



2020-21

To learn, to love, to
live.

Remote learning Policy

St Adrian's Catholic Primary School

Approved by:	Strategy and Personnel Committee	Date: September 2020
Last reviewed on:	Not applicable	
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1. Aims

Where a class or larger group is required to isolate, or there is a local lockdown requiring pupils to remain at home, St Adrian's will endeavor to provide curriculum coverage in line with [government guidance for reopening of schools](#).

This remote learning policy therefore aims to:

- Set out expectations for all members of the school community with regards to remote learning during school or bubble closure
- Provide appropriate guidelines for data protection and safeguarding

2. Pupils who are shielding

Education for pupils who are legitimately shielding and are unable to attend school from September 2020 will be provided through the school's *Children with health needs who cannot attend school policy 2020*.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8:55 and 3:15.

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 school's normal absence procedure.

Teachers are entitled to break, lunch and PPA but should ensure that they are available to pupils for 22.5 hours (FTE pro rata) over the course of each working week.

When providing remote learning, teachers are responsible for:

- Setting work
 - o Teachers should set maths and English work for their respective groups (maths, writing, reading) and any other exercises to help catch up i.e. spelling, arithmetic, grammar)
 - o Class teachers should set work for all other subjects including 2.5 hours of RE and collective worship
 - o Teachers should include recorded video modelling to teach skills or concepts as part of their provision
 - o Work should be commensurate with that offered during a normal school day in terms of coverage and outcome

- All work should be published by 9 am on the morning it is to be completed
- KS1 and KS2 will set work through their group or class Google Classroom page while EYFS will use Tapestry
- Teachers working with pupils with SEND should work with families to deliver a suitably adjusted curriculum, seeking guidance from the school SENDco where necessary
- Where it is known that a child does not have access to online resources, teachers should endeavor to provide appropriate alternative resources
- Providing feedback on work
 - In line with school expectations, teachers should provide feedback that addresses misconceptions, reinforces key learning or provides next steps to ensure progress. Teachers must use their professional judgement as to how they achieve this with the tools available on G-Suit.
- Keeping in touch with pupils who aren't in school and their parents
 - Task related queries should be addressed by teachers within their Google Classroom
 - Requests for meetings from parents will go through the office as usual
 - Any complaints or concerns raised by parents should be dealt with in the normal way
 - Teachers will use the following procedure to address pupils who do not complete work:
 - Raise directly with pupil to establish why work is not completed and offer support
 - Provide a second reminder to pupil – explain that an email will be send to parents if work is still not completed
 - Email parents via the Office
 - If work is still not completed, refer to SLT
- Attending video meetings
 - Teachers should offer daily short meetings with groups/classes
 - Teachers and TAs should follow a smart casual dress code and ensure that the background and environment within their home is appropriate
- If you are working in school, where possible, teachers should maintain their own remote learning offer; however, it may be necessary to ask your year group partner to take on some elements
- If you are symptomatic, you will be considered off sick and another teacher will take on your remote learning responsibilities as outlined above

3.2 Teaching assistants

Teaching assistants are expected to be available to support class teachers during their normal working hours. This may include working with or feeding back to small groups.

3.3 IT Helpdesk

In the event of a whole school closure, the school IT helpdesk will reopen. Richard Hayes, Alex Sallis and Dominic Bedford will monitor emails and provide support as necessary.

3.4 Pupils and parents

We expect children to engage with their learning and class or whole school events throughout the week and behave in line with school behaviour expectations.

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants via their google classroom
- Alert teachers if they are not able to complete work
- Where possible, join teacher at online timetabled Google Meets

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
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4. Data protection

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device is locked if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

Normal safeguarding procedures apply. Please refer to our child protection policy and coronavirus addendum. (addendum for CP).

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Complaints policy
- Children with health needs who cannot attend school policy 2020