



P90: Remote Education Policy for English Martyrs Catholic Primary School



Mission Statement

With Christ at the heart of our Catholic community,
our mission is to:

- ✘ nurture the potential in each individual,
- ✘ celebrate achievement,
- ✘ and develop an awareness of service
to God and each other

Adopted by the school: October 2020

Review: When required

Introduction

The Department for Education's 'Guidance for full opening: Schools' highlights the importance of developing robust arrangements to support remote learning.

"Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.

In developing these contingency plans, we expect schools to:

- *use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations*
- *give access to high quality remote education resources*
- *select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use*
- *provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access*
- *recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum*

When teaching pupils remotely, we expect schools to:

- *set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects*
- *teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject*
- *provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos*
- *gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work*
- *enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding*
- *plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers*

We expect schools to consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.'

1. Statement of School Philosophy

English Martyrs Catholic Primary School has always strived 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 approach.

2. Aims

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 delivery high quality interactive remote learning
- Support the continuous delivery of the school curriculum alongside health, well-being and parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

3 . Who is this policy applicable to?

- A child (and their siblings if they are also attending English Martyrs Catholic Primary School) 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.

Remote learning will be shared with families when they are absent due to Covid-related reasons.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 e.g. School website, outlook emails for communication and Microsoft Teams Home Learning Platform) as well as for staff CPD and parents sessions.
- Use of live video (Microsoft Teams and Zoom) for meetings with parents and professionals, celebration assemblies and staff CPD
- Use of recorded video (Loom) for assemblies, Transition videos, Curriculum Meetings etc.
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak National Academy, My Maths, White Rose Maths resources including videos and task sheets, Purple Mash, Active Learn Primary,

The detailed remote learning planning and resources to deliver this policy can be found here:

- Microsoft Teams Code of Conduct (included on the Home Learning page on the school website)
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video (Included as part of the Child Protection and Safeguarding Policy)
- End User/GDPR Agreements for Active Learn Primary and My Maths (included on the Home Learning page on the school website)

4.1 Data protection

Accessing personal data

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

- Use the school WeLearn365 learning platform for communication with pupils and parents.
- Staff should use their school encrypted laptops, when remote working rather than their own personal devices.
- Staff will safeguard their passwords and not download data of a sensitive nature on other devices.

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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Making sure the antivirus and anti-spyware software is up to date
- Keeping operating systems up to date – always install the latest updates

5. Home and School Partnership

English Martyrs Catholic 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.

English Martyrs Catholic Primary School will provide comprehensive training and induction for staff on how to use Microsoft Teams and Loom. Online tutorial videos of how to access Microsoft Teams and, where possible, will provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. English Martyrs Catholic Primary School would recommend that, in the event of self-isolation, that each 'school day' at home maintains structure.

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 by calling the school office on 01788 543423. Alternative solutions may be available. These will be discussed on case-to-case basis. We would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. <https://www.childrenscommissioner.gov.uk/digital/5-a-day/>

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.

6. Roles and responsibilities

Teachers

**Please note the 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.*

English Martyrs Catholic Primary School will provide a training session and induction for staff on how to use Microsoft Teams and Loom.

When providing remote learning, teachers must be available during the school day (excluding break and lunchtimes). If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should contact the Head Teacher to discuss their individual circumstances. Illness should be reported through absence procedures. In most cases, where a class teacher is unwell and unable to work from home, a bank of resources will be available on the website until another teacher / TA can put home learning onto the class Teams page.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their class
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Weekly/daily work will be shared on Microsoft Teams.

Providing feedback on work:

- In relation to our Remote Education Policy, teachers setting work on Microsoft Teams have an opportunity to provide feedback on classwork that is submitted.
- Submitted work will be marked in accordance with the marking policy; however, this depends on the type of work set e.g. photographs or quiz.
- There will be an opportunity for children to self-mark their work and this can then be uploaded for the teacher to identify their achievements and next steps if appropriate.

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 a phone call to offer support and assist engagement.
- All parent/carer emails should come to the class teacher (email address on the school website).
- 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 for their normal 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 contact the Head Teacher to discuss their individual circumstances. Illness should be reported through absence procedures.

During the school day, teaching assistants must complete tasks as directed by 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 including daily monitoring of engagement.

- Monitoring the effectiveness of remote learning 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.

The SENCO

- Liaising with the SLT 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 IHPs
- Identifying the level of support

The School Business Manager

- 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
- 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

7. Links with other policies and development plans

This policy is linked to our:

- Child Protection and Safeguarding policy
- Behaviour policy
- Data protection policy and privacy notices

- Online safety acceptable use policy
- Digital and hardware Development Planning
- Marking Policy – adjusted for Covid-19
- Microsoft Teams Code of Conduct Academic year 2020 – 2021
- End User Agreements for Microsoft Teams

English Martyrs Catholic Primary School is constantly reviewing and developing this policy.

We wish to ensure that all staff involved in Remote Learning or the use of technology to contact pupils or parents are briefed on best practice and any permanent or temporary changes to policy/procedures.

The school will take account of DfE guidance in relation to the planning and delivery of online learning as well as nationally recognised guidance including guidance from the [UK Safer Internet Centre on safe remote learning](#) and [London Grid for Learning on the use of videos and livestreaming](#). We are also conscious that we should all take into account issues such as accessibility within the family home, the mental health and well - being of children, including screen time, and the potential for inappropriate behaviour by any adult or pupils.

The DfE has produced a [quality-assured list of remote education resources](#), which are available to schools and parents for free.

This policy will be reviewed continually in the light of the changing situation and the development of new technology and resources.