

# St. Peter's Catholic Primary School

part of the wider Christus Trust, Multi Academy Trust



## *Mission Statement*

*Loving and learning together, with Jesus*

# Remote Learning Policy

Policy Ref No	CUR034
Date of Policy	November 2023
Review date	November 2024

## **1. Purpose**

St Peter's Catholic Primary School is creative, innovative and we support our parents/carers and children in the best way possible to make learning purposeful. Our strategy for remote learning follows our curriculum intent:

***A rich and broad curriculum that develops the children's knowledge and skills, inspiring them through a journey of creativity, discovery and curiosity where everyone is equally respected and valued, equipping the children as independent, resilient, life-long learners.***

## **2. Aims**

This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND) who are not in school through the use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to the delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parent support
- Support effective communication between the school and families and support attendance

## **3. Who is this policy applicable to?**

This policy applies to any scenario where remote education should be considered in line with the following two categories:

- School closures or restrictions on attendance, where school access for pupils is restricted
- Individual cases where a pupil is unable to attend school but is able to learn

*(Providing remote education, non-statutory guidance for schools, Jan 2023)*

## **4. Content and tools to deliver this Remote Education Plan**

Resources to deliver this Remote Education Plan include:

- Bespoke learning for each year group planned by the class teacher and uploaded on to the Class Page
- SPTV (St Peter's TV) pre-recorded videos to support learning
- Microsoft Teams used as the online platform to conduct interactive lessons and upload work assignments.
- Printed learning packs, where applicable
- Phone calls home

## **5. Home and School Partnership**

St Peter's 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.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We 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 their learning, 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 and alternative solutions may be available. These will be discussed on a case-by-case basis.

Children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this also applies when children are working on computers at home.

## **6. Roles and responsibilities**

### **Teachers**

When providing remote learning, teachers must be available between 8:40am and 3.20pm.

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.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Teachers will set bespoke learning for their year group and upload to the Class Page <https://www.stpeterscatholicprimaryschool.co.uk/class-pages/> Microsoft Teams
  - The learning set should follow the usual timetable for the class had the children been in school, wherever possible
- Providing feedback on work:
  - All curriculum tasks to be submitted by the children (via Teams) by 3.20pm and teachers will provide regular feedback using the same online platform
  - Feedback from staff must follow the feedback policy, where possible, and written feedback must have a professional tone. Teachers are not to include emojis in responses to children.
- Keeping in touch with pupils who are not in school and their parents:
  - Each child must send a morning message via Teams to their class teacher by 9:30am. This will be a short greeting from the child and will be an opportunity for them to ask any questions about their learning.
  - If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to assist with their child's engagement and offer support.
  - All parent/carer emails should come through the school admin email address: [admin@st-peters-pri.essex.sch.uk](mailto:admin@st-peters-pri.essex.sch.uk)
  - Emails will be answered by teachers within their working hours and be responded to within 24 hours. If an email is received during the weekend, it will be responded to on the following Monday.

- 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 or DDSL.
- Reporting to SLT:
  - Class spreadsheets must be sent to SLT daily by the class teacher by 4pm. This will provide an update on the children working from home.

### **Teaching Assistants**

Teaching Assistants must be available between 8:40am and 3.20pm.

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 class teacher/phase leader/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 class spreadsheets sent daily by teachers, regular meetings with phase leaders, reviewing the work set and getting feedback from pupils
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **Designated safeguarding lead**

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

### **Inclusion Lead**

The Inclusion Lead is responsible for SEND and Pupil Premium pupils. Their role is to liaise with the class teachers ensuring remote learning is accessible to all pupils and appropriately matched to the children's needs.

- They will ensure that pupils with EHC plans continue to have their needs met while learning remotely, and liaise with the SLT and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs

### **The Office Manager/Finance Manager**

- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## **Expectations**

Staff can expect pupils learning remotely to:

- Watch SPTV videos to support their learning
- Complete the learning set daily in line with the class teachers expectations
- Send learning daily via Teams by 3:20pm
- Seek help if they need it, from teachers via Teams

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Contact the school if accessing work is an issue and alternative solutions may be available. These will be discussed on a case-by-case basis.
- Notify the class teacher if the deadlines suggested for the day (e.g. submitting work) will not work for the family

## **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
- Child protection policy
- Behaviour policy
- Data protection policy and privacy notices
- Acceptable Use policy
- Code of Conduct

## **Monitoring and evaluation of the policy**

The policy is reviewed every 12 months, in consultation with the whole school community including staff, pupils, parents, carers and governors.