



# **Remote Learning Policy**

**Date: 12<sup>th</sup> November 2020**

**Date Approved (remotely) by B.O.G: 10<sup>th</sup> November 2020**

**Review Date: October 2023**

## Remote Learning Policy

This policy has been developed taking into consideration the following documentation:

- [Education Restart – Guidance for Schools and Educational Settings in NI 29/09//20](#)
- [DE Circular 2020/05 Guidance for Schools on Supporting Remote Learning to Provide Educational Continuity 05/06/20](#)

### Introduction

During periods of school closure, staff of St. Colman's P.S will continue to provide education and support to our children using remote learning. All remote learning will be conducted primarily using ClassDojo to set tasks, direct children to learning on other platforms and to communicate with parents/guardians and children. This will allow staff to keep in daily contact in a professional and confidential manner with their class.

Bearing in mind the need for flexibility, no deadlines will be set. However, it must be noted that the work children engage in during a period of extended closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

### Specific Aims

- To outline St. Colman's Primary School's approach for pupils that, from September 2020, will not be attending school due to self-isolation (because of a positive test or being a close contact).
- To outline St. Colman's Primary School's expectations for staff that, from September 2020, will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.
- To outline St. Colman's Primary School's plan for the delivery of remote learning during extended periods of closure for whole school or class bubbles.

### Who is the policy applicable to?

The policy is applicable to all staff, parents and pupils.

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A continuous, dry cough
- A high temperature
- A loss of, or change to, their sense of smell or taste

Or

- They have had a positive test
- Been identified as a close contact by track and trace or have been asked to self-isolate under medical advice e.g. from GP/PHA/NHS 111. It is also recognised that schools/workplaces may pass this information to households on behalf of the relevant authorities.

## Expectation Management

St. Colman's Primary School will provide remote learning for pupils who are not able to attend school either because they are required to self-isolate or because of temporary school closures related to the pandemic.

### **Formal remote learning will be provided when:**

- A whole class is asked to self-isolate.
- The whole school is closed under Government Regulations on a temporary basis.

### **Individual children/families self-isolating, either waiting for the results of a test or because they've been identified as a close contact.**

As teaching staff remain in school and continue to provide face to face teaching, formal remote learning cannot be facilitated for individual children or families. In these circumstances, if children are well enough, they should complete the online activities set by their teacher on Class Dojo. These will include homework tasks.

If parents wish to supplement this the school website has a host of online learning platforms, which can also be used to support learning at home during this period.

## Flexibility of Learning

We realise that the circumstances that cause our school/class bubble to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides: -

- Parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology
- Teachers may be trying to manage their home situation and the learning of their own children;
- Systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. We are fully aware that these are exceptional times and as such this document seeks to inform and guide families rather than impose expectations. Each family is unique and because of this, should approach home learning in a way which suits their individual needs.

However, it is anticipated that children will, as far as possible, **engage with and complete the online learning activities provided by their teacher.**

Where possible, it is beneficial for children to maintain a regular and familiar routine. St. Colman's P.S would recommend that each 'school day' maintains structure.

Each week, work will be posted on ClassDojo. Families should view this together, and then make appropriate plans to complete the work. Teachers may set work on a daily or weekly basis. Should anything be unclear in the work that is set, parents can communicate with class teachers via Dojo.

#### **Children will:**

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Complete the tasks set out by their teacher, potentially working a day or two behind what has been shared through ClassDojo.
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.
- Read daily, either independently or with an adult.

#### **Parents will:**

- Ensure they are familiar with the platforms used by the school and that their child has an appropriate device to access online learning. You must contact the school to borrow an iPad if you have no suitable device at home.
- Ensure they are accessing ClassDojo daily to check for messages and posts from school. this should preferably be on a mobile device with notifications switched on.
- Attempt to make use of the resources shared with them.
- Support their children's learning to the best of their ability, including finding an appropriate place to work and encouraging them to work with good levels of concentration.
- Should accessing work be an issue, parents should contact their child's teacher at the earliest opportunity.
- Refrain from screenshotting or copying any information, photographs, messages or posts to share on social media or any other platform outside of the ClassDojo platform.
- Check their child's completed work each day and encourage the progress that is being made.
- Be mindful of the mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

#### **Teaching Staff will:**

- Provide appropriate, differentiated tasks and activities for their class in the core subjects of Literacy and Numeracy. Activities in other curriculum areas may also be provided.
- Plan lessons that are relevant to the curriculum focus for that year group and endeavour to set relevant tasks for home learners.

- Use the wide range of platforms available to them to facilitate online learning e.g. Education City, Class Dojo, Reading Eggs, White Rose Maths and any other which is deemed appropriate.
- Endeavour to ensure worksheets do not need to be printed off. Work set should be completed online or in exercise books which have been provided for this purpose.
- Provide feedback to pupils via comments on work submitted.
- Respond, within reason, promptly to requests for support from families at home. This should be done via Class Dojo.
- Be contactable during normal school hours, quiet hours will be set outside of this time.

Should a staff member require support with the use of technology, it is their responsibility to seek this support in school from Ms Savage or another member of staff who may assist. There is no expectation that teachers should provide live online lessons via video conferencing platforms but if they choose to do so it should be via Collaborate Ultra.

### Remote teaching for staff who are self-isolating

- Teaching staff are required to self-isolate if they show symptoms/are identified as a close contact as outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.
- If a member of staff is required to self-isolate, they are expected to:
  - ✓ Follow normal reporting procedure for planned absence.
  - ✓ School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per government guidance, to share the result of this test with school so that appropriate plans can be made.
  - ✓ Whilst self-isolating, and if able to do so, staff will be expected to continue to work remotely.
  - ✓ This may take the form of providing online learning e.g. if a class bubble is closed due to a positive case or the whole school is closed due to government regulations.
  - ✓ If you are self-isolating due to being a close contact outside of school and are well enough you will be expected to continue to work remotely. This will be agreed on a case by case basis with Ms Savage and may take the form of curriculum development or school improvement work.

### Classroom Assistants

Classroom Assistants who are required to self-isolate or work from home due to a closure of the whole school/class bubble may be directed to complete tasks to support teachers in delivering remote learning. They may also be asked to partake in online training as part of school development planning. They must make themselves available for such work during their normal working hours.

***(This policy has been approved remotely by our Board of Governors and will be officially ratified at the next B.O.G Meeting.)***

Signature: \_\_\_\_\_ (Principal)

Signature: \_\_\_\_\_ (Chair of Board of Governors)

Date of Ratification: