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**St Laurence’s Catholic Primary School**

**Policy Statement**

**for**

**Remote learning**

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| This policy was reviewed: |  |
| By name: |  |
| Position: |  |
| Signature: |  |

**Our Mission Statement**

**1. We aim to celebrate our partnership with the families we serve and the community we live in.**

**2. We aim to provide an education that enables each child to reach their full potential.**

**3. Our aim is the creation of an atmosphere where all are valued, gifts and talents are celebrated and the gospel values of love, respect and justice are at the heart of all we do.**

**Our Vision**

Everyone feels a sense of belonging,

Has the opportunity to shine,

To enjoy their teaching and learning

But most of all – to dream big!

**Remote Learning**

**1. Statement of School Philosophy**

* At St Laurence’s we always strive to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this. During this difficult time, our class teachers want to ensure learning can be accessed easily and effectively from home. We want to ensure our children can continue learning from a wide range curriculum, no matter their location. We will strive to provide a broad and balanced curriculum, which responds to the needs of all children within our school.

**2. Aims**

* This Remote Education Policy aims to:
* Ensure consistency in the approach to remote learning for all pupils (including those with SEND) who aren’t in school through use of quality online live support, offline resources and teaching videos
* Provide clear expectations to members of the school community with regards to the delivery of high quality, interactive remote learning
* Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parental support
* Consider continued education for staff and parents (e.g. CPD, supervision and engagement)
* Support effective communication between the school and families and support attendance and engagement in education

**3 .Who is this policy applicable to?**

* Any pupil absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
* A child’s whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
* Remote learning will be shared with families when they are absent due to COVID related reasons.
* All pupils who are unable to attend school due to COVID closure restrictions in a national lockdown.

**4. Content and Tools to Deliver This Remote Education Plan**

* Resources to deliver this Remote Education Plan include:
* Online tools for EYFS, KS1 and KS2 *(Google Classroom, Seesaw, Times Table Rock Stars, Tapestry, School Spider)*
* Use of recorded *or live videos* by staff– these will include BBC Bitesize, YouTube, Oak Academy & White Rose Maths Hub to name but a few
* Phone calls home
* Printed learning packs (when requested)
* CGP Learning pack bundles
* Physical materials such as story books and writing tools (when requested)
* Further detail on these can be found through the following links:
* [**http://www.stlaurences.co.uk/page/parent-information/67305**](http://www.stlaurences.co.uk/page/parent-information/67305)

### 5. What should my child expect from immediate remote education in the first day or two of pupils being sent home?

* In the first instance of a school closure, parents & families can expect **immediate** access to online provision through: Google Classroom (live and pre recorded lessons); See Saw; Tapestry and SATS companion.
* Pupils have been provided with log in details to support all above mentioned learning provision.
* Paper packs will also be provided for families who are unable to access any online provision.

### 6. What will remote education look like?

* At St Laurence’s we will offer a broad and balanced curriculum
* We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, some lessons may require additional resources and may be supplemented for online alternatives. An example of this may be for science, children might not have access to the same equipment which would be available in school, however we could provide an online video or a pre recorded demonstration for pupils to access.
* Staff will provide suggested timetables which reflect a typical school day to allow families to set clear expectations at home for pupil learning. This will include a broad and balanced school day, which encourages learning to mimic that which is taking place within school.
* At St Laurence’s in order for pupils to gain as much as they can from their online learning, teachers will provide a mixture of online pre recorded lessons, so pupils can re visit concepts and address any misconceptions, as well as live lessons to enable teacher pupil interaction, and dialogue for learners to show understanding, or voice any concerns.
* Pupils can engage with a range of online learning provided by their teachers through: Google Classroom, SeeSaw, Tapestry & SATS companion. If none of these are accessible to families, paper copies, which reflect the online learning & learning taking place in school, can be obtained at the school office.

**7. Home and School Partnership**

* St Laurence’s School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.
* St Laurence’s School will provide a refresher online training session and induction for parents on how to use Google Classroom and Seesaw as appropriate and where possible. Learning videos will also be made available online for future access. Due to COVID restrictions, parents should speak to individual teachers to address concerns to seek help.
* Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Laurence’s Primary School would recommend that each ‘school day’ maintains structured in some form. Staff will give a suggested timetable to use at home, but this will vary from home to home circumstances. This is just a suggestion for help.
* 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.
* Should accessing work be an issue, parents should contact school promptly and alternative solutions may be discussed on a case-by-case basis.This can also include any illness within the family preventing work to take place.
* All children sign an ‘Acceptable Use Policy’ at school which includes e-safety rules and this applies when children are working on computers at home. This can be found in detail in our E Safety Policy.
* We ask for your understanding should staff be unwell and unable to fulfil actions stated above. Alternative arrangements will be made if this is the case, to the best of the schools ability.
* As recommended by government guidelines pupils at KS1 & KS2 we will provide a total of 4 hours learning time, daily.
* To ensure learning is taking place, to the best of pupil’s ability, we ask learners taking place in live lessons follow expectations set by school. (See appendix 2 on expectations) To mute their microphones during streaming unless asked, use the chat function when prompted or to ask for help, use the hands up function to ask for support or engage in a lesson and work in a quiet space, where possible.

**8. Roles and responsibilities**

**Teachers**

* *To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*
* St Laurence’s School will provide a refresher training session and induction for new staff on how to use Seesaw/Google Classroom. This will be completed by the computing lead, in partnership with CLC. Further training will be provided on request if needed.
* Teachers must be available during a forced lock down of school or individual bubble closure, unless ill themselves.
* If they are unable to work for any reason, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure to the Headteacher.
* When providing remote learning, teachers are responsible for:

**Setting work for learners:**

* Teachers will set work for the pupils in their classes whether in school or at home.
* The work set should follow the usual timetable for the class, including a range of subjects.
* Weekly/daily work will be shared on Google Classroom and also in a paper format, if requested.
* Teachers can provide work on Google Classroom and may include supporting materials, as well as videos and live feeds.
* Videos may be pre recorded or come from an external source e.g. white rose maths hub.
* Live lessons will take place daily at a time which will best suit learners. These sessions will also support wellbeing as well as learning. (Please see appendix 1 on live lessons)
* Exceptions to this are EYFS, who will provide work via Tapestry.
* In addition to Google classroom, Years 5 & 6 will also be provided work on SATS companion.

**Setting work for SEND**

* At St Laurence’s we want to ensure our remote learning is inclusive for all SEND. This will be supported on a 1:1 case basis liaising with the SEND co-ordinator, individual families and the Head teacher.
* Work provided for families will reflect any additional support that would be provided in school.
* Any child whose needs require an EHCP will be offered a full time place within school. It is the family’s choice if this is taken or not.
* If the children are working remotely class teachers will provide accessible work through online mediums of: Google Classroom, SeeSaw, SATS companion or Tapestry. However if none of the above are suitable to the family, differentiated paper copies will be provided. All work can be submitted for feedback from the class teacher, each week.
* Families with SEND support will be contacted by school every week to receive updates and communicate with how to support further if needed. This will be from the Headteacher or DSL.
* Class teachers or family members can raise any concerns through the school SENDCo as well as Headteacher.

**Providing feedback on work:**

* Any and all work completed by pupils can be sent back for feedback from school staff.
* Work provided on Google classroom will be fed back daily for English and Numeracy, other subjects weekly before the next session of the same subject. This will be completed if work is turned in for feedback on screen. Any work that is returned to school in paper form will also contain feedback when the next pack is collected. This is on a weekly basis.
* Tapestry work can be fed back and updated by the class teacher on a case by case basis, depending on child’s needs to access work.
* Further feedback may be provided for Years 5&6 on SATS companion, this can be done through the messenger platform, or through work completed.
* Pupils using online learning will have access to communication streams. This is a safe and monitored platform to share work and communicate with other pupils and staff. Staff may use this to assess how many learners are accessing work and how frequently. This may be done through an online register in the form of a daily question.
* Pupils will also be monitored through any online work that is submitted. Teachers will use this to feedback to SLT members so that they can communicate and offer support to any families who are not engaging in home learning. This will be done on a case by case basis.
* In the case of paper copies, these will be monitored through class teachers. Feedback will be provided for individual learners and those who are not completing tasks will be contacted by SLT to offer additional support. This will be done on a case by case basis.

**Keeping in touch with pupils who aren’t in school and their parents:**

* If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement. This should be reported to the Head teacher also.
* All parent/carer emails should come through the school admin account if they have concerns.
* Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL/HT through the schools normal procedures.

**Teaching Assistants**

* Teaching assistants must be available during a forced lock down of school or individual bubble closure.
* 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.
* During the school day, teaching assistant must complete tasks as directed by a member of the SLT or their class teacher.

**Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

* Co-ordinating the remote learning approach across the school, including daily monitoring of engagement on Google Classroom and Tapestry.
* Monitoring the effectiveness of remote learning – explain how they’ll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations

**Designated Safeguarding Lead**

* The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

**Computing Lead & Technicians**

IT technicians are responsible for:

* Fixing issues with systems used to set and collect work
* Helping staff with any technical issues they’re experiencing
* Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
* Assisting pupils and parents with accessing the internet or devices

**The SENDCo**

The SENDCo is responsible for:

* Liaising with the computing lead to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
* Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and PPPs
* Identifying the level of support needed.

**The School Business Manager is responsible for:**

* Ensuring value for money when arranging the procurement of equipment or technology.
* Ensuring that the school has adequate insurance to cover all remote working arrangements where applicable.

**Pupils and parents**

**Staff can expect pupils 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
* Request support in the form of a laptop device (families must sign out and agree to the laptop user agreement before taking away a device)

**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 – if you know of any resources staff should point parents towards if they’re struggling, include those in communication
* 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
* Ensure staff have adequate time to prepare resources for remote learning

**9. Links with other policies and development plans**

* This policy is linked to our:
* Safeguarding
* Behaviour policy
* Child protection policy
* Data protection policy and privacy notices
* Online safety acceptable use policy
* Code of Conduct for Phone calls, Video conferencing and recorded video
* End User Agreements for Google Classroom, Seesaw and Tapestry

**REVIEW OF POLICY**

The effectiveness of this policy will be reviewed annually by the Senior Leadership Team and every three years by the Governing Body. If changes are made to the policy, the Governing Body will ratify amendments.

**Any dramatic change in the position relating to Covid-19 will require this policy to be reviewed and, if appropriate, revised for re-approval from the governing body.**

Signed:

Designation:

Date:

Appendix One – Live Lessons

**St Laurence’s Catholic Primary School**

**E Mail:** [stlaurence@knowsley.gov.uk](mailto:stlaurence@knowsley.gov.uk)

**Website:** [www.stlaurences.co.uk](http://www.stlaurences.co.uk)

**Twitter:** @slaurences

Leeside Avenue  
Southdene  
Kirkby  
L32 9QX

**Telephone:** 0151 546 4733

**Headteacher: Miss SJ Carroll**

**Date:** Sunday 10th January 2021

Dear Parent/Guardian,

Thank you for your support in what was a very tough week for all of us. School staff were put in an impossible position on Monday night and have worked hard to get everything in place in a very short space of time. Please be understanding of this.

As the week has gone on and we have started to adapt to our new way of learning, we have listened to your views and concerns. I hope what I am about to explain in this letter will provide further help to those learning at home and will show we do act on what you are telling us. As time goes on this will develop further.

From Monday staff will be LIVE on Google Classroom at specified times to support parents and children. Nursery and Reception teachers will be completing recordings via Tapestry, daily.

A link announcement will appear on the Google Classroom feed with the time(s). Click on the link and this will take you to the live link with the staff member delivering the support. Children will be supported by either member of the year group for remote learning each week.

The timetable below outlines what will be occurring**. Times for sessions will vary from year group to year group. Please look on the class feed pages for the time for your child’s class.**

|  |  |
| --- | --- |
| **Day** | **Support** |
| Monday AM | Staff will outline work for the week and help parents/children to navigate the site. Any questions may be asked. This will be a chance for the children to speak to their teacher also and check in. |
| Monday PM | Staff will check back with anyone on line to answer any further problems. The aim of Monday’s sessions are to provide set up for the week to everyone. |
| Tuesday – Thursday AM | Staff will work with children on either Maths or English to support their learning on the daily work set. Subject will be decided by the class teacher and communicated through the link. Please note it will be Maths or English, not both. |
| Friday PM | Class teacher in school will complete an activity for the children to allow social interaction with children in school and at home. This will vary from class to class. |

We hope that the above will aid in some way in supporting those at home.

All of the other materials that have been provided on the classroom site will continue. Recordings will continue to be used by staff as it has been proven that these work better than LIVE session feeds. Children can rewind these if needed and go back to them as many times as they want.

As this is a new way to all of us, please bear in mind that sometimes technology does not always work in the way we want it to. We hope that the LIVE links work, but please be understanding if they do not. Sometimes things are not in our control - for example signal etc.

**I also ask the following of our parents in relation to the LIVE streams by staff.**

\*Staff are teachers, not technicians. If anything goes wrong please do not blame the class teacher.

\*Staff are nervous about being LIVE and being projected into the homes of their children. Please be kind.

\*Parents be patient.

\*Parents must not record staff when they are live and post on social media. If we find out that this is happening, LIVE links will be stopped.

\*Remember that the links are there for support to all children logged on. Any individual concerns or questions should not be directed in front of others. Please use the messaging function to ask any questions.

I hope what I have mentioned above is seen as another support that the school are putting into place. Our staff go above and beyond in lots of ways that you will not even know. Please remember this. As we work more on Google Classroom, things will get easier for our staff and also for you at home.

I hope to see more children working on Google Classroom now we have put other things in place – if you are still struggling with this please get in touch.

If you are still having problems, please message your class teacher or contact the school and we will do our upmost to help out. We all need to continue supporting each other, during these difficult and challenging times.

Kind regards

Miss Carroll

**Appendix Two – Pupil Expectations**

