St. Francesca Cabrini Primary School

Remote Learning Policy

'Education of the Heart'

Respect-Love-Trust-Prayer-Excellence

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St Francesca Cabrini Primary School

REMOTE LEARNING POLICY

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Aims of Policy

This remote learning policy for staff and parents aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- To safeguard all staff and pupils whilst remote learning

Remote education provision: Information for parents.

This information is intended to provide clarity and transparency to pupils and parents about what to expect from St Francesca Cabrini Primary School remote education provision if local restrictions require entire cohorts (or bubbles) to remain at home.

The remote curriculum: What is taught to pupils at home?

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

Our first offer will operate when the pupil cannot attend school due to Covid-19 from external factors and is well enough to participate in learning –

- Teachers will offer work packs that mirror the work taught in class.
- Tutorials will be via Tapestry and memos will communicate what the pupil needs to do.
- Maths teaching will be via the Mathletics platform.
- English and Foundation subjects will be delivered via the Tapestry platform.
- Where IT infrastructure allows 'live' sessions will be delivered from classroom.

Our second offer will operate if the whole class bubble has been sent home. If the teacher is not experiencing any Covid-19 symptoms and is well enough to plan –

- Tutorials will be via Tapestry and memos will communicate what the pupil needs to do.
- Maths teaching will be via the Mathletics platform.
- English and Foundation subjects will be delivered via the Tapestry platform.
- Where IT infrastructure allows 'live' sessions will be delivered from home/classroom.
- Live sessions will be delivered via Zoom and sessions will timetabled by Year group if more than one year group is learning remotely.

Our third offer will operate if the teacher is unwell or experiencing any Covid-19 symptoms and is not well enough to plan –

- Pupils will access Oak National Academy/LGfL resources daily for the 10 day period or until the teacher is well enough to plan and upload lessons.
- Remote learning packs (hard copies) will be readied and collected from the school collection point or posted out to those unable to collect. .
- Children in the Early Years will receive home learning packs.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would in school?

- Yes, we teach the same curriculum remotely.

- If the teacher is in school and where IT infrastructure supports live steaming, lessons will be offered 'live'.

- We teach the same curriculum remotely as we do in school wherever possible and where appropriate.

- We may need to make adaptions in some subjects. For example, PE lessons, practical Maths/Science lessons using school resources, Literacy lessons that involves reading skills and Music lessons.

Remote teaching and study time each day: How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

- Key stage 1 pupils – 3 hours
- Key Stage 2 pupils – 4 hours

Accessing remote education: How will my child access online remote education being provided by the school?

- All pupils will have individual logon accounts to access Tapestry, Mathletics and LgFL platforms.
- All pupil communication will be via the 'Memo' function on Tapestry or during 'live' Zoom sessions.
- All pupils will receive Zoom invitations (these will be timetabled repeat log-in sessions).
- If you require account details or log-in details, contact the school office.
- Pupils who need access to a device please inform the school where we will do our best to provide assistance.

If you do not have digital access at home: How will you support my child with access to remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support pupils with their remote education.

- Eligible pupils will be considered for the national device roll-out program.
- Where school have loan devices we will endeavour in the first instance to offer one per family, then per pupil.
- Should a parent request access to the internet we will endeavour to provide them with a dongle or remote data hub.
- Pupils are not required to print off work provided. Exercise books and stationery are available to pupils who request them.
- Pupils with no internet access can request paper resource packs.
- Pupils may upload or photograph work via Tapestry for teacher response/feedback.

How will my child be taught remotely?

- Tapestry – English, Science & Foundation Subjects
- Mathletics – Maths
- 'Live' streaming via Oak National Academy and LgFL.
- Live sessions via Zoom/Video recordings.
- Long term project work or internet research activities.
- Worksheets/workbooks posted via learning platforms.
- Hard copies made available for collection on request.

Engagement and feedback: What are your expectations for my child's engagement and the support that we parents should provide at home?

Assuming that a child is healthy and well enough to work, they will be expected to participate and engage in the remote learning process as planned by their teachers, completeing independent work to the best of their ability. Parents, on behalf of their child, will also be expected to assist their child where necessary, read and respond to any communication from the school, including 'memos' from the class teacher via Tapestry (as well as all the usual routes of school communication). Parents should be respectful when corresponding to teachers and any communications should in the first instance be made via Tapestry.   The parent should alert their child's class teacher if their child is unable to complete set work/tasks.

Pupils should be expected to complete the online learning tasks set by their teachers each day, in line with government expectations. In order to do this we ask that pupils log on to their timetabled Zoom sessions at least 10 minutes before it is due to start and wait in the 'waiting room' to be let in by their class teachers. This will ensure the smooth running of the session. We expect all pupils to adhere to the rules for engagement in Zoom sessions asset out in the 'protocols' document (summarised below).

Live Meetings Protocol

Please note the following information with regard to video calls:

- Allotted times cannot be changed and pupils cannot swap groups or time slots.
- All live meetings will have two staff members present.
- The live meetings will provide a valuable opportunity for your child to meet with their teachers and classmates in a safe online environment.
- The use of the camera for pupils is voluntary. If preferred, it is possible to just listen to the audio feed but your child is expected to attend the live sessions.
- You should stay with your child if you feel they cannot focus or need additional support. However, parents must not address the teacher directly during the live sessions and your child's microphone will remain muted unless asked to speak by the teacher.
- Pupils must be dressed appropriately for the sessions.
- Pupils must follow the same behaviour expectations as they do in school.
- Consider the background of the meeting. It is recommended that the family living areas are used and not bedrooms or private spaces.
- Under no circumstances can children, parents or siblings film or take pictures, screenshots or recordings of the sessions as there are pupils whom have requested not to be filmed or photographed.

We do, of course, acknowledge the challenges parents might face in supporting remote learning but the above sets out the intended aim.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Attendance registers will be taken by the class teacher before each live session.
- Monitoring of pupils engagement online via Tapestry and Matheletics by the class teacher.
- Pupils not engaging in online learning via Tapestry and Mathletics will be reported to senior staff members by the class teachers, who will make contact with parents to find out why the pupil is not engaging.
- SLT will monitor engagement and continue to ensure Safeguarding is at the heart of all that we do. They will continue to liaise with vulnerable pupils and families on a weekly basis and follow up any sustained non-engagement with online learning for all pupils.

How will you assess my child's work and progress?

Feedback will be given during 'live' sessions where/when appropriate by the class teacher. Whole class feedback can be give via the learning platforms, quizzes marked automatically, levels set in order for pupils to progress to the next challenge via Matheltics. Feedback will be given to individuals via Tapestry with teachers posting memos or marking work uploaded by the pupils.

Additional support for pupils with particular needs: How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example those with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents to support those pupils in the following ways:

- We will assess provision and decide with parents the best course of action in line with their SEND needs/EHCP.
- We will work with all families to ensure pupils with SEND have access to appropriate learning provision and resources.
- If identified we will endeavour to provide additional resources for pupils with SEND that can be used at home.
- We will keep in regular contact with families of pupils with SEND needs and update their needs/provision as required.

Policies of note working in conjunction with this policy:

- Safeguarding Policy
- Child protection - KCSIE
- Data Protection Policy
- Behaviour Policy
- Home/School agreement
- ICT – Acceptable Use Policy
- On-line Safety Policy
- Covid-19 Response Risk Assessment
- Zoom Risk Assessment

Policy updated 20th January 2021

Ratified by the Governing body: 4.1.2021