



## Remote Education Policy for SRSCMAT Schools

### The Priory Catholic Voluntary Academy

#### 1. Statement of Philosophy

*The St Ralph Sherwin Catholic Multi Academy Trust strives to be creative and innovative, helping schools to devise robust digital support plans to further support parents and children across the 25 schools within its family. The Trust's Strategic Plan has 5 core aims, within which there is recognition of the importance of remote learning in the current climate of Covid-19, taking into account national and local contexts.*

*At The Priory Catholic Voluntary Academy, we believe every pupil in our school deserves a quality education. Due to the Coronavirus pandemic, pupils may have to complete some of their learning from home.*

#### 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning, through use of quality online and offline resources and teaching videos, for all pupils (including those with SEND) who are not present in school
- Provide clear expectations to members of the school community with regards to the delivery of high quality, interactive remote learning, and where possible, live online teaching
- Support the continuous delivery of the school curriculum, as well as motivation for learning, PSHE (Personal, Social and Health Education) and Well-Being, as well as helping parents when children are learning from home
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families, including a focus on attendance

#### 3. This policy is applicable when:

- A child is absent because s/he is awaiting test results and the household is required to self-isolate, where the rest of the school bubble is attending school and being taught as normal
- A child's whole bubble is not permitted to attend school because s/he, or another member of the bubble, has tested positive for Covid-19
- An emergency, for example, significant damage to the school building causes the closure of the school building.



#### 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 (*School website/Class Dojo/Seesaw*), as well as for staff CPD and parents' sessions.
- Use of recorded video and live video for start day registration, teaching lessons, instructional videos and assemblies
- Phone calls home
- Printed learning packs when requested
- Use of Century Tech (KS2 only), BBC Bitesize, Oak Academy and Timestables Rockstars

The detailed remote learning planning and resources to deliver this policy can be found on each class page on our school website and via our class dojo:

- Model Timetable and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources

#### 5. Home and School Partnership

The Priory CVA is committed to working in close partnership with families and recognises that each family is unique; because of this, remote learning may be different in order to suit individual needs.

Should you require support, The Priory CVA will provide online training sessions should you require this. We also offer an induction video for parents on how to use Zoom, Microsoft Teams, Classdojo, Seesaw and these are available on the website. Where needed we will also provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. The Priory CVA would recommend that each 'school day' maintains a structure:

- Maths
- English
- Topic or RE (at least 10% of learning)
- An activity which is interactive or outdoors to encourage children to break up their learning

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 engage with good levels of concentration.

We recommend that a separate user profile for each child is created on home devices to ensure any files (word processed documents, presentations etc.) are kept safe and secure. Where you have been provided with a username/email and password for your child, please always encourage them to use these credentials when completing any work. Please do not share these credentials with anyone, including other children in the family.



Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

In line with The Priory CVA's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules; this applies when children are working on computers at home.

## 6. Roles and Responsibilities

### The Trust

The Trust 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.

Directors of Performance and Standards (DoPS) are responsible for:

- Monitoring and quality assuring home learning
- Ensuring schools are equipped to deliver a high-quality remote learning offer
- Advising and supporting Headteachers and staff during periods where remote learning is necessary

### Local Governing Board (LGB)

The LGB 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

### Designated Safeguarding Lead (DSL)

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

We recommend for children in KS1 (Foundation, Y1 and Y2) to have an adult present with them and for all children in KS1 and KS2 to take part in an open space in the house where other people are present.



## Senior Leaders

Alongside any teaching responsibilities, the Headteacher and senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – *this will be done with regular meetings with teachers, reviewing work set/the success of submission and asking for feedback from pupils and parents.*
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the health and well-being of staff and children (those well, isolating or ill) – this will include regular conversations with staff in school/at home

## The SENCO

Liaising with the ICT technicians 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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs, IBPs, IEPs etc.

Identifying the level of support for pupils.

Support with the distribution of phone calls for vulnerable children from SLT, class teachers and teaching assistants.

## Teachers

*Please note: the following relates to where a whole class/bubble is isolating and would be reduced when fewer children are isolating and the majority of the class is in school. **Please see our school specific plan for home learning (section 8) further down in this policy.***

The Priory CVA will provide continued training on remote learning and induction for new staff on how to use Zoom, Microsoft Teams, Seesaw and Dojo.

When providing remote learning, teachers must be available between 8:00 – 17:00.

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.

If teachers are self-isolating and well, they are expected to teach remotely.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes.
- Wherever possible, the work set should follow the usual timetable for the class had they been in school



- Weekly/daily work will be shared on the class website and dojo and submitted on dojo/seesaw.

Providing feedback on work:

- All tasks submitted will be viewed and approved by teachers or teaching assistants within 24 hours.
- Each child will receive one comment on one piece of work submitted each day.
- This will be in line with our feedback policy. There may be a comment about how successful the task has been completed or a follow up question.

Keeping in touch with pupils who are not 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 assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school office email address: [office@priory-pri.notts.sch.uk](mailto:office@priory-pri.notts.sch.uk)
- 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

## Teaching Assistants

Teaching assistants must be available to work their contracted hours.

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/class teacher. This can include but is not limited to:

- 1:1 phone calls/video calls with vulnerable or SEND children
- Group work with specific groups of children led by the teacher
- Attendance on class video calls
- Support in the preparation of resources and day to day requirements of the classroom

## IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are 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



## Office Staff

Updating attendance figures/ information.

Liaison with parents re the options for accessing learning for pupils at home.

## Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## 7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy and procedures
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- Code of conduct for social media and parent communication
- End User Agreements for Microsoft Teams, Google classroom, seesaw and class dojo



## 8. The Priory Catholic Home Learning Plans

### Purposes:

- To enable each child to continue learning even if their bubble or the school is closed.
- To ensure SEND pupils continue to receive a bespoke education which meets their individual needs.
- To ensure vulnerable pupils receive support to ensure they can continue their learning and are safe.
- To ensure all pupils are safeguarded while they are not attending school.

### In the event of a bubble closing:

- The class teacher will conduct one (Foundation/Y1) or two (Y2 and KS2) daily Zoom/Microsoft Teams session (Maths, English, Topic or RE) with the pupils who would be able to access the work. For younger children (Foundation/Y1), this may be done in groups.
- This session will be at 9:30 and 10:10 for Foundation and Y1 and then 9:30 and 1:30 for Y2 and KS2 (unless other times are stated). This is also a time to register the children. However, in the event that multiple bubbles are at home we are mindful that technology will need to be shared between siblings – please let us know so we can try and make alternative arrangements.
- The class teacher will provide another piece of work and make this work available through the school website and/or class dojo. For Foundation and Y1 this may include a range of other activities. Pupils will submit work on class dojo or seesaw.
- Century may also be used within KS2 to provide structured work at a suitable level.
- Pupils who are not able to access the whole class Zoom/Microsoft Teams lessons due to their special educational needs will have a daily Zoom/Microsoft Teams call or phone call with a TA in a smaller group or on a one to one basis.
- Pupils who do not attend a Zoom/Microsoft Teams session after one week will receive daily phone calls instead to ensure they are safe and continuing with their learning.
- Pupils who are considered vulnerable will receive additional phone calls from a teacher and/or TA and/or external agency. Communication will vary due to individual risk assessments. All communication with vulnerable children will be logged on CPOMS.

### In the event of the whole school closing:

- The class teacher will conduct one (Foundation/Y1) or two (Y2 and KS2) daily Zoom/Microsoft Teams session (Maths, English, Topic or RE) with the pupils who would be able to access the work. For younger children (Foundation/Y1), this may be done in groups.
- Please see the timetable below with regards to Zoom/Microsoft Teams timings as we are mindful that technology at home will need to be shared with siblings if everyone is at home.
- The class teacher will provide another piece of work (independent task) and make this work available through the school website and/or class dojo. For Foundation and Y1 this may include a range of other activities. Pupils will submit work on class dojo or seesaw.
- Century may also be used within KS2 to provide structured work at a suitable level.
- Work will be available through the school website and/or class dojo. Pupils will submit work on class dojo or seesaw.





- Pupils who are not able to access the whole class Zoom/Microsoft Teams lessons due to their special educational needs will have a daily Zoom/Microsoft Teams call with a TA in a smaller group or on a one to one basis.
- Pupils who do not attend a Zoom/Microsoft Teams session after one week will receive daily phone calls instead.
- Pupils who are considered vulnerable will receive additional phone calls from a teacher and/or TA and/or external agency. Communication will vary due to individual risk assessments. All communication with vulnerable children will be logged on CPOMS.

In the event of a pupil within a bubble self-isolating:

- Pupil(s) will receive the same work that their peers are completing in school on a daily or weekly basis and/or will be completing work on Century when directed.
- If the pupil(s) is/are considered vulnerable, they will receive a number of extra phone calls from a teacher and/or TA and/or external agency depending on the needs of the child(ren).

In the event of a class teacher being too unwell to deliver live learning and set work:

- Pupils in that bubble will receive two weeks of standalone work appropriate for the needs of the class.
- Pupils will be completing work on Century.
- Communication between pupils, parents and school will take place through the class TA or other teacher at school.

**NOTE: Please in the first instance, always see your child’s class page on the school website/dojo for specific arrangements as this can sometimes differ.**

**Timetable for live video learning by teachers to avoid clashes with home learning technology when the whole school is closed:**

	<b>Zoom/Microsoft Teams</b>	<b>Zoom/Microsoft Teams</b>	<b>Zoom/Microsoft Teams</b>	<b>Zoom/Microsoft Teams</b>
Reception – Groups	9:00am	9:20am	9:40am	10:00am
Year 1 – Groups	9:00am	9:40am		

	<b>Zoom/Microsoft Teams Session 1</b>	<b>Zoom/Microsoft Teams Session 2</b>
Year 2	10:30am	1:00pm
Year 3	10:30am	2:15pm
Year 4	9:45am	1:35pm
Year 5	9:50am	1:35pm
Year 6	9:00am	2:10pm