



*'Be yourself, but be it very well.'*

## **St Cuthbert's RC Primary School**

### **Remote Learning Policy**

*'Education must develop every child's personality, talents and abilities to the full.'*

Article 29: United Nations Convention on the Rights of the Child

#### **Aims:**

In the event of school closure, or during a period of self-isolation, this remote learning policy for staff, parents and pupils aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out the expectations for all members of our school community with regards to remote learning.
- Promote appropriate guidelines for data protection.

#### **Introduction:**

This policy will come into immediate effect in the event of:

- A full lockdown involving the whole school.
- An instruction to isolate involving either a whole bubble, or part of a bubble.
- Individual children who are required to self-isolate.

### **Roles and Responsibilities**

#### **Head Teacher:**

The Head Teacher is responsible for:

- Monitoring the effectiveness of remote learning via feedback from the Leadership Team, teachers, pupils and parents.
- As Designated Safeguarding Lead, ensuring measures are in place for keeping the school community safe - ref. Child Protection Policy 2020-21.
- Liaising with the IT Lead to monitor the security of our remote learning systems, including data protection and safeguarding considerations.

#### **Deputy Head Teacher:**

The Deputy Head Teacher is responsible for:

- Co-ordinating remote learning throughout school.
- Liaising with class teachers to ensure highly effective provision for children affected by school closure or the need to isolate.
- Liaising with Office staff to publish materials via the school website.
- Liaising class teachers to ensure deadlines for producing remote learning are met.

- Liaising with class teachers to co-ordinate provision for pupils who need to isolate.

#### **SENDCO:**

SENDCO is responsible for:

- Liaising with staff to ensure appropriate work has been set for pupils with special educational needs and disabilities.
- Liaising with staff to ensure welfare calls are made as appropriate. Sensitive or safeguarding concerns must be referred to the Designated Safeguarding Lead.

Remote learning cannot be pre-prepared because the work set on the pages of DB Primary will be a direct continuation of what children have been working on in class. This may take some time to set up, but class teachers will get work on to DB Primary as soon as they possibly can, and hopefully by the same day.

#### **Class Teachers:**

Class Teachers are responsible for

- Delivering teaching powerpoints with voiceovers for English and Maths and setting learning assignments for children in their class on a weekly basis, using DB Primary as our Primary Learning Cloud. Maths lessons for all pupils will continue to be accessible via the White Rose link on the weekly powerpoint.
- Providing an up to date timetable each week, to help families to plan remote learning at home.
- Setting work which incorporates other online platforms such as Mathletics, Literacy Planet, Times Tables Rockstars and Lexia and links to materials recommended by the DfE, eg Oak Academy.
- Ensuring children have access to E-books in the absence of their own hands on reading books.
- Ensuring any materials which need to be uploaded to the school website are forwarded to Mrs Jones in a timely manner.
- Ensuring Remote Learning Packs are available to families who need them.

The table below sets out the content of our remote learning content in line with the ages of our children. For our Reception Class children, we know that learning happens best through play, where they can pursue their own interests and where they can explore, create and think critically. During remote learning periods, the Reception class teacher will provide a mixture of short online lessons, plus ideas for practical and creative activities that children and parents can engage with at home.

<p><b>EYFS</b> Daily lessons include:</p> <ul style="list-style-type: none"> <li>• <b>Reading/Phonics (Letters and Sounds)</b></li> <li>• <b>Maths using WRM</b></li> <li>• <b>Ideas for Creative Play</b></li> <li>• <b>Religious Education</b></li> </ul>	<p><b>KS1</b> Daily lessons include:</p> <p><u>Year 1</u> The class teacher will use DB Primary to deliver daily lessons which will include:</p> <ul style="list-style-type: none"> <li>• <b>Reading/Phonics</b></li> <li>• <b>English</b></li> <li>• <b>Maths using WRM</b></li> <li>• <b>Religious Education</b></li> <li>• <b>Ideas for Creative Play</b></li> </ul> <p><u>Year 2</u> The class teacher will use DB Primary to deliver daily lessons which include:</p> <ul style="list-style-type: none"> <li>• <b>Reading/Phonics</b></li> <li>• <b>English</b></li> <li>• <b>Wider Curriculum</b></li> <li>• <b>Maths using WRM</b></li> <li>• <b>Religious Education</b></li> </ul>	<p><b>KS2</b> Teachers will use DB Primary to deliver daily lessons which include:</p> <ul style="list-style-type: none"> <li>• <b>English</b></li> <li>• <b>Wider Curriculum including Science and History/Geography</b></li> <li>• <b>Maths using WRM</b></li> <li>• <b>Religious Education</b></li> </ul>
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Please see your child's Class Page on DB Primary for their remote learning timetable.

Guidelines on time spent on remote learning each school day during the isolation/lockdown period are as follows:

**Reception Class, Years 1 and 2:** 1 - 2 hours per day

**Years 3 and 4:** 2 - 3 hours per day

**Years 5 and 6:** 3 - 4 hours a day

**Providing Feedback:**

- Pupils or parents should upload work, as directed by the class teacher that day, by 3.30pm on the same day.
- Reception Class teacher will monitor pupils and parental contributions on DB Primary, and will provide timely and constructive feedback where appropriate.
- Teachers in Years 1-6 will acknowledge work uploaded to DB Primary and provide written feedback within 24 hours. Priority will be given to English and Maths work.
- At times, and when appropriate, children will be encouraged to self-mark, using answer sheets which will be provided
- Teachers may use individual work to provide whole class feedback

**Providing remote learning for children with no access to online platforms:**

Teachers are responsible for:

- Providing Home Learning Packs in English and Maths which cover the same work as on the online platform.
- Ensuring the families concerned receive their Home Learning pack.

**Keeping in touch with families of individual pupils or bubbles who are not in school due to self-isolating due to a positive test in school or their household:**

Teachers are responsible for:

- Monitoring work uploaded by pupils and providing feedback within 24 hours.
- Reporting concerns, such as a lack of engagement, to the Head Teacher or Leadership Team.
- Reporting any safeguarding concerns to the Designated Safeguarding Lead and recording those concerns on CPOMs.
- Liaising with Teaching Assistants to make phone calls to families throughout the isolation period.

**Teaching Assistants**

Teaching Assistants are responsible for:

- Speaking to families identified by the class teacher, using a school mobile phone
- Keeping records of the date and time of calls made and reporting any concerns to the class teacher. Sensitive information or safeguarding concerns will be shared with the Designated Safeguarding Lead.
- Liaising with SENCO and teachers to produce Home Learning Packs where appropriate.
- Being available for timetabled virtual meetings with staff.

**The Governing Body**

The Governing Body are responsible for:

- Monitoring the school's approach to remote learning to ensure the education offer remains of high quality.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

**Office Staff**

Office Staff are responsible for:

- Updating the school website as appropriate
- Providing assistance in contacting families, as appropriate

**Pupils should:**

- Read, understand, sign and return our Home-School Internet and Learning Cloud Agreement
- Complete their online learning each day
- Submit one piece of learning to their teacher each day
- Seek help from their teacher online if needed

**Parent/Carers should:**

- Read, understand, sign and return our Home-School Internet and Learning Cloud Agreement
- Support their child/ren each day to make sure that they have accessed their learning and have submitted their assigned task
- Alert staff if their child is sick or unable to submit their learning
- Seek support or help from their child's teacher using their Class Email or seek help from staff using [clsstcuthberts@durhamlearning.net](mailto:clsstcuthberts@durhamlearning.net) where necessary
- Support their child/ren to upload one piece of directed work by 3.30pm each day

## Further Information for Staff

**Virtual Meetings:** During periods of directed isolation, all staff are expected to be available to attend virtual meetings.

### Who to contact:

If staff have issues, questions or concerns about remote learning, they should contact the following:

- Issues in setting work - AG or Key Stage Partner
- Issues with IT - HB
- Issues with workload or wellbeing - CS
- Issues or concerns with data protection - CS
- Dealing with concerns/complaints from families - CS/AG
- Concerns about safeguarding - CS

**Data Protection:** When accessing personal data for remote learning purposes, staff will:

- Have read, agreed and signed the terms and conditions of the Acceptable Use Policy
- In the event of remote learning, pupil contact details will be available on OneDrive
- Contact details of pupils will never be downloaded onto personal devices

**Processing Data:** Staff members may need to collect or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official function, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online. Personal emails of staff must never be used or shared with parents or pupils - dedicated Class email addresses must always be used for Teacher-Parent contact, and DB Primary emails for Teacher-Pupil contact.

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

- Keeping devices password protected - strong passwords are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted - this means if the device is lost or stolen, no one can access 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 and logging out once a task is completed
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date, always installing the latest updates

### Monitoring Arrangements:

This policy will be reviewed at appropriate intervals, and in response to the COVID-19 situation, by the head Teacher and Deputy Head Teacher. After each review, it will be approved by the Governing Body.

November 2020: Approved by the Curriculum and Standards Committee of the Governing Body

## Appendix 1

### Remote Learning Support – Information for Parents and Carers

#### When will my child learn from home?

- If your child has to self-isolate because of potential contact with COVID-19 outside of school
- If your child has to self-isolate because of potential contact with COVID-19 inside of school
- If your child has a positive test result
- If your child has to shield
- If there is a local lockdown and school is advised to close

#### What is my child expected to do?

We are determined to make every effort to keep our pupils on track with their learning and make sure no one falls behind because they need to learn from home because of circumstances outlined above.

We want to make sure your child can learn as much as possible at home; our Remote Learning Policy explains how we will do this and how we will support you to help your child at home.

Your child's class teacher will put a remote learning timetable on to the Class Page of DB Primary – this will help you to plan your child's learning at home.

Each day your child must:

- Complete the Maths and English assignments set for them that day by their class teacher
- Upload the piece of work indicated by the class teacher onto DB Primary by 3.30pm. The class teacher will acknowledge the work and your child will receive feedback on it within 24 hours

Each week we would like your child to:

- Complete work set for RE and the Foundation Subjects set by the class teacher.

Please note, the class teacher is able to see the tasks your child is accessing on any given day. If we feel your child isn't engaging in remote learning as they should, we will offer additional support, such as:

- Increased feedback
- Phone calls home
- Extra resources

#### How long should my child spend on remote learning each day?

Class teachers expect the following, as a minimum:

Reception Class, Years 1 and 2: between 1 to 2 hours a day

Years 3 and 4: between 2-3 hours a day

Years 5 and 6: between 3 to 4 hours a day

#### What support will school provide?

- Regular feedback via DB Primary on a daily basis so that your child knows how they are doing

- Regular contact with teachers via DB Primary (pupils), Class Email (parents) or phone calls
- Additional resources if required

#### **What can I do to help my child?**

- Create a positive environment for your child to learn in at home
- Distinguish between weekdays and weekends, to separate from school life and home life
- Designate a working space if possible
- At the end of the day, have a clear cut-off to signal school time is over
- Create, and stick to, a routine
- Put up a timetable on the wall
- Make time for exercise and breaks throughout the day to keep your child active - you will find ideas on DB Primary and our school website
- Reinforce the importance of your child staying safe on line - see further information on the DB Primary page on our website
- Be aware of what your child is being asked to do, including the sites they will be asked to use and the staff and pupils your child will interact with
- Emphasise the importance of a safe online environment, set age appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

#### **How to contact school during self-isolation or lockdown:**

- For COVID-19 notifications please email [clsstcuthbert@durhamlearning.net](mailto:clsstcuthbert@durhamlearning.net)
- For queries about COVID-19 or for general enquiries email [clsstcuthbert@durhamlearning.net](mailto:clsstcuthbert@durhamlearning.net)
- For pupil to teacher engagement use DB Primary email
- For parental enquiries about learning or other class issues use Class Email

November 2020