ST FRANCIS XAVIER
CATHOLIC PRIMARY SCHOOL

Remote Learning Policy 2023 2024

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Ratified by	LGB
Date ratified	December 2023
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Policy review date	September 2024
Post holder responsible	Principal
Director / LGB Chairperson	C.Cullen

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Remote Learning Policy has been approved and adopted by St Francis Xavier Catholic Primary School on 10th December 2023 and will be reviewed in September 2024.

Signed by LGB representative for St Francis Xavier:
Ms C.Cullen

Signed by Principal:

Miss L.Marshall

Statement of school's curriculum:

At St Francis Xavier Catholic Primary School to deliver a broad and balanced curriculum which is accessible for all of our pupils, relevant to the community in which they live. We have aimed to create an ambitious and engaging curriculum which engages pupils and therefore has a positive impact on learning.

1. Aims

This Remote Education Policy aims to:

- Adopt a blended learning approach where pupils learn electronic, online media, through paper 'packs' of resources (if necessary) as well as traditional face-to-face teaching to ensure pupils are given equal opportunities to access the curriculum, whether in school or learning at home.
- *Home learning* builds on and complements what is done at school. The blended learning approach considers how to incorporate:

  ✓ *synchronous learning* – where pupils and teachers interact in a specific virtual space, through a specific online medium, at a specific time – video conferencing, live chatting, live streaming lesson.
  ✓ *asynchronous learning* – where learning happens on the individual's schedule. Teachers provide the materials and assignments with pupils having the ability to access and satisfy these requirements within a flexible time frame. Materials might include paper-based materials, directed texts, self-guided interactive learning resources, pre-recorded lessons and recordings.

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school, through use of quality online and offline resources and teaching videos.

- Provide clear expectations to members of the school community with regards to delivering high quality, interactive remote learning.

- Include continuous delivery of the school curriculum aims, as far as possible, as well as support of pupils' social and emotional wellbeing.

- Consider continued education for staff and parents (e.g. CPD, Parents Workshops and Pupil Progress Meetings).

- Support effective communication between the school and families and support attendance.

- Ensure a consistency of approach to blended learning which is understood by staff, pupils and families.
- Provide appropriate guidelines for data protection and safeguarding.

2. *Who is this policy applicable to?*

- A child (and their siblings if they are also attending St. Francis Xavier Catholic Primary School) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child is absent from school due to whole school or part school closure as a result of events such as heavy Snow fall, flooding, strikes , heating malfunction.

3. *Content and tools to facilitate and teach this remote education plan*

Resources to deliver this Remote Education Plan include:

- ✓ Online tools for EYFS, KS1 & KS2 (Purple Mash, Bug Club and Teams when appropriate (also used for staff CPD and parent/carer sessions).
- ✓ Use of recorded video (or live video) for a beginning-of-day welcome, instructional videos and assemblies.
- ✓ Phone calls home (where staff are present on site).
- ✓ Printed learning packs (where necessary).
- ✓ Physical materials such as story books and writing tools (where available).
- ✓ Use of BBC Teach, BBC Bitesize, Oak Academy, Times Tables Rockstars and Timestables.co.uk.

The following timetables can be found in the appendix:

- Model Timetable and structure for remote learning in the event of whole-school closure. This will be adapted by teachers at the beginning of each week and will be as close as possible to the normal timetable in school. (**Appendix 1**).
- Each day, work for each lesson will be set on the school website and Purple Mash and Reading via Bug Club. Some lessons will be completed online, whilst others will encourage children to complete an activity away from the screen.
- Remote learning should be carried out in line with the following:
- Teacher and Pupil Code of Conduct for Phone calls, Video calls and Recorded Video (**Appendix 2**).

4. *Home and School Partnership*

St. Francis Xavier 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.

St. Francis Xavier Catholic Primary School has provided training for staff on use of Purple Mash. Staff will also provide pupils with a session on how to use Purple Mash and where to find and upload work.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St. Francis Xavier Catholic Primary School 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 work 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/carers should contact the class teacher promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

We would encourage parents/carers to familiarise themselves with St. Francis Xavier Catholic Primary School's Online safety policy and the Online Safety resources on the school website, to support a healthy and balanced digital diet for pupils.

All children are expected to follow the same Online Safety-safety rules they would at school.

5. Roles and responsibilities of teachers:

When providing remote learning, teachers must be available during their normal working hours.

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:

- Registration of pupils.
- In the event of part or whole-school closure, teachers will email a record of attendance to admin staff daily by 9:30am.

- Setting learning.
- Teachers will set differentiated work for the pupils in their classes daily.
- Teachers will include instructions on when and how to submit work.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Teachers will set work on the school's website and Purple Mash and select objectives relevant to the learning.
- In the event of a pandemic isolation, where only part of the bubble is self-isolating, teachers will upload work to Purple Mash that has been taught in class during the day. This will be done as soon as practically possible, but no later than the end of the same working day. In this case, pupils will complete the work the following day.
- Providing feedback on work:

All work will be responded to as soon as practically possible by members of the teaching team (teachers/support staff), but will be guided by the following:

- Reading, Writing and Mathematics work submitted during the lesson time will be responded to, by adults, during the lesson time. Any work submitted outside lesson time, but by 1pm, will be responded to, by 4pm, wherever practically possible.
- All curriculum tasks submitted by 3.30pm will be responded to before the next lesson due.
- Pupils and adults may have an ongoing dialogue via emails, Purple Mash emails, during lesson time, in which support and feedback will be provided.
- Adults will provide feedback for pupils in the comments box on Purple Mash for each piece of work and assess against the objectives set.
- Where only part of the cohort is self-isolating, adults will provide feedback to work, which has been submitted by 3pm, by 8:30am of the next school day.
- Keeping in touch with pupils who aren't in school and their parents:
- If there is a concern around the level of engagement of a pupil(s) at the end of the second day of absence, teachers will inform the Principal and Vice Principal, who will arrange for parents/carers to be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account (margaret.marshall@sfxcps.co.uk) or directly to class email addresses (details sent via email, please contact the school office if a copy if needed).
- 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
- Following the code of conduct for remote learning and discussing with SLT if they

feel they are unable to meet these requirements.

- When reaching synchronously or asynchronously, teacher will use elements from what they have learnt about Rosenshine's Principles in Action:

  - **Begin a lesson with a short review of previous learning** (need to link what pupils are about to learn to what they already know. Having the time to recall things from memory makes them more memorable in the future).

  - **Present material in small steps with student practice after each step and require and monitor independent practice (**provide a small amount of input and then a chance to do something with it before moving on. Make sure that there is only a small amount of new information being introduced because I need an opportunity to monitor how they are getting on.

    - *Ask questions and check the responses of all pupils.*

  - **Check for pupil understanding and obtain a high success rate (**ask questions to ensure that everyone is following our explanation and to make sure that students aren't starting a task still holding on to misconceptions. If we don't get a high success rate before they start practising, then any misconceptions they hold will end up embedded in their work. E.g. create self-marking quizzes that can be set up to provide feedback on incorrect answers. Pupils can complete these quizzes before beginning a longer task to check they are ready).

  - **Provide models and scaffolds for difficult tasks (**make sure they are available on any resources given to pupils. Strategies used could include producing model paragraphs in advance and including scaffolding on the same slide or providing a worksheet containing the task instructions).

  - **Engage students in reviews (**Doing so allows teachers to help them make connections between different parts of the topic and to identify personal goals for improvement and give advice on how to achieve them).

Teaching Assistants

Teaching assistants must be available during their normal working hours.

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 supporting remote learning, teaching assistants are responsible for:

- Supporting pupils learning.

- Reply to emails through Outlook 365 or Purple Mash to support children's learning during allocated subject time.

- Take direction from the class teacher in relation to support required during a remote lesson.

- Set intervention work daily on the school website/Purple Mash for a group of pupils.

- Provide feedback through the comments box on Outlook 365/Purple Mash to work set

- Following the code of conduct for remote learning and discussing with SLT if they feel they are unable to meet these requirements.

- During the school day, teaching assistants may also be required to complete tasks set by a member of 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 usual monitoring channels and processes and share this at Senior Leadership Team meetings and subsequent Staff Meetings.

- ✓ Share any adaptations to remote learning with parents/carers.

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

Designated safeguarding lead

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

IT Technician

IT technician is responsible for:

- ✓ Fixing issues with systems used to set and collect work.

- ✓ Helping staff with any technical issues they're experiencing.

- ✓ Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

The SENDCO
The SENCo is responsible for:

- ✓ Liaising with the IT 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 principal and other organisations to make any alternate arrangements for pupils with EHCP plans.
- ✓ Identifying the level of support.
- ✓ Monitoring quality of work set for children with additional needs.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

- Monitoring the remote work set by teachers in their subject – *explain how they'll do this, such as through regular meetings with teachers or by reviewing work set*.

- Alerting teachers to resources they can use to teach their subject remotely.

- Evaluating the value and impact of the introduction of new technologies into subjects on student learning and engagement.

- Ensuring blended learning approaches are embedded in overall curriculum design and are logically linked to learning outcomes.

- Ensuring that for each subject learning technologies are chosen through considered pedagogical design, to support and enhance student learning outcomes.

The Central Team

- ✓ 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.

School Administrator/Office Manager (in the event of whole-school closure)

- ✓ Follow usual attendance procedures for any children not present in virtual lessons (as recorded by teachers) – see school attendance procedure.

Pupils and parents

Staff can expect pupils learning remotely to:

- ✓ Familiarise themselves with the Code of Conduct for video calls.
- ✓ Log into Outlook 365/Purple Mash at the beginning of the school day.
- ✓ Check the timetable and work for each lesson throughout the day.
- ✓ Complete work to the deadline set by teachers.
- ✓ Seek help if they need it, from teachers or teaching assistants.
- ✓ Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- ✓ Support children in understanding the Code of Conduct for video calls.
- ✓ Make the school aware if their child is sick or otherwise can't complete work.
- ✓ Seek help from the school if they need it.
- ✓ Ensure pupils are supervised whilst at a computer or other device.
- ✓ Familiarise themselves with online safety guidelines.
- ✓ Prioritise children's wellbeing and health.
- ✓ Encourage child(ren) to do their best.
- ✓ Be respectful when making any complaints or concerns known to staff.

Academy Committee

The academy committee 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.

When recording or live streaming a lesson

As above, when recording or live-streaming a lesson, staff must take due care and attention to avoid any loud, disruptive or inappropriate background noise or objects.

If staff do not feel they can achieve the above, they must discuss this with the Principal.

Links with other policies and development plans

This policy is linked to our:

- ✓ Children and Safeguarding Policy.
- ✓ Behaviour Policy.
- ✓ Child protection Policy.
- ✓ Data protection Policy.
- ✓ Online safety acceptable use policy (**see Appendix 3**).
- ✓ Online safety policy.
- ✓ End User Agreements for Purple Mash.

We will aim to provide this provision in the event of a whole- school closure. However, each case will be assessed on an individual basis and school reserve the right to adapt this plan when necessary.

Model timetable for whole-school closure (will be adapted by teachers to reflect in-school timetable)

Time	Activity
9:00am	Welcome session – Morning prayer – see Teams invite via pupil email or Purple Mash
9:15am	Reading/Writing/Maths – set on school website/Purple Mash
10:15am	Break
10:30am	Reading/Writing/Maths – set on school website/Purple Mash
11:30am	Handwriting/Spellings
12:00pm	Lunch (don't forget to say your prayers) followed by free time
1:00pm	R.E./Topic/Science/Physical Activity – Set on school website/Purple Mash
2:00pm	R.E./Topic/Science/Physical Activity/ Collective Worship – Set on school website/Purple Mash
3:00pm	End of day prayer and dismissal

Appendix 2

Code of Conduct for phone calls, videocalls and recorded video

For Pupils

- I will only take part in 'live 'video calls/sessions if an adult at home knows that I am doing it.
- I will not reveal my passwords to anyone (apart from my parent/carer).
- I will be responsible for my behaviour and actions when using technology (Teams, Purple Mash and any other interactive applications), this includes the resources I access and the language I use.

- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.

- I will not deliberately browse, download, upload or forward material that could be considered inappropriate. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer.

- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St Francis Xavier Catholic Primary School.

- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media platforms
- I understand that when using Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.

- I will continue to follow the rules (where applicable to home learning) regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement.

- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Code of Conduct for phone calls, video calls and recorded video

For Staff

- To continue to follow Safeguarding procedures, including (but not limited to) continuing to look out for signs that a child may be at risk and reporting to DSLs.

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to check content and comments.

- 1:1 video calls are strictly prohibited – On no occasion should staff make or take video calls with pupils.

- Wherever possible, another member of staff should be present/logged into live video calls.

- Suitable clothing should be worn by all adult, in line with Emmaus Mac's Staff Professional Appearance Policy.

- Language and behaviour must be professional and appropriate.

- Staff should ensure they are working from a suitable area at home, especially when using live video or recorded video.

- Staff must ensure any background in videos (including background noise) is appropriate. This includes ensuring other household members are not included in any live lesson or video.

- Staff should ensure there is always a meeting password and waiting room enabled for live video calling.

- Staff will follow usual behaviour management techniques, used in school, to address any positive or concerning behaviour.

- Staff will contact parents/carers by email if pupils do not adhere to their Code of Conduct.

- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device if a device is stolen, or system corrupted or accessed by unauthorised 3rd party, the staff member should know who to report this to (Data Protection Officer, internal technical support, school leadership).

- Making sure the device locks if left inactive for a period of time.

- Not sharing the device among family or friends.

- Installing antivirus and anti-spyware software.

- Keeping operating systems up to date – always install the latest updates.

- In accordance with its Online Safety Policy the School will deal with online safety incidents in accordance with the procedures outlined in

both the policy. We will, where known, inform parents of incidents of inappropriate online safety behaviour that take place out of school.

Appendix 3

Pupil Acceptable Use Policy Rules for Responsible Internet Use

Usually applied in school, should be adhered to where appropriate for home learning.

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others:

- I will only access the system with my own login and password, which Iwill keep secret;
- I will not access other people's files;
- I will only use the computers for schoolwork and homework;
- I will use flash drives (memory sticks) appropriately and follow school guidelines on their use;
- I will use the Internet safely and sensibly;
- When using the internet including a 'chat room 'facility, I will not give my home address or telephone/mobile number, respond to requests using SMS or even arrange to meet someone, unless my parent, carer or teacher has given permission;

- I will only e-mail people I know, or my teacher has approved;
- Files attached to an email should be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system;

- The messages I send will be polite and responsible;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;

- I understand that the school may check my computer files and may monitor the Internet sites I visit.