St Francis Catholic Primary School

Remote Education Policy

Date: September 2020
Ratified by the Governing Body
Review date (1): September 2021
Review date (2): September 2022

School Mission Statement

'I am a sign of God's love'

At St. Francis we love, learn and grow in the footsteps of Jesus and are active signs of God's love through praying, respecting and serving others.

STATEMENT OF SCHOOL PHILOSOPHY

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

AIMS

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery 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 (e.g. CPD)
- Support effective communication between the school and families and support attendance

WHO IS THE POLICY APPLICABLE TO?

- A child 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 member of a bubble that 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.

CONTENT AND TOOLS TO DELIVER THIS REMOTE EDUCATION PLAN

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1, KS2 *(Tapestry, Class Dojo and Google Classroom),* as well as for staff CPD.
- Use of Recorded video for Start Day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools

- Use of BBC Bitesize, Oak Academy, Maths.co.uk, SPAG.com, Time Table Rock Stars, Twinkl.

The detailed remote learning planning and resources to deliver this policy can be found on your child's Tapestry account, Google Classroom account and on the school website.

HOME AND SCHOOL PARTNERSHIP

St Francis 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.

St Francis Catholic Primary School will provide information for parents on how to use Google Classroom, Class Dojo and Tapestry as appropriate.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Francis Catholic Primary School would recommend that each 'school day' maintains structure and routine where possible. Teachers will conduct live support sessions daily, these may be recorded for the safeguarding security of all involved.

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.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

In line with St Francis Catholic Primary School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet (see Appendix 1).

All children accept an 'Acceptable Use Policy' at school each time they log on to the school network, which includes e-safety rules. When working online at home it is parents' responsibility to ensure their children are safe.

ROLES AND RESPONSIBILITIES

Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

St Francis Catholic Primary School will provide a refresher training session and induction for new staff on how to use Tapestry and Google Classroom.

When providing remote learning, teachers must be available between 8:30am – 12:00pm and 1:00pm – 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:

> Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Teachers in EYFS will be setting work on Tapestry.
- Teachers in Year 1 to 6 will be setting work on Google Classroom.
- An outline of work set will also be available on the school website.
- Physical work packs will be available to children who cannot access the internet at home, **only on request**. Please contact the school office if you require a work pack sending out.

> Providing feedback on work:

- Reading, Writing, Maths and RE work, all completed work submitted via Tapestry or Google Classroom, by 1pm to be guaranteed teacher response and comments by 5pm.
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

> Keeping in touch with pupils who are not in school and their parents:

- If there is a concern around the level of engagement of a pupil parents should be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account (postbox@st-francis-p.walsall.sch.uk)
- 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 DSL.

Teaching Assistants

Teaching assistants must be available between 8:30am and 3:30pm exclusive of lunch break.

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 will 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, and the deputy DSL's, are 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 are experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

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 Head Teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

- Identifying the level of support

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 are 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 cannot complete work.

- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling, include those here.

- Be respectful when making any complaints or concerns known to staff.

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.

LINKS WITH OTHER POLICIES AND DEVELOPMENT PLANS

This policy is linked to our:

- Safeguarding and Child Protection

- Behaviour policy

- Data protection policy and privacy notices

- Online safety acceptable use policy

- Digital Charter

Appendix 1

Digital 5 a day

https://www.internetmatters.org/wp-content/uploads/2017/05/childrens-commissioners-office-digital-5-a-day.pdf