



REMOTE EDUCATION POLICY

Date approved	Advent 2020	Approved by	St Mary's Catholic Voluntary Academy
Review cycle	New policy	Signature	<i>Fionuala Boucher</i>
Due for review by	Advent 2021	Name	Fionuala Boucher

This policy operates in line with our school mission, Catholic ethos and best safeguarding practice. St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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, live online teaching
- 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.
- School is closed to pupils except for vulnerable children and the children of Key Workers due to Government advice/ national lockdown arrangements

4. CONTENT AND TOOLS TO DELIVER THIS REMOTE EDUCATION PLAN

Resources to deliver this Remote Education Plan include:

- Online tools for pupil access to work through the use of:
 - the school website (internet)
 - the school's pupil page (intranet)
 - the Microsoft Teams system
- For Staff, access to the above tools, plus CPD sessions and training
- For Parents, access to the above tools, plus information videos and live sessions to understand how the above systems are to be used at home e.g. access to Microsoft Teams and School Cloud
- Use of live and recorded input for daily registration, instructional videos, lessons and assemblies
- Phone calls home
- Printed learning packs
- Online learning packs
- Physical materials such as story books and writing tools
 - BBC Bitesize, Oak Academy, Spongy Elephant Pupil Homepage, Mathletics, Maths Seeds, Teach your Monster to Read, Times Tables Rockstars, SCARF PSHE resources and Century Tech (KS2 only)

Overviews to the school's curriculum intent and implementation can be found in the 'Our Learning' section on the school website here: www.st-marys-marplebridge.stockport.sch.uk

The detailed remote learning planning and resources to deliver this policy for each year group can be found via Microsoft Teams for the relevant year group.

- Model timetable and structure for remote learning
- Downloadable, printable documents for each year group
- Curriculum resources
- Bite-size training resources on the SRSCMAT [Spongy Elephant](#) subscription, via the pupil homepage
- Teacher Code of Conduct for phone calls, video conferencing and recorded video
- End User Agreements for Google classroom (TBC)

5. HOME AND SCHOOL PARTNERSHIP

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

St Mary's CVA will provide access to a refresher, online training session and induction for parents on how to use Microsoft Teams, where possible, and provide personalised resources where needed.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Mary's CVA would recommend that each 'school day' maintains structure: some suggestions for this can be found by following the link provided.

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.

In line with St Mary's CVA's Responsible Use Policy and Home/ School Agreement, we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. <https://www.childrenscommissioner.gov.uk/digital/5-a-day/>

All children sign a Responsible Use Policy' at school which includes e-safety rules; this applies when children are working on computers at home.

6. ROLES AND RESPONSIBILITIES

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 by
 - Meeting regularly with staff to plan, review and improve the remote learning offer
 - Sampling remote learning lessons
 - Engaging with parents and pupils to consider the effectiveness of the remote learning offer
- 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

The following responsibilities relate to occasions where a whole class is isolating; these procedures would reduce when fewer children are isolating, and the majority of the class is in school. St Mary's CVA will provide a refresher training session, online training on Spongy Elephant and induction for new staff on how to use Microsoft Teams and Google Classroom.

When providing remote learning, teachers must be available between 9.00am-12 noon and 1.00-3.15pm; directed hours run from 8.45am-3.45pm daily. 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:
 - Teachers will set work for the pupils in their classes.
 - The work set should follow the usual timetable for the class had they been in school, wherever possible
 - Weekly/daily work will be shared online via the school's pupil page
 - Teachers will be setting work via the internet and intranet and, from 09/11/20, Google Classroom
- Providing feedback on work:
 - Feedback will be provided as swiftly as practicable. Where teachers are working in school and supporting home learning, such as during a national lockdown, the following bullet points will be considered with more flexibility
 - RE, reading, writing and maths: completed work submitted by 1pm will be responded to/ commented upon by teachers by 9am the next day.
 - Further curriculum tasks submitted by 3.30pm will be commented upon by teachers by the end of the week in question.
- Keeping in touch with pupils who are not in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s, parents should be contacted via phone to access whether school intervention can assist engagement.
 - All parent/carer emails should come directly to school.
 - Parents can communicate privately with the teacher through the Chat button in Teams in matters relating to their child's work
 - 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: fboucher@mmb.srscmat.co.uk and apoole@mmb.srscmat.co.uk

When there are single cases of a pupil self-isolating, a two-week pack of work is available for pupils who are well enough to continue with their studies. This can be found here, accessed via the year group tab in each case: www.mmb.srscmat.co.uk

Teaching Assistants

Teaching assistants must be available between 9am and 3.15pm daily, with an agreed break over lunchtime.

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 assistant 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

Office staff are responsible for:

- 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 school if they need it by making telephone or email contact with the relevant member of staff OR contacting the school office
- Be respectful when making any complaints or concerns known to staff

7. LINKS WITH OTHER POLICIES AND DEVELOPMENT PLANS

This policy is linked to the following policies:

<p>Safeguarding 2020</p> 	<p>SEN&D 2020-2021</p> 	<p>Home School Agreement</p> 	<p>Behaviour 2020, COVID 19 Return to Education</p> 	<p>Code of Conduct for phone calls, video conferencing and recorded video</p>  <p>Microsoft Word 97 - 2003 Document</p>
<p>Code of Conduct for Staff</p> 	<p>IT AND INTERNET Responsible Use</p> 	<p>Data Protection Policy</p> 	<p>Digital and hardware development planning TBC</p>	<p>End User Agreements for Microsoft Teams, Google classroom TBC</p>