Join the faith and learning journey

ST ANTONY'S R C PRIMARY SCHOOL

OUR MISSION STATEMENT

St. Antony's School is part of the Roman Catholic community of the Holy Family, where Jesus Christ is our inspiration as we raise standards and aspirations for all of our children.

INCLUSION STATEMENT

In this school, we are educating our children to:

- know who they are - a special and unique gift from God
- know why they are here - we all have a purpose and responsibility to look after God's world
- work hard and aim high for their future- find and use their God given talents to be what God intended them to be.

We are a Catholic community, in a modern society, where everyone is equal. The most loving and merciful Jesus Christ is our role model, and He welcomed everyone. All children are welcome in our school, and they and their families become part of our St. Antony's family. We will love and nurture them, and do our best to help them, on their faith and learning journeys, to become what God wants them to be.

POLICY NAME: Remote Learning Policy

Adopted by Governors: ………………………………………… (signed on hard copy)

Date: July 2023

Review date: July 2025

Remote Learning Policy

1. Aims

This Remote Education Policy aims to:

- Outline the school's approach to educating pupils who will not be attending school as a result of government guidance or the closure of a bubble

- Make clear our expectations of staff who are self-isolating, but healthy and able to continue planning, teaching and assessing pupils' work

- Ensure that remote education is offered as soon as it becomes necessary

- Ensure consistency in the approach to remote learning for all pupils who aren't in school, including those with SEND, through use of quality online and offline resources

- Provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning

- Include continuous delivery of the school's broad curriculum, as well as support of pupils' well-being

- Ensure that pupils learn new facts and concepts, as well as reinforcing prior learning

- Ensure that pupils engage in learning they would have completed had they been in school as normal

- Ensure that online tools used enable appropriate interaction with pupils, the assessment of their work and the provision of feedback

- Provide training for staff about the appropriate use of online platforms so that pupils and staff are effectively safeguarded and that data protection guidelines are adhered to

- Support effective communication between the school and families so that parents and pupils can access and make the best use of resources

- Ensure that pupils who lack any necessary equipment have this sourced for them

2. Who is this policy applicable to?

Self isolating due to illness, travelling or away due to exceptional family circumstances and in the event of pandemic and government direction.

3. Resources

Resources to deliver this Remote Education Plan include:

- Our online platform: Google workspace

- Staff training with Google workspace, and other useful APPs and websites for teaching other areas of the curriculum e.g. remote music

- Information for parents. This includes each child's Google workspace log-in and detailed instructions on how to log on. The school office staff have provided 1:1 parent sessions and access has been discussed in parent consultations.

- Printed learning packs for any pupil who doesn't have access to technology or a printer at home, or is not able to access mainstream online learning.

- Books and other physical learning material as required.

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning
- Pupils will study a broad range of subjects, including PE, History, Geography and Art
- Pupils will learn new facts and concepts, as well as completing activities that reinforce their prior learning.
- Those who cannot attend school will access similar learning to that which their bubble is completing within school
- Activities will be varied and not solely consist of 'screen time', for example science investigations, maths games and PE.
- Teachers will have access to a wide variety of resources to share remotely, such as White rose maths, Charanga, BBC Bitesize,TT rockstars, accelerated reader to name a few.
- Resources will be quality assured by class teachers who will make ensure they are closely linked to current learning and the age/stage of the learners.
- Staff will have the training they need to provide online learning safely, including small group Google workspace tuition as well as easy to follow handouts.
- All pupils will have access to the resources they need to learn. We will ensure this by having appropriate resource e.g. phonics cards, maths equipment, at home
- Teachers will prepare video clips which will communicate the purpose of activities for pupils to ensure that they understand what they are learning and how they can be successful.
- Pupils will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, in an age appropriate way.
- SEND will not be a barrier to accessing the curriculum at home because the school will work in partnership with families with regular communication and bespoke support for each targeted pupil.
- Staff workload will be managed by regular communication with SLT.
- SLTwill measure engagement in remote learning by working with teachers to gauge strengths and weaknesses and use this information to review provision and make changes as necessary.

5. Working with Parents

We are committed to working in close partnership with families and providing remote learning in different ways when necessary to suit the needs of particular pupils, such as those who have special educational needs and disabilities (SEND)

We will provide guidance to parents on how to use Google workspace, including their child's log-in information.

Resources will be shared with pupils and parents via all of our media outlets, such as the school website, emails and on Google workspace.

We would encourage parents to support their children's work and to establish a routine based around the school day wherever possible.

Should parents be unable to access online work for any reason, they should contact the school office as quickly as possible so that other arrangements can be made to support them.

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 SLT and Subject Leaders

Alongside any teaching responsibilities, subject leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely
- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Leading virtual meetings to ensure consistency across the school.
- Monitoring the effectiveness of remote learning, including by using pupil voice, auditing the work online and the resources produced for pupils.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

Teachers will be provided with the necessary training on how to use Google workspace.

When providing remote learning, teachers must be available during usual teaching hours and working days.

Teachers unable to work for any reason during this time should contact the Headteacher to ensure their classes are taught by other suitable teacher colleagues.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes and other classes in their Year group team when necessary.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers will set work using the Google workspace online platform
- Daily English and mathematics work and one other subject
- Planning and resources will be completed by each class teacher and will be monitored by Team Leaders, before they are made available to pupils and parents

Providing feedback on work:

- Reading, writing and mathematics work if they are uploaded
- Work in other subjects will be marked if they are uploaded

- The frequency with which teachers will provide feedback is set out within the schools marking and feedback policy.

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

- Teachers are expected to make weekly contact, via emails, phone calls or through Google workspace.
- If there is a concern around the level of a pupil's engagement, the teacher should ring a parent and talk to SLT.
- Teachers should only use the school office email address or their school email address to communicate with parents and pupils. Parents and carers should use the office email account admin@stantonysrc.co.uk. Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking.
- Where a family displays difficult behaviour or is unable or unwilling to engage, teachers will contact the SENCO, Deputy Headteacher or the Headteacher.
- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view

Teachers will respond promptly to requests for support from families at home, by responding to their emails and updating SLT.

Any complaints or concerns shared by parents or pupils should be reported to the Deputy Headteacher or the Head teacher or any safeguarding concerns, refer immediately to the DSL and Headteacher.

Staff who are required to self-isolate are expected to:

- Follow the normal reporting procedure for planned absence

- Obtain a test and share the result of it with school so that appropriate plans can be made

- Following contact with school, the Operations Manager may set up a referral to Occupational Health to support that individual

- If unwell themselves, teachers will be covered by another staff member in their year group team. Planning and other activities will not be undertaken until the teacher is fit for work.

Teaching Assistants

Teaching assistants must be available during their usual working 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 assistants must complete tasks as directed by SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher, Deputy Headteacher or SENCO

- Assist the class teacher with supporting pupils

- Prepare home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents and link pupils
- Complete work that accords with school improvement priorities

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

The SENCO is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and will liaise with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support required by pupils

The Finance Manager

The Finance 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.

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

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine.
- Support their children in their reading as far as they are able, so that they continue to read their home reading book. The school will a run book exchange programme for pupils, which will be delivered to each home as required. Please contact the school for more information through the school office.

- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus.
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by Google work space or by contacting the school office via our email address: admin@stantonysrc.co.uk
- Be respectful when making any concerns or complaints 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
- Ensuring staff workload is managed by Team Leaders and Senior Managers.

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

8. Keeping Devices Secure

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

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters

- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device

- Making sure the device locks automatically if left inactive for a period of time

- Not allowing family or friends to use the device

- Storing the device securely to avoid theft

- Ensuring that anti-virus and anti-spyware software is up to date

- Installing updates to ensure that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a designated safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the Senior Leadership Team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during your training.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

10. Expectations of staff during online meetings

When attending virtual meetings, all staff should follow expected professional standards in relation to:

- Dress code
- Location, e.g. avoid noisy areas, nothing inappropriate in the background

11. Links with other policies and development plans This
policy is linked to our:

St Antony's child protection and safeguarding policy

Behaviour policy and discipline policy

Website privacy notice

ICT acceptable use policy

Reviewed: July 2023

Adopted by Governors at the 2023 Summer Term Full Governing Body Meeting

Next Review date: July 2025