
10.00-10.30	Maths Independent Work/Assigned Activity linked to recording	Literacy Independent Work/Assigned Activity linked to recording	Independent Work Independent Work/Assigned Activity	Maths Independent Work/Assigned Activity linked to recording	Literacy Independent Work/Assigned Activity linked to recording
10.30-11.00	Break Time				
11.00-12.00	Literacy Independent Work/Assigned Activity	Maths Independent Work/Assigned Activity	Literacy Independent Work/Assigned Activity	Literacy Independent Work/Assigned Activity	Maths Independent Work/Assigned Activity
12.00-1.00	Lunch Time				
1.00-1.15	Recorded Act of Worship / Prayer Time				
1.15-2.15	Religious Education Independent Work/Assigned Activity	Science Online link/Assigned Activity	Maths Independent Work/Assigned Activity	Art/DT Online link/Independent work/Assigned Activity	Topic Online link/Independent work/Assigned Activity
2.15-2.45	Physical Activity online link	Guided Reading Assigned Activity	Music Online link / Assigned Activity	Guided Reading Assigned Activity	ICT / Computing Online link / Assigned Activity
3.00-3.25	Story Time Afternoon Prayer & Goodbyes -live/pre-recorded	PSHE Afternoon Prayer & Goodbyes -live/pre-recorded	Story Time Afternoon Prayer & Goodbyes -live/pre-recorded	PSHE Afternoon Prayer & Goodbyes -live/pre-recorded	Show and Tell Homework grid activities -Live via zoom

Timetable for Remote Learning KS2

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-9.10	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom	Teacher Welcome Registration & Morning Prayer -Live via zoom
9.10-9.30	Maths - live/pre-recorded	Literacy - live/pre-recorded/online link	Religious Education - live/pre-recorded/online link/ assigned activity sheet	Maths - live/pre-recorded	Literacy - live/pre-recorded/online link
9.30-10.00	Maths Independent Work/Assigned Activity linked to recording	Literacy Independent Work/Assigned Activity linked to recording	Independent Work Independent Work/Assigned Activity	Maths Independent Work/Assigned Activity linked to recording	Literacy Independent Work/Assigned Activity linked to recording
10.00-10.30	Guided Reading Online link/Assigned Activity	Guided Reading Online link/Assigned Activity	Spellings & Handwriting Online link/Assigned Activity	Guided Reading Online link/Assigned Activity	Guided Reading Online link/Assigned Activity
10.30-11.00	Break Time				
11.00-12.00	Literacy Independent Work/Assigned Activity	Maths Independent Work/Assigned Activity	Literacy Independent Work/Assigned Activity	Literacy Independent Work/Assigned Activity	Maths Independent Work/Assigned Activity
12.00-1.00	Lunch Time				
1.00-1.15	Recorded Act of Worship / Prayer Time				
1.15-2.15	Religious Education Independent Work/Assigned Activity	Science Online link/Assigned Activity	Maths Independent Work/Assigned Activity	Art/DT Online link/Independent work/Assigned Activity	Topic Online link/Independent work/Assigned Activity
2.15-3.00	Physical Activity Online link	Creative Writing Task Independent Work/Assigned Activity/Online link	Music Online link / Assigned Activity	MFL Independent Work/Assigned Activity/Online link	ICT / Computing Online link / Assigned Activity
3.00-3.30	Story Time Afternoon Prayer & Goodbyes -live/pre-recorded	PSHE Afternoon Prayer & Goodbyes -live/pre-recorded	Story Time Afternoon Prayer & Goodbyes -live/pre-recorded	PSHE Afternoon Prayer & Goodbyes -live/pre-recorded	Show and Share Share work -Live via zoom