

ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL



Life in all its fullness

Remote Learning Policy
November 2022

- An inclusive place that nurture's individual children's talents
- A happy, healthy, safe place to learn to look after our bodies and minds
- A creative, inspiring school

St John the Baptist Primary School

Remote Learning Policy

Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance to isolate for Covid symptoms, or the closure of a class.
- To outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

Who is the policy applicable to?

- Every child is expected to attend school from September 1st 2020. In line with government guidance, pupils, staff and families should stay away from school if they feel unwell.

This policy is intended to outline expectations for class bubble or partial school closure, rather than individual cases. Individual pupils who are isolating due to health issues (based on government advice) and choose not return to school will be supported on a case by case basis, primarily with the use of 'paper packs'.

Remote learning for pupils

The governors and senior leadership team at St. John the Baptist CofE Primary School are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- Parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- Teachers may be trying to manage their home situation and the learning of their own children;
- Systems may not always function as they should.
- Staff and pupils may also fall ill.

We will provide links to appropriate remote learning for pupils that are not able to attend school due, so that no-one need fall behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

Systems

The main systems used to support remote learning for whole class closures will be Microsoft Teams and Purple Mash. CPG workbooks will be offered in individual cases.

All pupils will have log in access to these systems and these will be taught in class lessons.

Expectations

<u>Teachers</u>	<u>Teaching Assistants</u>	<u>Parent/Carers</u>
<p>Be available to work between the hours of 9am and 3.30pm on their usual contracted days.</p> <p>Lead a guided session with a small group via TEAMS. This may be video or audio.</p> <p>Upload to Purple Mash an English, Maths and at least one other lesson each day. Include an input and an activity. Inputs can be pre-recorded videos by staff, voice overs on Powerpoints or high quality online resources: for example Oak Academy/ White Rose.</p> <p>Assess day's work, identifying who is in need of support. Look through work which has been saved to Purple Mash files. Give a feedback symbol, write a feedback comment or record a verbal comment on Purple Mash.</p> <p>Contact TA/ Booster teacher to provide information on targeted 1 to 1 calls.</p>	<p>Be available to work between the hours of 9am and 3.30pm on their usual contracted days.</p> <p>Lead a guided session with a small group via TEAMS. This may be video or audio.</p> <p>Contact targeted pupils via TEAMS/ phone to support with learning.</p>	<p>Support child/ children to access the TEAMS call whenever possible.</p> <p>Ensure online safeguarding procedures are followed.</p> <p>Support child to complete daily tasks and send work back by 3.30pm each day.</p> <p>Support child to record any written work neatly in the home learning book. Work should be dated and follow the school's Perfect Presentation Promise (PPP). The home learning book should be returned to school when the bubble reopens.</p> <p>Contact class teachers for support when necessary via the Parents2 email address.</p> <p>Use CPG learning books if online learning cannot be accessed. This should be returned to school when closure period is over.</p>

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St John the Baptist CofE Primary School would recommend that each 'school day' maintains structure. Children should be ready for learning by 9am and expect to finish by 3.30pm just like the usual school day. Lunch and breaks should be taken at the parent/carers preferred times.

Should anything be unclear in the work that is set, parents can communicate with class teachers via the Parents2 email address or by contacting the school office or deputy email address. They should make clear which year group and subject the question relates to.

We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting 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 on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available. These will be discussed on a case-to-case basis.

Online safety and Safeguarding for Teaching Staff

When setting online learning tasks, teachers must consider whether the task follows usual safeguarding protocols e.g. age-appropriate website choice, non-sharing of photos and personal information.

Communication in this situation will revert to the CPOMs system. All staff must consider whether the communication raises safeguarding concerns, which need to be shared with a DSL (Designated Safeguarding Lead).

Safeguarding procedures and guidance for Parents/Carers

1. Ensure that your child is sitting in a room such as the living room or kitchen when completing their TEAMS call not alone in their bedroom.
2. Stay in the room with your child whilst they are on their TEAM call. You do not need to actually take part in the call but should be overseeing your child.
3. Ensure your child is appropriately dressed for a TEAMS call. This does not need to be school uniform but children should not be wearing pyjamas.
4. Ensure that your child is not sharing any personal information whilst on the TEAMS call and wherever possible they are sitting with a blank wall in the background.
5. Closely monitor your child when they are using their computer/ laptop/ tablet etc.
6. Ensure your parental controls are up to date on any devices your child may be using.
7. Talk to your child about what to do if they see something that worries them when using a device.

Policy agreed: November 2022

Policy review: November 2023