

# St. Patrick's Primary School



## Remote Learning Policy

Ratified by Board of Governors on Monday, 8<sup>th</sup> March, 2021.

Reviewed Annually

Next Review Date: Spring, 2022.

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## **Rationale**

At St. Patrick's P.S., Eskra, we recognise that children make most progress when engaging in face-to-face teaching and learning on site. This policy outlines contingency measures which must be implemented because of the Covid-19 pandemic. The use of remote/blended learning will be to ensure the continuity of educational provision for our pupils should they need to self-isolate or if there are school closures due to Covid – 19. This policy applies to all Key Stages and a continuance/recovery curriculum will be implemented, where safeguarding and online netiquette and safety will be paramount, creating a safe, inclusive and secure learning environment for all stakeholders.

## **Aims**

The purpose of this policy is threefold:

- 1.** To outline procedures and practice for pupils who are in self-isolation and are otherwise fit and healthy, to continue with their learning.
- 2.** To outline procedures and practices for staff in self isolation, and are otherwise fit and healthy, to continue with teaching, learning, assessment and providing feedback to pupils.
- 3.** To outline procedures and practices for staff, pupils and their parents to continue with curriculum delivery if the school is required to close due to advice from the Government and/or Public Health Agency (PHA) or similar body.

## **Other Relevant Policies**

This guidance document is supported by the following policies:

-  Child Protection And Safeguarding Policy,
-  Internet Safety And Acceptable Use Policy,
-  Promoting Positive Behaviour Policy
-  Teaching And Learning Policy
-  Marking/Feedback Policy

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## What Is Remote/Blended Learning?

**Remote learning** is where the children and the teacher are not physically present in the classroom. The teacher provides information, lessons and activities through an online platform, a pack of work or a combination of both.

**Blended learning** in its current guise as a result of the Covid-19 pandemic occurs when some children in a class may be at home participating in remote learning while some children are in school receiving face-to-face instruction from the teacher.

## Remote Learning Teaching Approaches

Staff at St. Patrick's P.S., Eskra will use the following to facilitate remote learning:

- ✚ Hard copy resources\*
- ✚ Online platforms
  - Seesaw (Years 1-4)
  - Microsoft Teams (Year 7)
  - Mathletics
  - Accelerated Reader (Years 5-7)
- ✚ Pre-recorded videos (asynchronous)
- ✚ Live teaching sessions (synchronous)
- ✚ Weekly/daily planner/overview of work.

\*Parents can request hard copy resources instead of online resources from their child's teacher, if preferred.

The approaches used will be determined by:

- ✚ Staff experience and expertise in relation to ICT and online platforms.
- ✚ Availability of Staff Professional Learning Opportunities (Training).
- ✚ Availability of devices and Internet connection for staff at school and at home.
- ✚ Staff caring responsibilities and family circumstances.

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- ✚ Availability of devices and Internet connection for pupils at school and at home.
- ✚ Parent/family circumstances.

Possible scenarios during the **2020 - 2021** academic year.

- ✚ A number of the children in the class learning at home due to medical conditions or isolating due to Covid - 19.
- ✚ Whole class / school to learn remotely at home for a period of time.
- ✚ Online homework in place of traditional paper homework.

### **A number of the children in the class learning at home due to medical conditions or isolating due to Covid - 19 (remainder of class at school).**

Children may have to stay at home because of advice from the PHA due to Covid-19 or because of an illness which requires them to shield. Parents may request work for them during this time. The school will aim to provide education either through on-line or paper-based material.

#### **Teaching Staff:**

- ✚ Will not be available on Seesaw/Teams or by e-mail from 9am – 3pm as they will be carrying out their teaching duties for the day.

#### **Teaching Staff Will Aim To:**

- ✚ Provide work on a daily basis if using Seesaw or Teams or on a daily/weekly basis if using packs of work.
- ✚ Set activities for each day based on what the children in class are learning during the particular day/week.
- ✚ Provide clear instructions to parents and pupils about what work is to be completed each day and how to complete the work and submit it.
- ✚ Set flexible deadlines for completion of activities, taking into consideration availability of devices, Internet connection and family circumstances.

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- ✚ Give feedback to pupils in a timely manner with opportunities for pupils to make corrections and resubmit.
- ✚ Keep in contact with pupils regularly through e-mail (parental), Seesaw, Microsoft Teams and/or telephone conversations.

### Parents Are Expected To:

- ✚ Support their child's learning to the best of their ability, including finding an appropriate place to work, reviewing the quality of the work and checking that set work has been completed and submitted.
- ✚ Reinforce that the work is not optional.
- ✚ Engage with Seesaw/Teams, Accelerated Reader, Mathletics, as applicable.
- ✚ Encourage their child to access and engage with communications from their teacher.
- ✚ Be mindful of the mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.
- ✚ Not screenshot or copy any information, messages, emails or posts to share on social media or any other platform outside of Microsoft Teams/Seesaw.
- ✚ Contact the school via email if they have any concerns – [info@stpatrick'seskra.omagh.ni.sch.uk](mailto:info@stpatrick'seskra.omagh.ni.sch.uk) (or teacher's e-mail address) and not through their child's Team or Seesaw account.
- ✚ Only contact the school or their child's teacher during office hours.

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## **Whole class/school to learn remotely at home for a period of time.**

If the school must undergo enforced temporary closure due to Government and/or public health guidelines, the following will apply.

Remote learning will be organised by the Class Teacher, if she is fit and well.

### **Teachers And Support Staff Are Expected To:**

- ✚ Continue teaching in line with current, extensive planning that is already in place throughout the school.
- ✚ Reduce the quantity of work from what would normally be completed in school, focussing on 3 main curricular areas per day.
- ✚ Provide hard copy resources and/or upload teaching materials to Seesaw/Teams.
- ✚ Upload activities before 9.00am.
- ✚ Set work in line with an agreed timetable.
- ✚ Be available during the school day (9.00am to 3.30pm), to set work, answer any questions that pupils may post on Seesaw/Teams, provide feedback on activities or reply to e-mails and phone calls from parents.
- ✚ Give clear instructions relating to tasks and activities.
- ✚ Outline their expectations of pupils clearly.
- ✚ Provide engaging tasks and activities to suit a range of learning dispositions and styles.
- ✚ Provide tasks and activities that are differentiated to suit the ability of the pupils.
- ✚ Provide extension activities, if appropriate.
- ✚ Provide opportunities to promote health and well-being.
- ✚ As much as possible, employ positive behaviour rewards and implement consequences in line with our Promoting Positive Behaviour Policy.
- ✚ Be mindful of their own health and well-being and take regular breaks away from technology.
- ✚ Monitor the children's level of engagement and progress. Teachers will inform Mrs. McCallan if a child does not submit work 2 days in a row. There may be a good explanation for this. However, it may be prudent for child protection and safeguarding reasons for Mrs. McCallan to

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contact parents to ensure that the family have support and advice, if required.

- ✚ Report any pastoral concerns to the Principal, Mrs. McCallan, or the Vice-Principal, Mrs. Mulligan, in her absence.

## Provision For Pupils With Special Educational Needs

- ✚ IEPs will continue to be provided by class teachers for pupils with Special Educational Needs, in consultation with parents and pupils (where appropriate) during periods of pupil absence or school closure. Targets will aim to provide continuity of learning in the context of remote learning.
- ✚ The SENCo/Learning Support Co-ordinator will advise the SEN Classroom Assistants on how to engage with and provide support to pupils.
- ✚ The SENCo/Learning Support Co-ordinator will provide support to staff and parents, where necessary.

## Pupils Are Expected To:

- ✚ Download the Seesaw/Microsoft Teams app, where applicable, with the help of parents.
- ✚ Engage with as many of the activities set by their teacher as possible.
- ✚ Understand that the work set cannot be considered as optional.
- ✚ Complete all work set and, if requested, to hand-in work on Seesaw/Teams on time. This is to facilitate timely feedback and opportunities to correct work.
- ✚ Try to find alternative ways to complete their work if technology isn't working. Advice can be sought from their class teacher.
- ✚ Let their teacher know if they need more time to complete activities/assignments.
- ✚ Read and follow instructions carefully.
- ✚ Complete any reading tasks required for written work.
- ✚ Be assured that wellbeing 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.

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- ✚ Understand that all activity on Seesaw/Teams can be seen by their Class Teacher.
- ✚ Understand that any inappropriate behaviour will be reported to their parents.

If a whole class/school has to learn remotely at home and the Class Teacher is unwell, she will be **unavailable** for online teaching, providing feedback and communicating with pupils/parents.

If a Class Teacher is unavailable (for up to 2 weeks), continuity of learning will be provided by another Class Teacher, as follows. An emphasis will be placed on Literacy, Numeracy and well-being.

Teacher Unavailable	Cover Teacher	Classes
Mrs. Taggart	Mrs. Barrett	Years 1-4
Mrs. Barrett	Mrs. Taggart	Years 1-4
Mrs. Mulligan	Mrs. McCallan	Years 5-7
Mrs. McCallan	Mrs. Mulligan	Years 5-7

\*Please note that teachers who are covering another class but who are still providing face-to-face teaching in school, will **not** be available on Seesaw/Teams or by e-mail from 9am – 3pm as they will be carrying out their normal teaching duties for the day.

If a Class Teacher is absent from work for an extended period (longer than 2 weeks) then a substitute teacher may be employed. The sub teacher will work under the direction of the Cover Teacher and the Principal.

### **Online homework in place of traditional paper homework.**

Teachers may choose to set homework tasks or assignments through Seesaw or Teams to consolidate teaching and learning during periods when the school is fully open to all pupils. This will be communicated to parents by their child's class teacher.

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## Feel Good Fridays

As part of our focus on promoting good mental health and well-being for all, teaching and learning on a Friday will concentrate on areas of the curriculum that require little or no screen time, such as:

- ✚ Mindfulness activities.
- ✚ Forest School lessons/outdoor learning.
- ✚ Art and Design activities.
- ✚ PE and the Daily Mile.

On Fridays, Class Teachers will:

- ✚ Mark work submitted by pupils.
- ✚ Provide feedback to pupils.
- ✚ Assess pupils' progress.
- ✚ Liaise with colleagues.
- ✚ Engage in Teacher Professional Development (Training)
- ✚ Plan for the following week.
- ✚ Take time to reflect on their own well-being.

## Monitoring Continuity Of Learning

It will be important for school staff to regularly review the effectiveness of agreed approaches, routines and structures as set out in this policy.

The following areas will be monitored:

- ✚ Staff and pupil access to devices and Internet connection.
- ✚ Levels of pupil engagement.
- ✚ Well-being of pupils, staff and parents.
- ✚ Communication between Class Teachers/Classroom Assistant and pupil, pupils and their peers, staff and parents.
- ✚ Appropriateness of online learning platforms.
- ✚ Quality and quantity of activities and assignments.
- ✚ Differentiation.
- ✚ Feedback approaches.

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Monitoring strategies used will include:

- ✚ Oral communication with pupil and parents.
- ✚ Written communication with parents and pupils through e-mails, questionnaires, checklists, evaluations.
- ✚ Work submitted by pupils.
- ✚ Activity Monitor and Weekly Summary on Seesaw.
- ✚ Insights App on Microsoft Teams.
- ✚ Collegial discussions at Staff Meetings and on School Development Days.
- ✚ Discussions at School Improvement Sub-Committee Meetings (Board Of Governors).

## **Seesaw/Teams Information For Parents**

At St. Patrick's Primary School we pride ourselves on ensuring excellent communication between home and school.

As part of this we will be using Seesaw and Teams as communication tools as well as a medium for home learning.

Under GDPR if you sign up to Seesaw you give your consent for your child to use Seesaw. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website.

Teams is managed by C2k. The school have made children aware of the Seesaw/Teams guidelines for children, agreed by all children and staff. Children are reminded of these guidelines regularly.

### **Guidelines For Children Using Seesaw/Teams.**

- ✚ Post your work in a responsible and sensible manner.
- ✚ Don't tag any other pupils in your work.
- ✚ Do not change your name or any of your details which have been set up by your teacher.
- ✚ Your profile picture should only be a suitable picture, your face, your initials or a pet.
- ✚ Tell an adult straight away if you have any problems with the app or if something makes you feel uncomfortable. You can also tell Mrs.

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McCallan or Mrs. Mulligan.

- ✚ Do not give your sign up details to anyone except your parents/carers.
- ✚ Only post up pictures of your homework sheets or Seesaw activities.
- ✚ If you have to take a photo or video for your homework, please do it in a room with your parents/carers present.
- ✚ Show your homework to your parents/carers before you send it to your teacher.
- ✚ Content on Seesaw/Teams **should not** be shared on any other apps or on social media.
- ✚ Anything that is done which doesn't follow the guidelines above will result in parents being contacted.

### **Guidelines For Parents.**

- ✚ Talk to your child about appropriate icons and images to use for their profile picture. The school recommends children use a suitable picture, a profile photo of themselves, a family pet, or their initials.
- ✚ Parents should call the school or e-mail if they need to send a message to the class teacher. E-mail messages might not be seen until after school has ended as teachers are working with children throughout the day.
- ✚ Please only contact school staff during office hours (Monday to Friday). This includes e-mail messages.
- ✚ Parents **should not** screenshot or share any information on social media or any other platform outside of Seesaw/Teams.

The online learning platforms named in this policy will continue to be used beyond Covid-19 to enhance teaching and learning and for feedback and communication purposes.

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# Child Protection And Safeguarding Information

## Remote Learning Live - lesson Rules

- ✚ Teachers should **pre-schedule their live lesson** with pupils, so that they know that the class is going to take place.
- ✚ Meetings should be set up so that **only staff can start the meeting**.
- ✚ Students must have **microphone muted** during lesson (unless teacher specifically requests them to contribute).
- ✚ Staff will add background to the video (if possible), unless the live lesson is broadcast from the classroom or the teacher is using a whiteboard for demonstration.
- ✚ Students **will not** record or take photographs of any live lessons.
- ✚ Staff *may* request (*where possible*) that students join the live lesson from a common area of their home e.g. kitchen or living room.

## Parental Involvement During Video Sessions

By bringing staff instruction into the home, the lessons can feel different. The same rules for communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons are between the teacher and the pupil alone.

## Parental Involvement In MS Teams

As with video lessons, communication in Microsoft Teams is between the pupil and Teacher. Parents are not permitted to communicate with staff through Teams, even on the part of the pupil. If a parent wishes to contact the school then they should email the school or Class Teacher as normal.

## Protecting Members Of The Online Group

We are aware of the increased level of risk around child protection in the online environment. With this in mind, pupils, parents and staff are not permitted to screen shot, screen record or copy any of the conversations, comments, materials shared in Microsoft Teams or any other online platform.

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In the event of only one pupil turning up to a lesson the teacher should leave the lesson.

### **Camera During Live Classes:**

There is no compulsion on students or staff to turn on their camera during a live class.

### **Microphone During Live Classes**

Students must keep their microphone off during lessons, unless the teacher specifically requests them to contribute.

### **Private Channels**

Staff may establish a private channel with a pupil who is unable to attend school due to self-isolation or if the teacher wants to hold a private conversation with the pupil. A private channel can only be seen and read by the pupil(s) and member of staff added to it. However, if a private channel is created with just one pupil then an additional member of staff will be added to the channel to moderate the conversation, this is to offer protection to both the pupil and staff members. Parents' permission will be sought in advance of a private channel being set up.

### **Logging Into Teams**

Staff and pupils must register for Teams using their school email address – username123@c2ken.net

There are serious safeguarding concerns if details are used by anyone other than the pupil. Any potential breach of this would be considered under our Child Protection And Safeguarding Policy. No one other than the pupil should use these details for accessing Teams.

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## Substitute Teachers

Substitute teachers are employed in St. Patrick's Primary School on occasion. They will be involved in preparing activities and assignments and providing feedback to pupils. They may also be responsible for delivering online lessons. Parents should be reassured that all substitute teachers are Access NI checked and will be under the supervision of the Principal/Vice-Principal.

## Student Placement Teachers

Student teachers may be on placement in St. Patrick's Primary School. They may be involved in preparing and delivering online lessons and providing feedback to pupils. Parents should be reassured that all student placement teachers are Access NI checked and will be under the supervision of the Class Teacher and Principal.

## Monitoring And Evaluation Of Policy

This policy was adopted on Monday, 8<sup>th</sup> March, 2020.

It will be reviewed annually by the Board Of Governors and termly by school staff.

Next Review: Spring 2022.

Signed:

(Principal)

Date:

Signed:

(Chair Of The Board Of Governors)

Date:

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