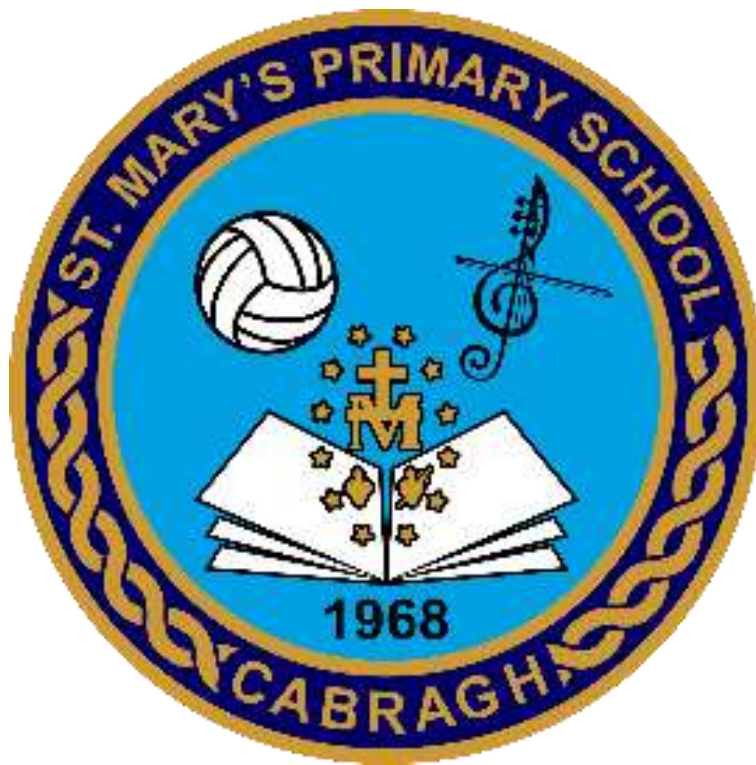# St. Mary's Primary School

Remote Learning Policy

This policy is written in line with DE guidance, DE Circular Number: 2020/05

Guidance for Schools On Supporting Remote Learning To Provide Educational Continuity

(5th June 2020)

https://www.education-ni.gov.uk/publications/circular-20205-guidance-schools-supporting-remote-learning

Introduction

During a period of long term closure, in the event of a class isolating or where small numbers in each class are isolating, staff at St. Mary's Primary School will continue to provide education and support to our pupils using remote/blended learning.

The Department of Education recommends that all schools aim to engage with pupils on an ongoing basis through the wide range of e-learning platforms available rather than provide hard copy or emailed resources alone, if at all possible.

St. Mary's Primary School will be using Google Classroom

This will allow staff to keep in daily contact, in a professional and confidential manner with parents/pupils in their class. Teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will adhere to our commitment to maintaining pupil wellbeing.

Flexibility

We realise that the circumstances that cause our school 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 and so access to technology as a family may be limited.
- Teachers may be trying to manage their own 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.

Expectations

Article 28 of the UN Convention for the Rights of the Child states that 'Every child has the right to an education'. In the case of long term closure, we believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability.

The Department of Education have issued schools with new attendance guidance and codes to use when recording absences. The majority of children should be undertaking remote learning. Some children may not be capable of engaging in remote learning due to health or other circumstances.

We encourage all pupils to endeavour to complete and submit work within 48 hours of the work being set. The work that pupils engage in during a period of closure cannot be considered as optional. The Department of Education have directed that a specific absence code should be used when there is <u>no evidence</u> from learning at home.

Bearing in mind the need for flexibility, we understand that work may be completed out of sync with when it is shared. However, it is important that parents/guardians make contact with the class teacher if your child is unable to engage with their remote learning on a particular day/s due to family circumstances. These are challenging times for everyone and as a school, we will support all of you as best we can.

Remote Learning Start Date

The first day of any extended closure will be used by teachers to prepare for the coming period and there will be no remote learning scheduled. The programme of remote learning will start from the second day of the period of extended closure.

Expectations

Teaching Staff will:

- Share a weekly planner on Google Classroom.
- Share teaching and learning activities with their class on a daily basis through Google Classroom.
- Set three tasks daily. (One Literacy, one Numeracy and one other subject area.)
- Upload teaching and learning activities by 9.00am each day.
- Continue teaching in line with the current, extensive planning that is already in place throughout the school.
- Integrate other e-learning platforms that are being utilised by the school. Examples include:- Mathletics, Wordshark, Big Cat e-books and Accelerated Reader.
- Integrate a range of off-line learning tasks also.
- Give credence to the fact that learning remotely will be more difficult and therefore adjust tasks and provide additional instructions/support as necessary.

- Keep in contact with pupils using C2K platforms such Google Classroom.
- Reply to messages, set work and give feedback on activities during normal teaching hours.
- Make contact with the parents if learning tasks are not being completed or submitted. If lack of engagement continues the Principal will then contact the parent.
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow. (e.g. Coordinator roles)
- Support parents who are unable to provide their pupils with an electronic device.
- If unwell themselves, will be covered by another member of staff for sharing of activities. Responding to and following up messages via Google Classroom will not be undertaken at this time; will recommence once the teacher has returned to school.
- Continue to demonstrate and adhere to appropriate staff and ICT Code of conduct procedures.

Pupils will:

- Be assured that their well-being is at the forefront of our thoughts and that they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.
- Read on a daily basis, either independently or with an adult.
- Follow their own interests to discover more about the world around us or be creative.
- Complete and submit the learning tasks set through Google Classroom and other relevant platforms.
- Remember the safety rules when using devices.

Parents will:

- Support their child's learning to the best of their ability.
- Encourage their child to access and engage in learning set by the class teacher.
- Not record any online teaching and learning, screenshot or copy information, messages or posts to share on social media or any other platform outside of Google Classroom.
- Know that they can contact the teacher through Google Classroom or by email if they require support of any kind. *Parents should be mindful that there are protocols in place for when teachers respond and answer queries. Teachers must maintain a work/home life balance therefore will only respond to queries, on school working days, between the hours of 9.00 am and 3.00 pm.*
- Check their child's completed work each day and encourage the progress that is being made.
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.
- Ensure their child's remote learning is supervised and follow the e-safety guidance on the school website.

- Contact the school if their child is unable to complete online learning due to special circumstances (e.g. illness, bereavement etc.)
- Contact the teacher if their child does not have access to an electronic device or internet access, so that appropriate provision can be put in place.

Associated Policies

This policy operates alongside all of the school's relevant safeguarding and behaviour policies.

- ➤ Child Protection and Safeguarding Policy
- ➤ Positive Behaviour Policy
- ➤ E-Safety Policy

Protocols for Live Sessions

These protocols have been put in place to protect your child and the class teacher when they are live together on line. Please read the document carefully.

• All digital devices must be used in appropriate areas of the house, for example, not in bedrooms.

• Ensure the background to the home setting is appropriate. If possible, find a neutral space in the home.

• Live sessions will be kept to a reasonable length of time. The live lessons will always fall within the children's normal school hours.

• All language used must be appropriate.

• During an online live session, your child must wear suitable clothing (e.g. no pyjamas or inappropriate slogan T-shirts) as should anyone else in the household when webcams are switched on.

• To recreate a suitable environment for your child, make sure they can sit at a table for the session (where possible) and be logged into Google Meet or Collaborate.

• When your child is taking part in the live session, please reduce distractions

i.e. television, telephone calls, pets etc. in the background.

• Let your child join in independently – do not sit next to them and coach them. Only offer support if there is a technical issue but please be present nearby if possible.

• If a parent/carer has questions, please contact the class teacher or the School Principal at school via phone or email.

• Please be aware that the session could be for a whole class and not just for your child. It is an open forum; any distractions will disturb not only your child but many others.

• All children must remember to behave in the same way as they would do at school and follow the school Code of Conduct.

• Please do not screen shot any live sessions.

- Please do not share access codes.