St Charles RC Primary School
Home learning policy 2021

Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community.

We aim to pass on the faith we share in partnership with you.

We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support.

We take pride belonging to St. Charles RC Primary School.

MISSION STATEMENT

As a family of God, we love to learn and learn to love

Introduction

From September 2020, all children are expected to return to school following school closures due to the COVID-19 pandemic. Many of the children engaged in some type of home learning during their time away from. This document sets out how we will continue to ensure a high level of education for any child who is unable to attend school due to self-isolation, throughout the rest of the pandemic.

Key contacts

Role	Name	Contact number	Email
Designated safeguarding lead	Clare Campbell Headteacher	0161 794 4536	clare.campbell@salford.gov.uk
Deputy safeguarding lead	Nicola Drake Assistant Head	0161 794 4536	nicola.drake@salford.gov.uk

Deputy safeguarding lead	Clare Brown Deputy Head	0161 794 4536	clare.brown@salford.gov.uk
Chair of governors	Stuart O'Brien	0161 794 4536	stuart.obrien2@ntlworld.com
LADO	Roisin Rafferty	0161 603 4350	roisin.rafferty@salford.gov.uk
The Bridge	Salford Council	0161 603 3500 8.30-4.30pm 0161 794 8888 Emergency duty team	https://www.salford.gov.uk/children-and-families/safeguarding-children/worried-about-a-child/

Remote Education Policy for St Charles RC Primary School

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos

- Provide clear expectations 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 parent/carer support

- Consider continued education for staff and parents (e.g. CPD, supervision)

- Support effective communication between the school and families and support attendance

Who is this policy applicable to?

- A child *(and their siblings if they are also attending St Charles RC Primary)* is 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.

- Schools have been directed to close due to a national lockdown, school is only open for critical workers.

Remote learning will be shared with families when they are absent due to Covid related reasons by the end of the first day of isolation. A series of links will be available on Google Classroom for all children to use, on their first day of isolaton.

Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 – *Google Classroom*

- Use of video and live streams for wellbeing checks, lesson direction, storytelling, instructional videos and assemblies

- Phone calls home

- Printed learning packs

- Physical materials such as story books and writing tools

- Use of *BBC Bitesize, Oak Academy, Times Table Rockstars, Spelling Shed, Oxford Owls, Topmarks, Studyladder*

The detailed remote learning planning and resources to deliver this policy can be found on Google Classroom.

Documents and resources available on GC include:

- Model timetable and structure for remote learning

- Downloadable printable documents

- Curriculum resources

Home and School Partnership

St Charles RC Primary 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 Charles RC Primary School will provide support for parents on how to use Google Classroom, as appropriate and where possible, provide personalised resources. User guides and 1-1 support will be provided by SLT and the school office.

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

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. Should accessing work be an issue, parents should contact school promptly via the school office or year group gmails and alternative solutions may be available. These will be discussed on case-to-case basis.

Where devices are loaned to families, they agree to return them at the end of an isolation period or national lockdown.

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 Charles RC Primary School will provide links to training videos for staff on how to use Google Classroom.

When providing remote learning, teachers will present at least one live lesson a day.

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 to SLT asap.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes
- Weekly/daily work will be shared via the online learning platform Google Classroom
- Teachers will post activities for each week of isolation on a Sunday evening, so that parents have time to prepare for the week ahead.
- A suggested timetable will be available to show parents how to structure their week and balance tasks.
- Activities should be a balanced mixture of subjects, but it is accepted that the online learning experience will not replicate the school day exactly
- Lessons should capitalise on the home environment, look to reduce screen time and include physical activity
- There will be daily Maths and English activities and a variety of other core/foundation subject related activities throughout the week.
- Work should be accessible and suitable for all levels including differentiation/challenge and meet the needs of all learners including those with SEND
- The total time it should take the children to complete all the daily activities set (including physical and creative tasks), should be between 3 and 4 hours per day depending on the age of the children.
- Modelling or supportive materials may be included to reinforce learning. These may be links to existing materials such as White Rose Maths videos, BBC Bitesize, Oak Academy and other weblinks.
- In the case of a class teacher working from home being unwell, SLT or other teachers working from home will be responsible for the home learning for that teacher's class
- Teachers will track pupil progress and engagement to ensure participation and explore the reasons for non-participation with the parents. Understanding should always be given to different family circumstances
- Teaching assistants may message children where appropriate and comment on their work
- The directed time policy is still applicable when teachers are working from home.

Providing feedback on work:

- All work submitted should be acknowledged and commented on by a member of the class staff team.
- Responses should be in line with the marking policy of St Charles RC Primary School and should include a short comment
- Where necessary, the class teacher may ask the children to remain on the Meet at the end of a live lesson to provide feedback and offer extra support.

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.
- Teachers should share their concerns with lack of engagement or missing children with SLT each Friday – SLT will then follow up with a welfare check.
- All parent/carer emails should come through the class gmail accounts or via the school office
- Any complaints or concerns shared by parents or pupils should be shared with a member of SLT

- Any safeguarding concerns, should be referred immediately to the DSL

Teaching Assistants

Teaching Assitants should be on hand to support the class teacher, particularly during live lessons.

If Teaching Assistants 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 the class teacher or a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc. weekly monitoring of engagement, allocating devices to support home learning.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing a sample of activities and comments and/or reaching out for feedback from pupils and parents

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

In partnership with RM Services, 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

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.

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
- Identifying the level of support

The SBM

- 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

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're 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 can't complete work
- Seek help from the school if they need it and discuss with staff what possible resources and/or support may assist with the child's learning
- Be respectful when making any complaints or concerns known to staff

Governing Board

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

Guidelines for all video calls and video lessons

- The parent or carer must make sure their child and other members of the household are aware the video call is happening
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas
- Language used must be professional and appropriate, including any family members in the background
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or a senior member of staff
- This will always be at a pre-arranged time. The times of all video calls and lessons will be published to parents
- Parents confirm they give consent for their child to be part of the group conversation by facilitating their engagement
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended, and concerns will be recorded and passed to the head teacher/senior member of staff/safeguarding lead

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access the data on a secure server on the school's IT network
- Use school devices to access the data – such as staff laptops, rather than their own personal devices

Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

Safeguarding

An addendum to the safeguarding policy has been created in the light of COVID-19. This can be found on the school's website.

Appendix

Remote learning protocols for parents/carers and pupils

Remote learning protocols

Parents/carers

Please take some time to read through these guidelines so that as a parent or carer you fully understand the requirements.
We appreciate that these are unusual times for all, and we appreciate everything you do to work with us to make the best of the current situation.

- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access
- Make sure you know who your child is talking to or messaging
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone
- Inform the school if your child is struggling to access the remote learning

Pupils

Pupils – you will be using the online platform more often in the future to access homework set by your teachers or for online lessons should your year group bubble have to close or if we have a national lockdown in the future due to the COVID-19 pandemic. Therefore, we ask that you read and fully understand the following guidelines to ensure that you stay safe and keep others safe too.

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else. I will:

- Only open pages which my parent, carer or teacher has said are okay

- Talk to my parent, carer or teacher before using anything on the internet that I am unsure about

- Tell my parent, carer or teacher if anything makes me feel scared or uncomfortable

- Make sure all the messages I send and comments I leave are polite and positive

- Tell my parent, carer or teacher if I get a nasty message or something makes me feel uncomfortable, and I will not reply

- Not give my phone number or address to anyone online

- Not tell people about myself online (I will not tell them my name, anything about where I live or where I go to school, names of clubs I attend)

- Not upload photographs of myself onto the computer or internet without my parent or carer's permission

- keep any passwords I have private

- Only speak to people I know online and on the phone

- Never agree to share photos, phone, video call or meet a stranger

- Always make sure my parent/carer knows who I am talking to or messaging

- If your teacher wants you to create a post, for example taking a picture of your Home Learning Project, they will enable you to create posts for that time

- If you are posting photos of your learning, please remember to do so safely – remember to always check with your parent/carer before uploading a photo, and try to make sure your photo is of the learning, not the pupil

- All pupils must be suitably dressed and in a suitable location

UNACCEPTABLE USE - Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people

- Using another person's username and password e.g. to access a device or website

- Looking at, or changing work that belongs to other people without their permission

- Wasting time or resources on school computers

- Sharing pictures or making video calls without checking with your parent/carer