



# **ST. AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL**

## **Remote Learning Policy**

### **Mission Statement**

"I called you by your name, you are mine." Isaiah 43

The mission of our school is to support and further the teachings of Christ and His Church.

We welcome and embrace individuals of all abilities and cultural backgrounds.

We aim to enhance and celebrate their moral, physical, social and emotional development, so that they may reach their full potential in an atmosphere of stability, care and respect.

We believe that education is for all and in partnership with parents, carers, children and the wider Catholic community: we will strive and succeed in a wholly inclusive setting.

### **Equality Statement**

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at St Augustine of Canterbury Catholic Primary School.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

**This policy was adopted September 2020**

**The policy is to be reviewed September 2021**

This Remote Learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience as consistent as possible for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. Our school Online Safety Policy and Acceptable Use Agreements still apply at this time. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

#### When teaching children remotely, we will:

- set learning activities and tasks so that children have meaningful and ambitious work each day in a number of different subjects.
- through our VLE and Microsoft Teams, teach a planned and well-sequenced curriculum so that knowledge and skills are built with a good level of clarity about what is intended to be taught and practised in each subject.
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos.
- gauge how well children are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work.
- adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure children's understanding.
- plan a programme that is of equivalent length to the core teaching children would receive in school, including contact with teachers.

#### Roles and responsibilities

##### Teachers

When providing remote learning, teachers must be available between 8.30am and 4pm.

When providing remote learning, teachers are responsible for:

- Setting work for the children in their class on the VLE and Microsoft Teams where applicable;
- Providing feedback on work through the class email via parent's email;
- Keeping in touch with children who are not in school and their parents;
- Attending virtual meetings.

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.

##### Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their directed time. Teaching Assistants should complete tasks at home as directed by the class teacher or member of the SLT.

In the case of a class teacher self-isolating, the teaching assistant will continue within school to support the learning of the class bubble under the direction of the teacher or member of SLT.

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.

##### Subject Leaders

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent;
- Alerting teachers to resources they can use to teach their subject remotely.

## **SENCO**

- Co-ordinate remote learning for children with SEND across the school;
- Maintain links with other professionals to support children receiving remote learning;
- Continue to meet with parents and carers remotely;
- Ensuring that children with EHC plans continue to have their needs met while learning remotely.

## **Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and feedback from children and parents;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **Designated Safeguarding Lead**

Please read our Child Protection and Safeguarding policy (and COVID-19 Addendum) available on our website.

Designated Safeguarding Lead Mrs Prestidge [headteacher@staugustine.medway.sch.uk](mailto:headteacher@staugustine.medway.sch.uk)

Deputy Safeguarding Lead Mrs Burns [deputyheadteacher@staugustine.medway.sch.uk](mailto:deputyheadteacher@staugustine.medway.sch.uk)

Deputy Safeguarding Lead Mrs Liggins [senco@staugustine.medway.sch.uk](mailto:senco@staugustine.medway.sch.uk)

## **IT staff and IT provider**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work;
- Helping staff and parents with any technical issues;
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

## **Children and Parents**

Staff can expect children learning remotely to:

- Complete work 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 from the school if they need it;
- Email completed work to the class teacher using the class email address;
- Be respectful when making any complaints or concerns known to staff.

## **Governing Body**

The governing body 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.

## **Remote Educational Provision for individuals who are self-isolating or shielding**

In the event that individual children are confirmed to be self-isolating or shielding due to COVID-19, Class Teachers will provide access to a weekly timetable of remote learning activities. This will be shared

through the school VLE (Virtual Learning Environment) available on our school website. This learning will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload.

To do this, we will make use of a number of high-quality online materials (National Oak Academy, BBC Bitesize which fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Teachers will endeavour to view and feedback on as much of the children's work as they are able, while balancing their workload inside of school. Children at home should receive feedback at least twice a week following work being submitted by parent/carer via the class email.

### **Remote Educational Provision for Whole Classes**

In the event of that a whole class, Key Stage or whole school have to self-isolate, Class Teachers will post daily timetables on the School VLE for their class. This will outline the learning activities in the full range of subject areas to follow. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Opportunities to join in with time-scheduled LIVE events via Microsoft Teams will be arranged at least once a day if possible. Each day, further uploads on the VLE will add extra detail or examples as necessary and parents/carers should email their child's completed work to the class email. Other events, assemblies and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

### **Interaction**

We aim to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for children and families to interact and collaborate, for example through Times Tables Rockstars Battles and Athletics LIVE. We will also provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use Microsoft TEAMS to do this.

Communication between staff and children/families must be through the authorised Microsoft Teams or Class email. All communication should follow the rules outlined in the Online Safety Policy and Acceptable Use Agreements. Staff must consider before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. We would strongly recommend where possible, that staff avoid using personal devices and should only use school provided equipment.

### **Communication**

During a whole class/bubble closure, the class teacher, if they are able, will make at least one communication/keeping in touch phone call to each child/parent during the isolation period (within school hours). The teacher's telephone number will not be shared and will appear as 'caller unknown' on the phone display. GDPR policies will be followed when using parents and carers phone numbers and email addresses. If the teacher is in school as the child is isolating outside of the class, phone communication will be made through school telephones only.

### **Sites and services:**

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

VLE is our main method of providing remote learning to children at home.

Our main method of communication between staff and families is the class email.

### **Use of Video Conferencing technologies (Microsoft Teams):**

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Microsoft Teams and the NSPCC.

In order to protect both children and staff, we require that when you take part in Remote Learning opportunities, you follow the Acceptable Use Policy.

**Please also see our website for further support with Home Learning, Wellbeing resources and information.**

Any use of online learning tools and systems is in line with privacy and data protection /

GDPR requirements. See our policies on GDPR and privacy notices on our website.

### **Safeguarding & Remote Learning:**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and remind them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should be reported to the Designated Safeguarding Lead (Mrs Prestidge). Parents can do this by emailing [office@staugustine.medway.sch.uk](mailto:office@staugustine.medway.sch.uk) or [headteacher@staugustine.medway.sch.uk](mailto:headteacher@staugustine.medway.sch.uk)

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

### **Links with other policies**

- Behaviour policy and Covid-19 Addendum
- Child Protection and Safeguarding policy and Covid-19 Addendum
- Data protection policy and privacy notices
- Online Safety and Remote Learning Acceptable use policy
- Online Safety policy