



## Remote Education Policy for the education of all pupils at St Patrick' Catholic Primary during Covid-19

### 1. **Statement of School Philosophy**

At St Patrick's Catholic Primary School, we are dedicated to delivering a bespoke and inclusive curriculum that is relevant to the needs of our children and the community we are part of. We have designed a broad and balanced school curriculum which develops knowledge, understanding and skills through rich and engaging learning experiences. Our strategy for remote learning continues this.

### 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 teaching videos
- Provide clear expectations to members of the school community with regards to the delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as well-being support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Parents' Evenings)
- Support effective communication between the school and families and support attendance

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

- A child is absent because they are awaiting Covid-19 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.

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

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS/KS1/KS2 (*Microsoft Teams/Spelling Shed/Timestable Rockstars/Purple Mash, Twitter, Active Learn (Bug Club)*)
- Use of Recorded video, instructional videos and assemblies
- Phone calls home
- Laptops for children who do not have a device at home.
- Physical materials such as paper and writing tools (can be requested if necessary)
- Use of BBC Bitesize, Times table Rockstars, Spelling Shed, Purple Mash and Bug Club (Active Learn)

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

- St Patrick's Catholic Primary School is committed to working in close partnership with families and recognises each family is unique. Because of this, remote learning will look different for different families in order to suit their individual needs.
- St Patrick's Catholic Primary School will provide video support to access Microsoft Teams online and induction photo instructions.
- Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Patrick's Catholic Primary School would recommend that each 'school day' maintains structure  
We 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 should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.
- All children have agreed to our Code of Conduct by signing into Microsoft Teams. The code of conduct was sent to every family and includes e-safety rules.

## 6. Roles and responsibilities

### Remote Education Lead

Hannah Jones (Deputy Head) is responsible for overseeing Remote Education offer.

### Teachers

*The responsibilities below relate to where a whole class/bubble is isolating.*

- St Patrick's Catholic Primary School School will provide a refresher training session and induction for new staff on how to use Microsoft Teams
- When providing remote learning, teachers must be available Monday to Thursday 9am - 3:30pm and Friday 9:00 - 12:00. Teachers will use Friday afternoon time to prepare for the following week and liaise with team teaching staff)
- One teams meeting will be held for the class each week (see Meeting protocol appendix). Team teacher and/or teacher training students are to attend meeting with class teacher. If Team teacher is not available, then deputy and/or head will attend meeting ensuring two adults are on the meeting.
- If teachers 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.

### Setting work:

- Teachers will set work for the pupils in their classes.
- A rota will be set up for staff. Those in school teaching will not be responsible for the remote learning.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Daily work should be shared by 9am every day.
- All teachers will set work via Microsoft Teams but may include activities on our other platforms.

### Providing feedback on work:

- Teachers will check children's work every day and will give full feedback on two pieces of work per week to each child.
- Teachers will answer questions and the chat between 9:00 and 3:30
- The cut off for marking is the end of the week, unless prearranged by the teacher and if a child is catching up on work.

### Keeping in touch with pupils who aren't in school and their parents:

- Head and deputy will use insights to check on student participation on a Monday for the previous week.
- Any students who are not online will be discussed in safeguarding meeting on Tuesday and phone calls/emails or home visits will be made.
- Fortnightly phone calls will be made home to all students by teaching assistant. Teaching assistant will make these calls from school. These phone calls can be put onto CPOMS.
- Staff will use a withheld number to make these calls.
- All parent/Carer emails should come through the school admin account [schoolclosures@st-patricks.liverpool.sch.uk](mailto:schoolclosures@st-patricks.liverpool.sch.uk)
- Any complaints or concerns shared by parents or pupils should be reported to the Headteacher - for any safeguarding concerns, refer immediately to the DSL

### Student Teachers (Depending on the capability of your student (please use your own judgement)

- Depending on the capability of your student (please use your own judgement)
- 1 Foundation subject
- 1 SPAG
- 1 Basic skills
- Videos are permitted but please can we heavily vet the work before it is released

- Please mention in your morning overview that they will be doing a lesson... a little introduction so the parents are aware who is teaching their kids!

### **Teaching Assistants**

- Teaching assistants must be available between 9am - 3:30pm
- 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.
- During the school day, teaching assistant must complete tasks as directed by their class teacher or member of SLT including phone calls home to families.

### **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 regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- 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 Technicians (Computeam)**

IT technicians are 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 SENDCO**

- 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 Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IEP's

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work
- Seek help if they need it, from teachers via Team's chat, school closures email or ringing the school office
- 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
- Be respectful when making any complaints or concerns known to staff

### **Governing Board**

The governing board 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. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Pupil Code of Conduct
- Staff Code of Conduct
- Curriculum Overviews 2020/2021
- Home School Communication during COVID

**Remote Education Lead:** Hannah Jones

**Policy date:** January 2021

**Review date:** This policy will be reviewed termly (during pandemic)

## APPENDIX 1:



### Contingency Plan for the education of all pupils at St Patrick's Catholic Primary School during Covid-19

**Scenario 1:** In the event of a child going into self-isolation

**Step 1:** Parent/carer phones school to notify school.

**Step 2:** Office will ask if Microsoft teams is accessible from home and we will organise a device to support learning.

**Step 3:** Teacher will be notified, and the teacher will set work for the child at the end of the school day of the first notification, for the remainder of the school week. The child to use Microsoft teams. This will include all subjects and be closely aligned with what your child's peers have been learning in class and consolidation of their previous learning.

**Scenario 2:** In the event of a bubble lockdown or whole school lockdown

**Step 1:** Parent/carer will be notified of the closure

**Step 2:** Parent or carer to notify us by email [schoolclosures@st-patricks.liverpool.sch.uk](mailto:schoolclosures@st-patricks.liverpool.sch.uk) if help with accessing Microsoft teams is needed

**Step 3:** Children will access home learning via Microsoft Teams. This will include videos to support new learning. If a family are struggling with access, we will look at providing suitable equipment.

**Scenario 3:** In the event of a class teacher in self- isolation (well and able to work from home) Children will follow their usual timetable in school. The class teacher will continue to support remote learning by setting tasks for other pupils in isolation, homework activities and the weekly planning for the rest of the class. A qualified adult will supervise the class.

**Scenario 4:** In the event of a class teacher being unwell and unable to deliver remote learning during full school opening, a qualified adult will take classroom responsibilities including remote learning with the support of the TA.

**Scenario 5:** In the event of a class teacher being unwell and unable to deliver remote learning during a bubble closure or whole school closure, the school will identify an appropriate member of staff to support the children with their learning. If we have a large amount of qualified teaching staff unavailable to provide learning, your child will be supported by another appropriate adult within the school such as support staff.

**Scenario 6:** In the event of a self-isolation / closure, where the child will not engage in home learning tasks, we would urge parent/carers to contact school via telephone 0151 7091062 or email [schoolclosures@st-patricks.liverpool.sch.uk](mailto:schoolclosures@st-patricks.liverpool.sch.uk). A member of staff will contact you to discuss barriers to learning.

#### Expectation of the parent/carer

We encourage parents/carers to support their child's education at home, and we understand this is not easy. Microsoft teams can be accessed, and activities adapted, suitable for the individual family.

A Learning Mentor may become involved with the family to support the well-being of the child. This will be done via telephone conversations. We understand this can happen for a number of reasons. We will try and work with the family to encourage the child to re-engage. Microsoft Teams activities can be completed by the child at any time of the day, at a time suitable for the family. The mental well-being of both parent/carer and child is also of importance to the school. We know there may be difficulties and we just ask everyone to do their best in supporting the learning the school is providing.

<u>Year group</u>	<u>Work to be updated daily via Microsoft teams in the event of a bubble or school closure</u>
Nursery Approx. 1.5 hrs	Daily maths and English Activities to engage children for all Areas of Learning Story read each day Phonics - letters and sounds videos Weekly RE Activity
Reception Approx. 2hrs	Daily maths and English Activities to engage children for all Areas of Learning Story read each day Phonics - letters and sounds videos Weekly RE Activity
Year 1 & Year 2 Approx. 3hrs	Daily maths and English lessons Phonics - letters and sounds An activity chosen by the teacher for one of the foundation subjects Daily Reading Book (if not already at home) or access to Bug Club Grammar activities Spelling shed weekly spellings with daily activities Timetable Rockstar activities RE activity
Year 3-6 Approx. 4hrs	Daily maths and English lessons Extended writing activity An activity chosen by the teacher for one of the foundation subjects Daily Reading Book (if not already at home) or access to Bug Club Grammar activity Spelling shed weekly spellings with daily activities Timetable Rockstar set activities RE activity



## St Patrick's Catholic Primary School Microsoft Teams Code of Conduct

**When using Microsoft Teams pupils should always remember to be polite and respectful when communicating with others.**

### **General:**

- If a pupil has experienced an incident where someone has been unkind or disrespectful to them, they should immediately report it to their class teacher - ideally with a screenshot.
- Pupils should inform an adult if they see anything online that makes them feel uncomfortable.
- Pupils should not share or upload any content which is inappropriate or could upset pupils, staff and others.
- Pupils should only contact their teacher through the chat if they have a question related to their learning.
- Teachers will be available Monday to Thursday 9:00 - 3:30 and Friday 9:00 - 12:00
- **Please be mindful that your teacher will not be sat at their screen constantly and will get back to you as soon as they can.**
- Pupils are encouraged not to go on Teams late at night, please try and stick to the hours of a school day where possible.
- Pupils should not contact a member of staff through video chat.
- Pupils should not share account passwords or use other pupils accounts.
- Pupils should not delete or open other people's files or documents.
- Pupils should not share gaming invites or passwords via Teams.
- When using the chat facility, please only use it to ask a question to the teacher. The teacher may miss something important if the chat is filled with irrelevant comments.

### **Meetings**

- When attending a Teams meeting please mute your microphone and wait for your teacher to ask you to unmute.
- Please have your camera on.
- Please be dressed appropriately.
- These meetings are a wellbeing catch up and not a time to discuss class work.

### **Consequences**

- If it is clear a child has been unkind to another child or shared inappropriate content, they will be given a warning and their parents will be contacted. If their behaviour continues then they will have their access restricted and potentially removed. We will then decide with your parents or carers how best to provide you with learning.

### **Teams Support**

- Please use our website and follow our help guides <https://stpatricksLiverpool.co.uk/home-learning-pack/>
- Please contact [schoolclosures@st-patricks.liverpool.sch.uk](mailto:schoolclosures@st-patricks.liverpool.sch.uk)
- Class teachers are preparing lessons and teaching so please direct any concerns to school closure email.

**By using Microsoft Teams, you are agreeing to this code of conduct**

## Appendix 3



### Home/School Communication during Coronavirus

**As a school, we very much discourage our staff contacting pupils or parents at home. However, during these exceptional times we will make allowances, with correct safeguarding procedures in place.**

1. If recording videos, make sure to film in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
2. If communicating with students online, the only platform you should be using which is suitable for their age group is Purple Mash or Microsoft Teams. Only teachers are allowed access to this and are advised to reply with a simple comment relating to the work. Staff will be able to moderate any comments.
3. When responding to any chat, questions or queries via Purple Mash, Microsoft Teams or Twitter, please do so during school hours (Monday - Thursday 9:00-3:30 and Friday 9-12)
4. When using twitter please reply only to parent accounts, as children are not old enough to have their own. Only use your professional twitter and be very careful about replies and the tweets and people that you 'like' or comment upon. Keep communication to a minimum, remember our code of conduct and ensure a professional distance. As an aside can we remember spelling, punctuation and grammar - we are representing our school.
5. Make sure any phone calls are made from a blocked number, so teachers' personal contact details are not visible or from school phone.
6. The nominated child protection leads **Hannah Jones (07921066898)** and deputy **Joanne Lewis (07793681317)** can be contacted if you have any concerns about a child. CPOMS remains our first means of contact the child protection lead keeps a note of any contact numbers they may need while the school is closed, for example, children's social care and the local police.
7. Ensure that you are only using a child's first name when responding.
8. **Do not email using your school email.** If parents have any concerns, then they need to contact school through the correct channels and by only using the school emails [patricks-ao@st-patricks.liverpool.sch.uk](mailto:patricks-ao@st-patricks.liverpool.sch.uk) or [schoolclosures@st-patricks.liverpool.sch.uk](mailto:schoolclosures@st-patricks.liverpool.sch.uk).
9. If a parent has a complaint please direct them to the school complaints policy, which can be found on the school website.

**When we are back to 'normal' we will send out a letter to parents advising them that we will no longer be communicating personally via Twitter, Purple Mash or Microsoft Teams**



## APPENDIX 4



### Teams Meetings Protocol

- Teams' meetings will last approximately 30 minutes
- Two members of staff to attend the meeting.
- 15 mins welfare check in allowing each child to speak and other children to be muted (may be longer or shorter depending on the number of children attending)
- 10 mins short activity- this may include reading a class novel each week, or a scavenger hunt etc)
- 5 mins goodbye and final check in.

#### **Support:**

- Please see Microsoft Teams Guide on how to conduct a live meeting
- Familiarise self with muting, unmuting and spotlight facilities
- When ending a meeting ensure you click END and not just LEAVE as children can continue the meeting without you being present.
- For children who are attending school can we make sure that they are quiet and allow the children at home to have ample time to speak.