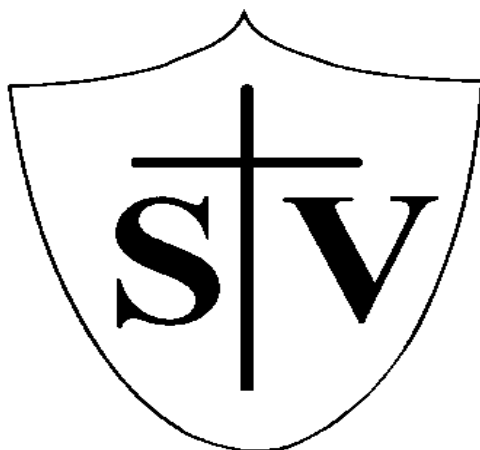


St Vincent's Catholic Primary School



Remote & Blended Learning Policy

Approved by: Governing Body **Date:** 15th October 2020

Last reviewed on: 15th October 2020

**Next review due
by:**

Remote and Blended Learning Policy for St Vincent's Primary School

1. Statement of School Philosophy

St Vincent's 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.

2. Aims

This Remote and Blended Learning 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 to all members of the school community with regards to remote learning
- Include continuous delivery of the school curriculum, as well as support of motivation, health and 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 St Vincent's Catholic 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.
- There is a local or national lockdown and the school needs to close.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Evidence Me, Google Classroom, Google Meet*) as well as for staff CPD and parent's sessions.
- Use of 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, *White Rose*

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

- Model Timetable and structure for remote learning

- Downloadable Printable Documents
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- Parent Code of Conduct during live and recorded sessions
- Pupil Code of Conduct for the use of Remote Learning

5. Home and School Partnership

St Vincent's 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.

School will provide information for parents on how to use Google Classroom and Google Meet as appropriate and where possible, provide personalised resources.

It is beneficial for young people to maintain a regular and familiar routine. St Vincent's Primary School would recommend that each 'school day' 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 sustain 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 and alternative solutions may be available. These will be discussed on case-to-case basis.

St Vincent's School 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

St Vincent's School will provide a refresher training session and induction for new staff on how to use Google Classroom and Google Meet.

When providing remote learning, teachers must be available between 8:30 to 3:30.

If they are unable to work for any reason during this time they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the pupils in their classes.

- The work set should follow the usual timetable for the class had they been in school, wherever possible
 - Weekly/daily work will be shared using Google classroom
 - Teachers in Reception will be setting work on Evidence Me
- Providing feedback on work:
- Reading, writing and maths work, teachers are using the Mote 'voice note' add-on to Google Classroom to give spoken feedback
 - Starting the week with verbal whole-class feedback
 - Sprinkling some individual verbal feedback throughout the week
 - Keeping written feedback to a minimum
 - Wrapping the week up with some video feedback to celebrate individual work
- 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 phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (general.post@st-vincent.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 according to their contracted hours.

If they are unable to work for any reason during this time, 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, this will include using Google classroom and Google Meet

As directed by the SLT, TAs will be expected to deliver one to one or small group sessions remotely.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc 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.

IT Technicians

IT technicians 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

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.
- 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- 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:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Teachers during Remote/Blended learning
- Phone calls, Video conferencing and recorded video