

# St Joseph's Catholic Primary School

*At St Joseph's we work, learn and grow together guided by Jesus' teachings*



## **CRC Article 29(goals of education)**

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

## **Remote Education Policy**

### **1. Statement of School's Curriculum Aims**

*St. Joseph's Catholic Primary School aims to deliver a curriculum which is relevant for our pupils 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.*

### **2. Aims**

This Remote Education Policy aims to:

- 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 Meet the Teacher)
- Support effective communication between the school and families and support attendance

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

- A child (*and their siblings if they are also attending St. Joseph's Catholic Primary School*) is absent because they are awaiting test results and the rest of their year group are attending school and being taught as normal.
- A child's year group is not permitted to attend school due to guidance from Dudley Public Health or to unavoidable staff absence.

Remote learning will be shared via Microsoft Teams when pupils are absent due to Covid-related reasons if the teacher is well enough to teach the class. In the event of the teacher being too poorly to teach through Teams work pack will be emailed out to parents each day.

### **4. Content and Tools to Deliver This Remote Education Plan**

Resources to deliver this Remote Education Plan include:

- Online tools through the use of Microsoft Teams
- Use of recorded video (*or live video*) for a beginning-of-day welcome, instructional videos and assemblies
- Phone calls home
- Emailed work packs
- Printed learning packs (where necessary)

The following timetables can be found in the appendix:

- Model Timetable and structure for remote learning in the event of whole-bubble 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 Microsoft Teams Some lessons will be completed online, whilst others will encourage children to complete an activity away from the screen.

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

St. Joseph'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.

St. Joseph's Catholic Primary School has provided training for staff on use of Microsoft Teams. Staff will also provide pupils with details on how to use Microsoft Teams and where to find and upload work.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St. Joseph's 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.

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

## **6. Roles and responsibilities**

### **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 a whole-bubble, or whole-school closure, teachers will email a record of attendance to admin staff daily by 9:30am
- Setting work:
- 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 Microsoft Teams and select objectives relevant to the learning
- Providing feedback on work:

All work will be responded to as soon as practically possible by teachers or teaching assistants, but will be guided by the following:

- Reading, writing and maths 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 Microsoft Teams, during lesson time, in which support and feedback will be provided.
- Adults will provide feedback for pupils in the comments box on Microsoft Teams for each piece of work and assess against the objectives set.
- 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 Executive Headteacher or Head of School, 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 info account (info@st-jodud.dudley.sch.uk)
- 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

### **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:
- Take direction from the class teacher in relation to support required during a remote lesson
- Call families who are unable to access Microsoft Teams to support children working from the CGP books and other resources provided.
- 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 inc. 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 is 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 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 principal and other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support
- Monitoring quality of work set for children with additional needs

## **School Admin** (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 COVID-19 addendum

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Log into Microsoft Teams 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:

- 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 e-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

### **7. In the event a staff member self-isolates, with no impact on class bubble**

In the event that a staff member is self-isolating but their associated bubble is not self-isolating, then the class will be covered where possible by other school staff.

#### 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 SLT.

### **8. Links with other policies and development plans**

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy
- Online safety acceptable use policy
- E-safety policy

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.

## Appendix 1

### Remote Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am	Monday Gospel Assembly	B-Tales	Wednesday Word	Meditation Reflection	Friday Merit Assembly
9.30am	English (incl Reading, Phonics, Writing)	Maths	English (incl Reading, Phonics, Writing)	Maths	English (incl Reading, Phonics, Writing)
11.00am	Maths	English (incl Reading, Phonics, Writing)	Maths	English (incl Reading, Phonics, Writing)	Maths
1.00pm	R.E	History / Geography	R.E	Science	Art / DT

## **Appendix 2**

### **Code of Conduct for phone calls, video calls 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.
- I will be responsible for my behaviour and actions when using, 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 Joseph's 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 Microsoft 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 the Staff Dress 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

## 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 I will 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.