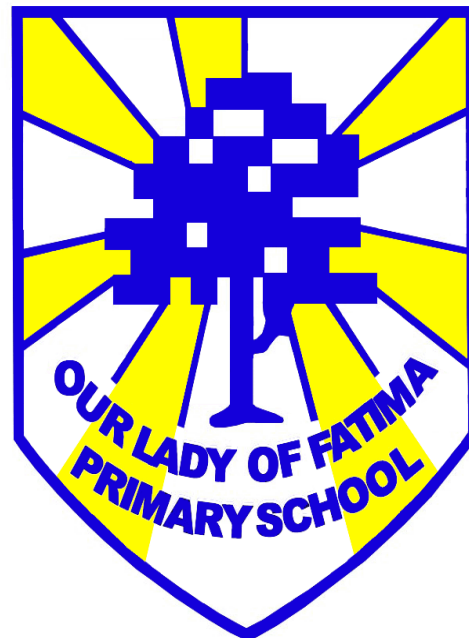


November 2020

# Remote Education Policy

Approved by Academy Committee:  
10.11.2020



Our Lady of Fatima Catholic Primary School

# Remote Education Policy for Our Lady of Fatima Catholic Primary School

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

*Our Lady of Fatima 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 are not 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 Our Lady of Fatima Catholic Primary School*) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared via Purple Mash when pupils are absent due to Covid-related reasons and not necessarily to all at start of week, unless the class teacher deems this appropriate.

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 & KS2 (*Purple Mash [including Mini Mash and Serial Mash]*) and Teams when appropriate (also used for staff CPD and parent/carer sessions).
- Use of recorded video (*or live video*) for a beginning-of-day welcome and instructional videos.
- Phone calls home (where staff are present on site)
- Printed learning packs (where technology not available at residence)
- Use of BBC Teach, BBC Bitesize, Oak Academy, Doodle Apps, Classroom Secrets, and Twinkl.

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)
- Model timetable and structure for remote learning in the event of a small number of pupils self-isolating. This is a suggested structure for parents/carers to follow if their child(ren) are well enough to attempt school work at home. (Appendix 2)

Each day, work for each lesson will be set on Purple Mash. Some lessons will be completed online, whilst others will encourage children to complete an activity away from the screen.

Remote learning should be carried out in line with the following:

- Teacher and Pupil Code of Conduct for Phone calls, Video calls and Recorded Video (Appendix 3)

## 5. Home and School Partnership

Our Lady of Fatima 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.

Our Lady of Fatima Catholic Primary School has provided training for staff on use of Purple Mash. Staff will also provide pupils with a refresher session on how to use Purple Mash and where to find and upload work.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Our Lady of Fatima 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.

We would encourage parents/carers to familiarise themselves with Our Lady of Fatima Catholic Primary School's e-safety policy and the e-safety resources in the Key Information / Web Zone tab on the school website, to support a healthy and balanced digital diet for pupils.

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

## 6. Roles and responsibilities

### Teachers

*To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

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 Purple Mash and select objectives relevant to the learning
- Where only part of the bubble is self-isolating, teachers will upload work to Purple Mash that has been taught in class during the day. This will be done as soon as practically possible, but no later than the end of the same working day. In this case, pupils will complete the work the following day

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 Purple Mash emails, during lesson time, in which support and feedback will be provided.
- Adults will provide feedback for pupils in the comments box on Purple Mash for each piece of work and assess against the objectives set.
- Where only part of the bubble is self-isolating, adults will provide feedback to work, which has been submitted by 3pm, by 8:30am of the next school day.
- Keeping in touch with pupils who are not 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 Head Teacher and Head of School, who will arrange for parents/carers to be contacted via phone to assess whether school intervention can assist engagement.

- All parent/carer emails should come directly to class email addresses (details sent via email, please contact the school office if a copy is needed).
- 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 or Deputy DSL
- Following the code of conduct for remote learning and discussing with SLT if they feel they are unable to meet these requirements.

### **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:
- Reply to emails through Purple Mash to support children’s learning during allocated subject time
- Take direction from the class teacher in relation to support required during a remote lesson
- Set intervention work daily on Purple Mash / Doodle for a group of pupils
- Provide feedback through the comments box on Purple Mash to work set
- 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:

- Familiarise themselves with the Code of Conduct for video calls
- Log into Purple Mash 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 are not able to complete work

Staff can expect parents with children learning remotely to:

- Support children in understanding the Code of Conduct for video calls
- 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 following should take place:

- Any pre-arranged or necessary meetings with parents/carers or outside agencies will continue to take place remotely. Staff members will conduct these from home. Staff members should discuss with SLT any difficulties with this, as soon as they know they will not be present as originally planned
- Teachers will pre-record or live stream one session (no more than 20 minutes) a day, which will also include setting an activity.
- If the activity set comprises of worksheets or similar, these will need to be emailed to the T.A. for printing and distributing in school. Where there is not a T.A. present, please liaise with colleagues (including admin team and SLT) to work an alternative
- Once a calendar week, in line with iPad availability, teaching staff to set the activity on Purple Mash and provide feedback during the session (via Purple Mash)
- Sessions delivered could be the same lesson each day, or a variety. They could include any lesson normally delivered in school (R.E., English, Maths, Collective Worship, Reading etc.)
- Teaching Assistants will pre-record (either voice or video) a reading of an appropriate book and comprehension questions for the children to answer.

#### 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 (see Appendix 4)
- E-safety policy
- End User Agreements for Purple Mash

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.

Date of policy review: November 2021

Signed (Acting Executive Head teacher):



Signed (Chair of Academy Committee):





# Appendix 1

Model timetable for whole-bubble closure (will be adapted by teachers to reflect in-school timetable)

Time	Activity
9:00am	Welcome session- good morning and morning prayer- see Purple Mash
9:15am	Reading/Writing/Maths – set on Purple Mash
10:15am	Break
10:30am	Reading/Writing/Maths – set on Purple Mash
11:30am	Handwriting/Spellings (set on Doodle)
12:00pm	Lunch (don't forget to say your prayers) followed by free time
1:00pm	R.E./Topic/Science/Physical Activity – set on Purple Mash
2:00pm	R.E./Topic/Science/Physical Activity/ Collective Worship – set on Purple Mash
3:00pm	End of day prayer and dismissal

Model timetable for whole-bubble closure - Reception (will be adapted by teachers to reflect in-school timetable)

Time	Activity
9:00am	Welcome - good morning, morning prayer, story and/or song time
9:20am	Maths (including play-based activity ideas)
10:15am	Snack and Break
10:40am	Phonics
11:00am	Handwriting/Fine Motor Skills
11:10am	Play Based Learning Activities
12:00pm	Lunch (don't forget to say your prayers) followed by free time
1:00pm	R.E./Topic/Physical Activity
1.45pm	Break
2:00pm	Play Based Learning Activities
2.40pm	Collective Worship
3:00pm	End of day prayer

## Appendix 2

Model timetable for event where a small number of pupils are self-isolating, but able to

<b>Time</b>	<b>Activity</b>
8:00am	Wake up, have breakfast, get dressed, say the morning prayer
9:00am	Maths activity from Purple Mash
10:00am	Short brain break – any activity that takes you away from school work
10:05am	English activity from Purple Mash
11:15am	Handwriting/Spelling (Doodle)/Collective Worship/Reading
12:00pm	Lunch (don't forget to say your prayers) followed by free time
1:00pm	Topic, Science or RE activity from Purple Mash
2:00pm	Short brain break – any activity that takes you away from school work
2:05pm	Topic, Science or RE activity from Purple Mash
3:00pm	End of day prayer

access school work.

## Appendix 3

# *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 technology (Teams, Purple Mash and Other interactive applications), 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 Our Lady of Fatima 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 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 SNOMAC's Staff Professional Appearance 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 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 4

### Pupil Acceptable Use Policy Rules for Responsible Internet Use

*Usually applied in school, should be adhered to where appropriate for remote 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.