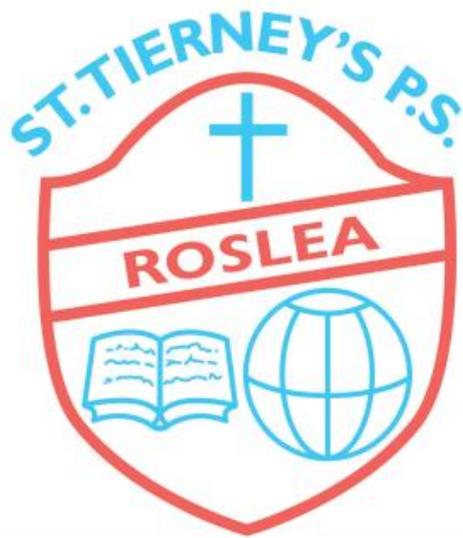


# St Tierney's Primary School, Roslea



## Remote Learning Policy

September 2020

## Remote learning Policy

### Specific Aims

- To outline St. Tierney'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. Tierney's Primary School's expectations for staff that, from September 2020, 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?

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19
- A child's parent has been contacted by Test and trace and told their child must self-isolate for 14 days.

### Remote learning for pupils that are not able to attend school due to self-isolation or in line with government guidelines

St. Tierney's Primary School will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far 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. St. Tierney's 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.

### Family (pupil/parent/guardian) role

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St. Tierney's Primary School would recommend that each 'school day' maintains structure.

Each week, on Monday morning, work for the week, in English, Maths and Topic will be posted on Google Classroom or class Seesaw. Families should view this together, and then make appropriate plans to complete the work.

Should anything be unclear in the work that is set, parents and/or pupils can communicate with class teachers via Google Classroom or Seesaw.

- They should make clear which subject the question relates to.
- Work that children complete at home should be sent back to the teacher in digital form through Google Classroom or Seesaw.
- To attempt to make use of the resources shared with them i.e. home learning packs, printed sheets, using relevant mathematical methods etc...
- 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 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 may be available. These will be discussed on case-to-case basis.

## Teacher expectations

In addition to their in-school work, teachers from St. Tierney's Primary School will continue to support children that are unable to attend.

- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through video clips and tasks for home learners. Videos may include demonstrating a new focus in numeracy.
- Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.
- To respond, within reason, promptly to requests for support from families at home. This should be done via email to the principal or phone call to the office.
- Staff have been directed to professional development opportunities for relevant aspects of online and remote learning. Should a staff member require support with the use of technology, it is their responsibility to seek this support in liaison with Mrs Conlon ICT Coordinator, who will assist them and provide them with further guidance or direction.

## Remote teaching for staff who are self-isolating

- Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.
- If a member of staff is required to self-isolate, they are expected to:
  - ✓ Follow normal reporting procedure for planned absence.
  - ✓ School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
  - ✓ Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Principal and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group or for pupils in other year groups that may be self isolating.
  - ✓ It is essential that all medium term planners are submitted in advance to the Principal so that periods of unexpected teacher absence have minimal impact on pupil learning.

## **Guidance on using Google Classroom/Seesaw**

These platforms, along with the school website, will be the main forum for communication between school and home during the pandemic. Teachers will be expected to post weekly tasks and teaching, taking in to account the needs and abilities of all pupils.

When teachers are undertaking face to face teaching in school, Google Classroom or Seesaw should not dominate a teacher's daily routine so it is important to set time boundaries when you will reply to pupil/parent queries. Recommendations would be as follows:

- Ensure every child/family is signed up accessing Google Classroom/Seesaw. Send reminder logins/codes, if this fails let Mrs Murray know and she will contact the parent to ascertain the reason. Please remember some children's parents, due to legal requirements have permission for both to be included in all correspondences, so ensure both are given the information for signing up to the app.
- Between 8:40 -9:00a.m each morning and during the allocated directed time slot for each afternoon;
- Please switch off after working hours and avoid spending a lot of time checking Google Classroom/Seesaw in the evenings and or weekends;
- If a parent sends an aggressive message or a complaint, discuss this with a member of SLT before replying, they will advise or make a phone call to the parent to try and resolve the issue promptly;
- Decide for each year group what is an appropriate amount of items to post each week. We are aware some teachers use Google Classroom/Seesaw to a high level and this is acceptable, but this does not mean everyone has to follow their lead.
- Pupils should be reminded of Acceptable Use of Internet Use and rules that have been agreed for using Google Classroom. Any inappropriate language, posts or use of the platform should be reported to the Principal immediately and may result in the pupil being removed from the platform.

## **Recommendations for what items to post**

- Weekly tasks for Literacy/Numeracy/Topic Work
- Other curricular tasks that are appropriate
- PowerPoints/teaching notes to assist with new learning
- Weekly videos for teaching new Numeracy focus and or literacy, phonics etc – these may be teacher made or linked to appropriate learning videos.
- Extension activities
- Learning support resources such as word banks, number grids etc.
- Acceptable Use Rules for online learning. These should be discussed and agreed at class level as appropriate to age.

## **Feedback/Marking of Work**

Teachers will make every effort to acknowledge and respond to all work submitted online in a timely manner in conjunction with school Assessment and Marking Policy. It is acknowledged that the level of marking will be reduced due to the ongoing situation with Covid-19 (see Policy Addendum for Assessment and Marking) and teachers are not expected to spend vast amounts of time marking online homework in detail.