



**St Monica's Catholic Primary School**  
...a small school where big things happen...



## Remote Learning Policy

Policy Reviewed:	4 <sup>th</sup> January 2021
Policy approved by Governing Body:	8 <sup>th</sup> February 2021
Review Cycle:	This Policy will be reviewed 2-yearly or earlier if necessitated by extenuating circumstances
Date of Next Review:	November 2023

### **Policy addendum:**

The following changes below were made to this Policy:

- a. A statement of 'The Catholic Ethos of the school' was included. It was agreed that this statement will be included on **all** Policies at their review dates.
- b. Policy was updated to incorporate the school's remote learning procedures for the various (COVID-19) Tiers introduced by the government.
- c. Due to time constraints, this Policy was reviewed and agreed at the staff INSET held on 4<sup>th</sup> January 2021. It will be presented to the Governing Body for ratification at the next meeting in February 2021.

Signed: *BHradsky* Designation: **SENCo/Inclusion Manager** Date: 04.01.2021

## The Catholic Ethos of the School

Our School was founded by and is part of the Catholic Church. Our School is conducted as a Catholic School in accordance with the Canon Law and the teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Westminster. Therefore, and at all times, the School will serve as a witness to the Catholic faith in Our Lord Jesus Christ.

At St. Monica's Catholic Primary School, we aim to provide the highest quality education and care for all of our children. We welcome each child and family and aim to provide a safe, warm and caring environment within which all children can learn and develop.

## Overall Guidelines

In the event of a partial or whole school closure all staff, including teachers and support staff, will be available for work during their normal working hours. Any emails and other correspondence from parents would only be replied to within these hours.

If a staff member is unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedures i.e. phoning the Headteacher by 8:00am, explaining where the planning and resources can be found, and any other information that is necessary to ensure that their role is efficiently covered.

If a teacher is self-isolating and they are well enough, they should liaise closely with the school to provide learning opportunities for their class and possibly deliver online lessons to their class children. They should also attend any staff briefings and meetings via Teams/Zoom and daily check their emails.

For all virtual teaching and meetings (through Teams/Zoom/Doodle), the school dress code applies.

The requirements for setting work for children and contacting children who are self-isolating are laid out in the next sections.

All school assemblies and liturgies will be on the school website or the password protected school YouTube channel, so that children have full access at home with their families.

Weekly, **teachers** need to submit a list of children that they are concerned about due to lack of contact and missing work to SLT. If there are any safeguarding concerns they need to be reported following normal procedures. There is a later section with more details on this.

**Teaching assistants** will be given tasks appropriate to that class set by the class teacher, these may include providing feedback for targeted children, supporting SEND children to ensure they have resources to access set tasks and supporting the class teacher with contacting children.

**Subject leaders** will monitor the remote learning provision and feedback on children's work for their subjects and provide feedback to staff to ensure consistency across the school.

**Teachers** will monitor what children complete and any messages they post to the class on Class Dojo. Teachers will speak to individuals about inappropriate behaviour, which will be cascaded onto a member of SLT for action if the behaviour persists.

A range of resources for parents to use for all subjects are on the school website and on Class Dojo, including Doodle, Twinkl, White Rose Maths which has a number of resources.

**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)
- 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
- Making sure the device self-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

### **Tier 1: Remote Learning for Homework**

Homework at St Monica's is issued regularly via our online platform, Class Dojo. Pupils are given subject-specific tasks and set their own pace to complete the work. The homework is carefully matched to our curriculum with the key function being to consolidate the classroom based learning.

A variety of methods are used to deliver the class review content but it is all constructed and delivered by the class teacher. A suggested timeframe is given for each subject area and pupils are encouraged to become more independent in managing their time as they progress through the school. We encourage parental support with remote learning but also understand that every family has time constraints so pupils spend time in class learning how to access the platform, complete the tasks and work as independently as possible.

Our key aims for remote learning homework at St Monica's are:

- To echo the high-quality provision of our classroom teaching and the curriculum expectations
- To consolidate classroom learning and build confidence in pupil understanding
- To support parental engagement and offer a platform where families can access key teaching methods
- To encourage independence and prepare pupils for the next stage of their education.

Feedback on the homework will be given on Class Dojo by the class teacher or Teaching assistant and parents will be informed if the homework hasn't been completed or is overdue. Gaps in pupil understanding will be addressed through classroom teaching.

### **Tier 2: Remote Learning for Individuals**

In the event that a pupil cannot be in school and is learning from home, we will ensure a seamless transition to remote learning via our online platform, Class Dojo. The class teacher will be responsible for uploading the lesson slides daily for English and Maths and one other foundation subject, by 4pm of that teaching day and children have 48 hours to submit their work. PE activities will also be included for 2 hours of exercise a week.

Class teachers and teaching assistants will monitor the work uploaded to Class Dojo and give feedback where relevant. Pupils can contact the school by replying to the feedback or sending a message on Class Dojo. Any parent enquiries or requests should come via the school email on: **office@st-monicas.hackney.sch.uk**.

Class teachers or teaching assistants will also contact the individual pupils once a week via telephone and arrange for the individual to have a catch up meeting with their classmates once a week via zoom.

### **Tier 3: Remote Learning for partial closure**

In the event that the school needs to close a class bubble, teaching will transfer to daily remote learning. The school will provide a daily timetable of work for pupils who are well enough to participate and where possible the work will be provided by their class teacher. The work will be uploaded regularly each teaching day and the children will have a set time to submit their work. The timetable will include daily Maths and English lessons and a Foundation Subject covering the same curriculum expectations. Slides for each lesson will be uploaded to Class Dojo with tasks that can be completed online or on a piece of paper and a photograph of the work uploaded to Class Dojo. Weekly PE activities will be uploaded to include 2 hours of exercise across the week.

School staff will monitor the work uploaded to Class Dojo and give feedback; Maths and English will be marked regularly with detailed feedback of what has gone well and areas for development. The foundation subjects will all be given feedback as well.

Pupils can contact the school by replying to the feedback or sending a message on Class Dojo. Any parent enquiries or requests should come via the school email on: **office@st-monicas.hackney.sch.uk**.

If your child is unable to access remote learning please contact the school for assistance.

### **Tier 4: Remote Learning for Full Closure**

The school will endeavour to remain open to pupils wherever possible, however if a full closure is necessary, we will offer immediate remote education on Class Dojo.

The school will provide a daily timetable of work for pupils who are well enough to participate and where possible the work will be provided by their class teacher. The work will be uploaded each teaching day and the children will have a set time to submit their work. The timetable will include daily Maths and English lessons and a Foundation subject covering the same curriculum expectations. Slides for each lesson will be uploaded to Class Dojo with tasks that can be completed online or on a piece of paper and a photograph of the work uploaded to Class Dojo. Weekly PE activities will be uploaded to include 2 hours of exercise across the week.

School staff will monitor the work uploaded to Class Dojo and give feedback; Maths and English will be marked regularly with detailed feedback of what has gone well and areas for development. The foundation subjects will all be given feedback as well.

Pupils can contact the school by replying to the feedback or sending a message on Class Dojo. Any parent enquiries or requests should come via the school email on: [office@st-monicas.hackney.sch.uk](mailto:office@st-monicas.hackney.sch.uk)

Weekly, the children will receive a phone call from school and families who are having any issues with remote learning can discuss these with the school.

*Our key aims for remote learning in the event of full closure are:*

- To create a seamless transition to home learning through a familiar digital platform
- To provide a curriculum offer of similar content and length to that in school and set high expectations for all pupils
- To offer remote learning that allows pupil to work independently with support from their class teacher
- As much as is possible/feasible, the school will support parents to access reasonable equipment to enable pupils engage in remote learning
- To include teaching videos that deliver new content with high quality modelling from class teachers

### **Remote Learning: Provision for pupils with SEN**

We will follow the same processes for remote learning as for all children. When tasks are set they will be tailored to the pupils' needs and extra resources provided where necessary. Families are encouraged to engage pupils daily in a range of tasks such as sensory experiences, practical tasks and attention approach based activities. The staff in our provision work closely with families to meet the needs of pupils and are happy to provide work packs when needed. We recognise the additional challenge that remote learning brings for our families in the provision and the importance of pupils making contact with their teachers. Therefore, teachers will provide regular correspondence through weekly phone calls and Zoom with the class if they are individually isolating.

## Remote Learning: Safeguarding & Data Protection

<b>Designated Safeguarding Lead</b>	<b>Amanda Ruthven</b>
<b>Deputy Designated Safeguarding Lead</b>	Bridget Hradsky

The school will always follow the statutory safeguarding guidance 'Keeping Children Safe in Education' and if anyone has a concern about a child they should act on it immediately by contacting the school either by phone or email: [office@st-monicas.hackney.sch.uk](mailto:office@st-monicas.hackney.sch.uk)

London Grid for Learning (LGFL) provides a safe digital environment as well as a wide range of digital safety resources that can be found here: <https://www.lgfl.net/online-safety/>

In the event of individual, partial or whole school absence the safeguarding team will contact all families classed as vulnerable and signpost them to further support where needed. Teaching staff will follow school standard reporting procedures for any safeguarding concerns including mental wellbeing and online bullying.

For data protection all work will only be uploaded onto Class Dojo or any videos of class assemblies on the school's secure YouTube account which can only be accessed with account detail.

**Signed:**



**Chair of Governors**

**5<sup>th</sup> January 2021**