

# St. Mary's Derrytrasna

## Remote Learning Policy



***Date Ratified: May 2021***

***Signed: Gerard Smyth***

## **Rationale**

This policy has been created in response to the Covid-19 pandemic.

- To outline procedures 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 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.

## **This policy applies to:**

Pupils, staff and families who display any of the following symptoms and in line with government guidance have been requested to self-isolate. The main symptoms of COVID-19 are:

- a high temperature – this means you feel hot to touch on your chest
- a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours
- anosmia - the loss or a change in your normal sense of smell (it can also affect your sense of taste).

## **Role of staff**

St. Mary's will provide remote learning in the form of online activities and/or paper booklets for pupils who cannot attend school due to the reasons provided above.

### ***If an individual pupil cannot attend school.***

Staff will make available to parents, paper copies of work that is being taught. The person who collects the work should not be self-isolating nor have received a positive test result for Covid-19.

### ***If a class group or bubble cannot attend school.***

Staff will provide online activities by 9.00am each morning for the duration of the absence, this will be in the form of;

- Daily IXL tasks
- Literacy Activity (daily)
- Numeracy activity (daily)
- The World Around Activities (for the week)
- Additional Activity e.g. Art/Music/P.E/PDMU. (for the week)

## **Role of parents/carers**

Where possible, it is beneficial for young people to maintain a regular and familiar routine during home learning. Should anything be unclear in the work that is set, parents can communicate with class teachers by telephoning the school office 028 38340295, using Class Dojo, Google Classroom or by the school email address, [info@stmarys.derrytrasna.ni.sch.uk](mailto:info@stmarys.derrytrasna.ni.sch.uk) stating clearly what the issue is.

We would encourage parents to support their children's learning, including finding an appropriate place for them to work to the best of their ability, support their children by encouraging them to work with good levels of concentration.

## **Teacher expectations**

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

- Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to provide video clips and tasks for home learners.
- To respond, within reason, promptly to requests for support from families at home. This should be done via telephone to the school office or Class Dojo.
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school from Mr Lavery, ICT Coordinator, who will endeavour to help.

## **Remote teaching/work for staff who are self-isolating**

Staff are required to self-isolate if they show symptoms outlined at the start of this policy or as advised by PHA, 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 should 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 expected to provide work for their class if class also cannot attend school due to isolating. They may be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for other year groups.

## **Remote Learning Forum**

We will be using Google Classroom as a medium for home learning and homework. Further information is available on the Google Classroom website.

The school has made children aware of the Remote learning and online session guidelines, agreed by all children and staff. Children are reminded of these guidelines regularly. We have also developed a number of guidelines for parents.

### **Guidelines for Parents/Carers**

- Parents should continue to call the school, (028 38340295) as the main form of communication with class teacher. Other alternatives are to use Class Dojo or email [info@stmarys.derrytrasna.ni.sch.uk](mailto:info@stmarys.derrytrasna.ni.sch.uk) if they need to send a message to the class teacher.

### **Video conferencing (Google Meet) Pupil Acceptable Use:**

As we do our best to support the students of St. Mary's Primary School with remote learning, we are using a number of digital tools we are reconnecting pupils and teachers using video conferencing on **Google Meet**. St. Mary's pupils can access *Google Meet* using their school **G Suite** accounts (@c2ken.net), through **Google Classroom**. This agreement outlines the acceptable use of video conferencing between pupils and school staff.

### **Security and Privacy:**

**Google Meet** employs their own security and privacy features which you can learn about by clicking on the links below:

**Google Meet** Security and Privacy - <https://support.google.com/a/answer/7582940>

### **Acceptable Use:**

Although the platforms are secure, we will still need your help to ensure these tools are being used appropriately. In order for pupils to participate in video calls with peers or school staff, the following terms must be adhered to:

- An adult (parent/guardian) will be in the vicinity at all times during the video call with fellow pupils and school staff. For younger pupils, the adult should be sat with the pupil as the video conference call is conducted. Adults should play a supervisory role (and be aware of their child's conduct on the call) but do not need to actively participate.
- Video should not be switched off during the video conference call for safeguarding reasons.
- Parents/guardians should be mindful about what family activities could potentially be heard/seen during the pupils' use of video conferencing.
- If possible, it is advisable that the pupil sit in front of a plain wall/background. The background for the video call should not feature any family photographs or personal information.

- Pupils should be dressed appropriately during video conference calls and make sure that there are no distracting materials.
- Pupils should be punctual when joining a prearranged video conference call, set up by school staff.
- Pupils should communicate appropriately with fellow pupils and members of staff during the video call.
- Pupils should not use the 'chat' function in a video conference call session unless they have been advised to do so by a member of the school staff.
- Pupils/parents/carers, should not take photos, screenshots, record any video, or audio, from these conference sessions. Pupils do not have permissions to do so and it is a violation of the school's Acceptable Use Policy and E-Safety Agreement.

**Please also refer to the St. Mary's Primary School *Pupil Acceptable Use and E-Safety Agreement* when accessing Google Classroom and other content on the internet.**

### **What choices do I have as a parent or guardian?**

First, you can revoke consent for your child to use the *Google Meet* feature within the *G Suite for Education*. If you choose this option, teachers will not invite your child to participate in *Google Meet* video conferencing sessions. **You will need to contact your child's class teacher to inform them of your decision.**

If you want your child to use the *Google Meet* feature to participate in video conferencing sessions with pupils and school staff, you do not need to do anything. Just ensure that an adult is present in the room/vicinity when your child is participating in a school video conference call and that the terms set out above are being respected.

### **Monitoring and Evaluation**

The Governors, Principal and Senior Leadership Team will monitor and evaluate the delivery and effectiveness of the Remote Learning Policy.

### **School Development Plan**

The school's action planning for Remote Learning will identify and prioritise areas for development on our School Development Plan.

### **Review**

This policy will be reviewed beforehand if any changes are implemented by DENI.