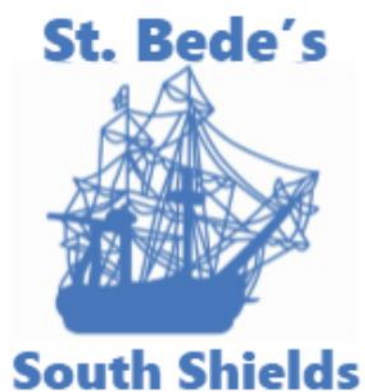


# Remote Learning Policy

## St. Bede's Catholic Primary School



## 1. Aims

This policy aims to ensure consistency in our approach to remote learning during the Covid-19 outbreak in particular, and sets out our expectations and obligations with regards to remote learning and provision of suitable education in general. The policy aims to provide appropriate guidelines for the use of hard copy and electronic means of remote learning.

## 2. Background

On 20 March 2020 all schools in the UK closed to the majority of pupils as strict social distancing guidelines were implemented to slow the spread of the novel coronavirus (Covid-19). As a result, Central Government guidance subsequently enacted into secondary legislation meant that all schools must close to the majority of pupils. Pupils whose parents/carers were classed as key workers, or who have an Education Health and Care Plan (EHCP) or who are vulnerable (social worker involvement) were entitled to continue to attend school during the outbreak.

Since September 7th 2020 all children were expected to attend school however with strict social distancing in bubbles in place. In cases where a member of a bubble shows symptoms and there is a positive test result, the bubble are sent home. School leaders and teachers are adjusting to remote learning strategies which may continue long-term. The school is committed to ensuring, wherever possible and reasonable, continuity in pupils' education during the extraordinary circumstances which have dictated the closure of schools with pupils required to stay at home.

This policy outlines the school's approach in managing the demands of remote learning, maintaining continuity of suitable education whilst ensuring that all members of our school communities remain safe.

This policy does not apply to individual students who are unwell and are unable to attend school for short periods or to pupils who take holidays out of published school term time.

## 3. Suitable provision

Normally it will be for schools to determine what suitable educational provision for their pupils is, based upon age, aptitude, ability and any special educational needs the pupil may have. Where education is being provided remotely schools will curate a curriculum which meets the needs of their children and takes account of the requirement for remote learning on a large scale.

## 4.1 Staffing

The school recognises that all school staff may not all be available to work during this time for example due to illness, shielding or caring for a dependent.

During the coronavirus outbreak, teachers remain responsible for setting work for their pupils and for providing feedback on completed work. Teaching assistants remain responsible for supporting pupils with their learning through remote methods. It is acknowledged that teachers and teaching assistants may need to provide cover for other classes where colleagues are absent.

Keeping teachers and pupils safe when providing remote learning is essential. Remote learning on a large scale is a new experience for both staff and pupils, so it is important that schools include suitable safeguarding procedures for remote learning.

## 4.2. Roles and responsibilities

### 4.2.1 Teachers

Teachers must be available between 8:30am and 3:15pm. If they're 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 procedures between 8:30am and 3:15pm. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- Creating a weekly timetable of work for their year group. This must include subjects from across the curriculum.
- Setting differentiated tasks, to meet children's educational needs.

Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom.
- Teachers can respond with feedback if appropriate.
- Teachers should respond to any emails from parents/children as soon as possible, via the school emails address (info@st-bedes).
- There is no expectation that teachers will respond out of school hours.

Keeping in touch with pupils and parents:

- Daily message to be sent to class on Google Classroom.

- Emails received from parents and pupils are to be checked between 8:50am and 3:15pm, Mon- Fri. Emails must be replied to within 48hrs, via the school's info@st-bedes email. Only send replies between these times.
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication if required. If necessary teachers to contact a member of SLT for advice.
- If there is a safeguarding concern alert the Head teacher
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Attending virtual meetings with staff, parents and pupils:

- If virtual meetings are arranged follow guidelines on good practise.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

#### 4.2.2 Teaching assistants

Teaching assistants must be available between 8:30am – 3:15pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. If they're 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely:
- When requested, attending virtual meetings with teachers, parents and pupils:

#### 4.2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring and reviewing the work set by teachers in their subject
- Review your current subject in the light of home learning during the school closure.
- Evaluate what changes will need to be made for creating a subject action plan.

#### 4.2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring
- Monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

#### 4.2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.  
See the COVID-19 amendments to the Child Protection Policy

#### 4.2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 8:50am – 3:15pm – although they may not always be in front of a device the entire time.
- 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 to:

- Seek help from the school if they need it .
- Be respectful when making any complaints or concerns known to staff.

#### 4.2.7 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 systems are appropriately secure, for both data protection and safeguarding reasons.

## 5. Remote Learning: “no or low tech” resources to continuing education

The school recognises that not every family and pupil will have access to online resources and we will offer a “no or low- tech” solution to parents and pupils. Send-home resource packs are a manageable, low tech solution to continuing suitable educational provision during the school closure.

We will compile resource packs to be communicated to pupils and mark and assess this work once it has been completed and submitted.

Send-home resource packs should mirror as far as possible any online tasks and activities that are available to the pupils who are able to access online learning, so that each child receives a consistent suitable education.

It is acknowledged that the manner in which children will learn skills may differ between send-home resource packs and online resources, however, it is expected that pupils should be able to learn the same skills regardless of the method of access.

Send-home resources should be prepared ready for collection by parents/carers and should contain sufficient work for at least one week of activities and preferably more than one week worth of activities so as to avoid parents having to make several trips per week to school to collect resource packs.

Appropriate social distancing measures are in place for collection.

Where families are isolating and cannot leave the home due to illness or are shielding, we will endeavour to deliver the packs to pupils’ homes.

## 6. Remote Learning: online generally

There is no expectation on teachers and teaching assistants to deliver live stream or recorded teaching sessions online.

Schools have access to a wide range of online resources and may wish to use their own websites as a broadcast for resources and learning links for pupils and their families to engage with from home. The DfE has published a list of online educational resources covering various subjects and age groups that have been recommended by teachers and school leaders.

## 7. Remote Learning: support for parents and carers

We will endeavour to identify those families who have no or limited access to online learning resources. These families may be those who have no broadband or 4G internet access in the home, no suitable devices on which to access the internet in the home or who have a larger number of children of compulsory school age who are sharing a device in the home.

The school is committed to supporting schools and families to access remote learning, particularly in circumstances where school closures are likely to persist for some time and will work with parents to ensure that all pupils can access provision using existing ICT estate in schools and through the Government's recently announced, but separate schemes, for digital devices. Pupils who are eligible for digital devices and internet access under the Government scheme are expected to use that scheme rather than the school's scheme.

In the event that a pupil is unable to access online educational content the school will take reasonable steps to intercede. This may include:

- Providing support and advice to parent/carer on how to safely access online content by means other than a dedicated device (such as a laptop or desktop PC). This might include accessing the internet through a web enabled smart TV or games console, family tablet device (e.g. Kindle fire) or a smart mobile phone;
- Loaning a suitably configured device to a pupil or family for the duration of the period of school closure where that family has no or limited access to suitable devices in the home;
- Arranging for the provision of broadband or 4G internet access to the home where no internet access is currently available.

We will endeavour to use existing resources within the school that are presently unused to meet pupil need. It is anticipated that these resources will include iPads and laptops. It is not thought practicable to lend out desktop PC's.

In making its assessment of need, the school will take into account the number of children in the household and the general availability of devices within the family. Priority for devices will be given so as to ensure that each household has access to at least one viable device and to a broadband or 4G internet connection to access content through that device.

If necessary application will be made to the Council to provide a means of making a broadband connection such as a dongle which places no additional financial burden on the recipient family.

The schools will work with parents and carers to identify families who require a device and/or internet connectivity. The school will assess applications for eligibility to its own scheme which will include:

- the number of pupils of compulsory school age within a household;
- whether the pupil is eligible for Free School Meals;
- whether the pupil has an EHCP;
- whether the pupil has current social worker involvement
- Whether the family are demonstrably "digitally poor";

The loaning of devices and internet connectivity solutions will be dependent upon whether:

- the home has a broadband or 4G internet connection;
- whether the pupil has access to a 4G or similar device to access the internet at home
- the type and number of devices in the home (including / smart TV, tablet, ipad, laptop, desktop PC and web browsing enabled devices such as games consoles and ebook readers)
- The online learning content that is being set by the school and the platform that is being used

The school will work with families to identify the number of devices that should be loaned to a particular household. The school may not loan devices on a 1:1 basis, but may require families to share a loaned device between their children.

Devices and broadband/4G internet connections will be provided for educational use only and families will not be able to use these items for non-educational purposes. Devices and broadband/4G internet connections will be subject to monitoring by the school for safeguarding purposes using a programme such as E-safe, forensic monitoring software. Use of the device for non-educational, inappropriate or unlawful purposes may lead to the device being withdrawn.

Parents/carers who receive a loaned device will be asked to sign up to an Acceptable and Responsible User Policy, Terms and Conditions with a Loan Agreement attached.

Parents/carers will be responsible for keeping the device safe from damage and must report any damage immediately to their school.

## 8. Duration and review

This policy will operate for the period of the Covid-19 outbreak.

At the end of the closure period all devices will be required to be returned to schools within five school days of re-opening for the child who is benefitting from the loan of the device. This is to enable schools to recommence their normal, in-school use of the devices for the provision of education.

This policy will be reviewed as part of the school's ongoing response to the Covid-19 outbreak and in circumstances where there may be a further amendment to Government policy and/or legislation in respect of continuing education provision for pupils.