

# St. Mary's Primary School, Killyleagh



"Learning Today for a Better Tomorrow"

## Remote Learning Policy

**Policy created by staff-** Sept 2020

**Policy presented to parents for consultation –** Oct 2020

**Policy reviewed and ratified by Governors-** Nov 2020

**Signature of Chair** \_\_\_\_\_

Circular consulted in creation of policy

2020/05: Guidance for schools on supporting remote learning to provide educational continuity

## **INTRODUCTION**

If the school has to undergo enforced temporary closure due to government and/or public health guidelines related to COVID 19 the school will implement the following Remote Learning procedures. The following will apply:

### **1. THE AIMS OF THIS POLICY**

To outline St. Mary's Primary School approach for pupils that, from September 2020, will not be attending school through choice, as a result of government guidance or due to continued shielding.

To outline St. Mary's Primary School's expectations for staff who from September 2020, will not be attending school due to self-isolation and who are otherwise fit and healthy and able to continue teaching, marking and planning work for pupils.

### **2. ROLES AND RESPONSIBILITIES**

#### **Teachers**

Teachers must be available between 9am and 3pm. If they're 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 procedures between 9am and 3pm to the Principal. If it affects the completion of any work required, ensure that arrangements have been made with the Principal to complete any work.

Teachers have the responsibility to:

#### **Set work:**

- Upload teaching materials and lessons to Seesaw (FS and KS1) and Google Classroom (KS2).
- Teachers will endeavour to set work equivalent in length to the lessons on their revised timetable and be available during scheduled lessons to answer any questions pupils may have via Seesaw, Google Classroom or Collaborate Ultra. It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. An element of differentiation by outcome is to be expected. Extension tasks may be set if appropriate.
- It may be that it is more appropriate for the teacher to set one longer task that covers several shorter lessons (e.g. a task for the whole week). The total set work should reflect the total length of lesson time that is missed.
- Staff must ensure a visible classroom presence is maintained throughout. This is a new experience for some of the students, and we must guide them in how to behave. Just as in their own physical classroom staff must set out their expectations.
- Provide Online curriculum tasks for all pupils using Seesaw and a variety age appropriate platforms/websites such as Doodle Maths, Bug Club, Newsdesk, BBC Bitesize, NewsDesk, Topmarks, etc

### **Providing feedback on work:**

- Pupils can send any completed work to teachers via Seesaw or Google Classroom.
- Teachers will provide feedback as required and return it to the pupils. Regular feedback when working remotely can keep pupils motivated and enthusiastic about their learning.
- Emails/messages from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Emails must be replied to within 48hrs no later than 4.30pm daily during teaching hours. Parents and children are asked that replies to teachers' comments or any queries are sent during the normal teaching day 9am-3pm only.
- Any concerns or issues that are received must be dealt with professionally by the class teacher, the Principal should be cc. into the email communication.
- Work uploaded on the e-learning platforms may be shared to the school website and social media platforms to promote and acknowledge the children's efforts.

### **Keeping in touch with pupils and parents:**

- Contact should be polite and encouraging. Teachers **must** adhere to the e safety / GDPR policies and are not permitted to give out any personal details. All communication should be done via the agreed methods of communication parent received via SMS from the school.
- If there is a lack of engagement, (2 working days have passed, without any work uploaded to Seesaw or Google Classroom, or no email communication has been received) the school will make contact with the parent via email or telephone to clarify any issues during the normal school day working hours (Circular 2020/05). Contact will be made by the class teacher and then the Principal
- Any concerns that the teacher may raise should be forwarded to the Principal who may choose to contact the parents directly. A record of this correspondence will be maintained for future reference.
- In the event of a school closure due to Lockdown or staff being unable to gain access to the school building class teachers will make contact with home via a telephone call from a withheld number. Records of all contacts with parents will be maintained as well as any relevant actions.
- If there is a safeguarding concern, the safeguarding team will be informed and they will follow the guidance set out in the Safeguarding Policy.

### **Attending whole class virtual face to face session with teacher**

#### **(Pre-recorded or live)**

- Staff will be using an appropriate safe online platform to provide a visual teacher presence in the event of school closures. We will adhere closely to all Child Protection guidance issued by DENI. These may include Seesaw, Google Meet, Collaborative Ultra and Microsoft TEAMS.

- Prior to any face to face sessions with teaching staff, pupils and parents will agree to a code of conduct for e.g. Use of headphones; microphones turned off, chat or message capabilities controlled by teacher, blurred background or use of virtual background, dress in an appropriate manner.

**STAFF ARE NOT PERMITTED TO HAVE A ONE TO ONE VIDEO CHAT WITH A STUDENT.**

### **Attending virtual meetings with staff & with outside agencies.**

In the event of staff unable to enter the school building, staff will attend virtual meetings through the video conferencing programmes such as Zoom, Google Meet, Microsoft TEAMS or Collaborate Ultra. These meetings will be scheduled and staff will be sent an email link and password one day prior to the meeting. Meetings will not last longer than 40 minutes.

### **Classroom assistants**

In the event of school closure classroom assistants must be available during their normal working daily hours, Monday to Friday. All correspondence will be done through the c2k email or via SMS. Staff are expected to regularly check this email account.

If the school is to operate as a Hub School during periods of Lockdown non-teaching staff should be available to work when requested by the Principal.

Classroom assistants are responsible for:

- Supporting pupils with learning remotely when requested by the class teacher or SENCO when in school.
- Attending virtual meetings with Principal/teacher if required.

If they're 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.

### **Co-ordinators**

Review your current subject in the light of remote learning requirements. Evaluate what changes will need to be made for creating a relevant action plan. Office Forms will be used as a means of collecting data from pupils and staff regarding your subject.

## **Principal**

Alongside any teaching responsibilities, Mrs Martin is responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers, monitoring email correspondence between parents and teachers.  
(Refer to Appendix A)
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **Designated Safeguarding Teacher**

The DT Mrs Hagan is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

If a parent has a safeguarding concern and the school has had to close due to a positive case or Lockdown Mrs Hagan can be contacted on

ohagan279@c2kni.net

**See the COVID-19 amendments to the Safeguarding Policy**

## **ICT Co-Ordinator**

ICT Co-Ordinator is responsible for:

- Creating whole school emails, forms or messages in collaboration with school administration staff.
- Reporting issues with systems used to set and collect work to C2K.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.
- Requesting loan of devices from EA and maintaining a record of such loans.

## **Pupils and parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time.

- Upload their work in the appropriate manner.
- Seek help if they need it, from teachers.
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- To ensure their child has sufficiently adequate computer equipment and internet access in order to fully participate in remote learning.
- Ensure devices that have been borrowed are being used to support the child's learning.
- Encourage and support their children's work including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible.
- Seek help from the school if they need it – staff should refer parents to the Home Learning section on our website (password protected- issued to parents by MSM) and the Links section on the school website.
- Contact the class teacher if there are any concerns via the appropriate methods and only at the agreed time.
- Be respectful when making any complaints or concerns known to staff

## **Board of Governors**

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 systems are appropriately secure, for both data protection and safeguarding reasons

I \_\_\_\_\_ (name) understand the above points and agree to follow the guidelines set out in this policy.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A

### Pupil Contract

Procedure and expectations during periods of remote learning where teachers and/or pupils are using online learning platforms to deliver lessons, materials and homework.

1. You are expected to behave online in the same way as you would in the classroom.
2. Only use your Log in details to access your own e-learning platform or supporting websites. These log in details should not be shared with anyone outside the family home.
3. Be respectful of the teacher and others in the group.
4. Contribute positively to the lesson and engage as you would if in class.
5. Email the teacher or use the message facility in Seesaw or Google Classroom if you are unable to complete the set work during the hours 9am-3pm.
6. Teachers are there to help and support the children. Ask questions and participate actively. We all learn from one another.
7. In the event of closure of the school work will be posted on Monday where possible, pupils are asked to return work for marking on a daily basis and submission will be closed on Friday at 3pm. **If completed work is submitted over a weekend this work will not be marked until the end of the following week. A record of late submissions will be kept.**
8. Home learning (Homework) activities will be posted on a Monday afternoon and all work should be submitted for marking when completed or by 8pm on Thursday of that week.
9. Work in Google classroom should be posted within the classroom assignment tab, work should not be uploaded to the stream as this may be viewed by all members of the class.

#### Pre-recorded or live session

10. Attend all required lessons and ensure you are registered. Links will be sent to pupils via the online learning platform or email, this is the only way a pupil can access the session.
11. Email or message the teacher prior to the lesson if you are unable to join or have accessibility issues.
12. Dress in an appropriate way no football shirts or pyjamas should be worn.
13. Only use the camera or microphone if it has been requested by the teacher.
14. If the camera is being used, please ensure that your background is appropriate and you are in a communal room in your house (not your bedroom).
15. Keep yourself on mute unless otherwise told.
16. Do not record, take photographs or screenshots of the lesson or of the teacher unless this has been authorised by the teacher.

#### Pupil Wellbeing

If the school has to close due to a positive case of Covid19 or a period of Lockdown, it is important to look after your own wellbeing.

17. Take time away from computer screen and devices. Go outside and walk and enjoy other areas of life to ensure that you have a good school-life balance.
18. Teachers are here to help you and your family. If you are worried or anxious about any aspect of your home-learning, please let the teachers know.

I \_\_\_\_\_ (name) understand the above points and agree to follow the guidelines in this policy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_