Remote Education Policy for SRSCMAT Schools

St John Fisher Catholic Voluntary Academy

1. Statement of Philosophy

The St Ralph Sherwin Catholic Multi Academy Trust strives to be creative and innovative, helping schools to devise robust digital support plans to further support parents and children across the 25 schools within its family. The Trust's Strategic Plan has 5 core aims, within which there is recognition of the importance of remote learning in the current climate of Covid-19, taking into account national and local contexts.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning, through use of quality online and offline resources and teaching videos, for all pupils (including those with SEND) who are not present in school

- Provide clear expectations to members of the school community with regards to the delivery of high quality, interactive remote learning, and where possible, some live online sessions to gather and greet

- Support the continuous delivery of the school curriculum, as well as motivation for learning, PSHE (Personal, Social and Health Education) and Well-Being, as well as helping parents when children are learning from home

- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)

- Support effective communication between the school and families, including a focus on attendance

3 This policy is applicable when:

- A child is absent because s/he is awaiting test results and the household is required to self-isolate, where the rest of the school bubble is attending school and being taught as normal

- A child's whole bubble is not permitted to attend school because s/he, or another member of the bubble, has tested positive for Covid-19

- An emergency, for example, significant damage to the school building causes the closure of the school building.

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4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

The following resources will be used to deliver remote learning:
- Online tools for EYFS (Tapestry/Seesaw/Microsoft Teams) KS1 & KS2 *(Seesaw/Microsoft Teams)* https://app.seesaw.me
- Use of some Recorded video as instructional videos and Gather and Pray/Celebrate
- Printed learning packs for those who do not have access to devices
- Physical materials such as story books and writing books/tools
- Use of BBC Bitesize https://www.bbc.co.uk/bitesize/ , Oak National Academy https://classroom.thenational.academy , TTRockstars https://ttrockstars.com/, Century https://app.century.tech/ , White Rose https://whiterosemaths.com/homelearning/ , Talk for Writing – www.talk4writing.com
- Phone calls home
- Bite-size Training resources on the SRSCMAT Spongy Elephant subscription

5. Home and School Partnership

St John Fisher CVA is committed to working in close partnership with families and recognises that each family is unique; because of this, remote learning may will look different for different families in order to suit their individual needs.

St John Fisher CVA will provide a refresher online training session and induction for parents on how to use Seesaw/Tapestry/Microsoft Teams and other online tools where appropriate.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St John Fisher CVA would recommend that each 'school day' maintains structure: please see attached timetables.

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 engage with good levels of concentration.

We recommend that a separate user profile for each child is created on home devices to ensure any files (word processed documents, presentations etc.) are kept safe and secure. Where you have been provided with a username/email and password for your child, please always encourage them to use these credentials when completing any work. Please do not share these credentials with anyone, including other children in the family.

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 and alternative solutions may be available. These will be discussed on a case-by-case basis.

We encourage parents to remind their children of the e-safety rules and that these apply when children are working digitally at home. Please see our safety policy here https://primarysite-prod-

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6. Roles and Responsibilities

The Trust

The Trust 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.

Directors of Performance and Standards (DoPS) are responsible for:

- Monitoring and quality assuring home learning
- Ensuring schools are equipped to deliver a high-quality remote learning offer
- Advising and supporting Headteachers and staff during periods where remote learning is necessary

Local Governing Board (LGB)

The LGB 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

Designated Safeguarding Lead (DSL)

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

Senior Leaders

Alongside any teaching responsibilities, the Headteacher and 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 – regular remote meetings will held with teaching staff in school, leaders will monitor the use of Seesaw to review work set and pupil engagement, leaders will make contact with parents via phonecall or surveys for feedback from parents.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

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 and IHPs, IBPs, IEPs etc.

Identifying the level of support for pupils.

Teachers

Responsibilities below relate to where a whole class/bubble is isolating and would be reduced when fewer children are isolating and the majority of the class is in school.

St John Fisher CVA will provide a refresher training session, online training on Spongy Elephant and induction for new staff on how to use Microsoft Teams/SeeSaw/Century.

When providing remote learning, teachers must be available between 8.55am – 3.15pm.

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.

If teachers are self-isolating and well, they are expected to teach remotely.

When providing remote learning, teachers are responsible for:

Setting work:

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

Providing feedback on work:

- o RE, reading, writing and maths: all completed work submitted by 1pm is guaranteed to be responded to/ commented upon by teachers by the next school day.
- o All other curriculum tasks submitted by 3.15pm will be commented upon by teachers by the end of the week.

Keeping in touch with pupils who are not in school and their parents:

- o If there is a concern around the level of engagement of a pupil/s, parents will be contacted via phone to access whether school intervention can assist engagement.

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All parent/carer emails about work set should come through the class email accounts Reception - classr@stjohnfisher.derby.sch.uk

Year 1 – year1@stjohnfisher.derby.sch.uk

Year 2 – year2@stjohnfisher.derby.sch.uk

Year 3 – year3@stjohnfisher.derby.sch.uk

Year 4 – year4@stjohnfisher.derby.sch.uk

Year 5 – year5@stjohnfisher.derby.sch.uk

Year 6 – year6@stjohnfisher.derby.sch.uk

Any administration or general contact should be made through admin@stjohnfisher.derby.sch.uk

- o 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 between 8.55am – 3.15pm.

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 a member of the SLT.

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

Office Staff

Updating attendance figures/ information.

Liaison with parents re the options for accessing learning for pupils at home.

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 are 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 cannot complete work
- Seek help from the class teacher via Seesaw or class email if they need it
- Be respectful when seeking help and advice, making any complaints or concerns known to staff

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy and procedures
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Staff - This includes the wider use of technology when communication takes place between pupils and adults.
- End User Agreements for Microsoft Teams and Seesaw

Key Stage 1 Model Remote learning timetable

	9.00 – 9.25	9.25 – 9:45	9:45 – 10:45	10:45 – 11:00	11:00 – 12:00	12:00 – 13:00	1:00 – 3:00			3.00 – 3:15
Monday	Welcome, registration and prayer time	Phonics	English / Reading	BREAK	Maths	LUNCH	RE	10 mins Daily exercise	RE	Prayer time and goodbyes
Tuesday	Welcome, registration and prayer time	Phonics	English / SPaG		Maths		Topic	10 mins Daily exercise	Topic	Prayer time and goodbyes
Wednesday	Welcome, registration, Whole school Gather & Pray	Phonics	English / Reading		Maths		Science	10 mins Daily exercise	Science	Prayer time and goodbyes
Thursday	Welcome, registration and prayer time	Phonics	English / SPaG		Maths		Topic	10 mins Daily exercise	Topic	Prayer time and goodbyes
Friday	Welcome, registration and prayer time	Phonics	English / Reading		Maths		1-1.10 Prayer time and goodbyes	Wellbeing activities / Music Teacher's PPA		

Key Stage 2 Model Remote Learning timetable

	9.00 – 9.25	9.25 – 10.45		10:45 – 11:00	11:00 – 12:00	12:00 – 13:00	1:00 – 3:00			3.00 – 3:15
Monday	Welcome, registration and prayer time	English / SPaG	Reading	BREAK	Maths	LUNCH	RE	10 mins Daily exercise	RE	Prayer time and goodbyes
Tuesday	Welcome, registration and prayer time	English / SPaG	Reading		Maths		Topic	10 mins Daily exercise	Topic	Prayer time and goodbyes
Wednesday	Welcome, registration, Whole school Gather & Pray	English / SPaG	Reading		Maths		Science	10 mins Daily exercise	Science	Prayer time and goodbyes
Thursday	Welcome, registration and prayer time	English / SPaG	Reading		Maths		RE	10 mins Daily exercise	Topic	Prayer time and goodbyes
Friday	Welcome, registration and prayer time	English / SPaG	Reading		Maths		1 – 1:10 Prayer time and goodbyes	Wellbeing activities / Music Teacher's PPA		

Date written: 16th October 2020   **Review Date: December 2020**

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