



*Jesus is the centre of our lives,
Our learning and friendships.
In a safe, happy and caring community
Where all are welcome.*

HOLY CROSS CATHOLIC PRIMARY ACADEMY

REMOTE LEARNING PROCEDURES

JANUARY 2021

TO BE REVIEWED AS REQUIRED

Aims

This information is intended to provide clarity to children and parents/carers about what to expect from remote education where Covid-19 restrictions require children to remain at home.

Expectations for remote learning will vary depending on tiers as set out below:

Tier 1

This relates to individual children who are isolating or in quarantine, whilst the class teacher is still teaching the remainder of the class in school.

Tier 2

This relates to a year group bubble isolating, where class teachers will plan lessons and support learning from home for the whole bubble.

Tier 3

This relates to a whole school closure, other than for children of critical workers and vulnerable children, where teachers and support staff will work from home to provide remote learning for all children.

Roles and responsibilities

Teachers

Each teacher will set work for their class, monitor who has completed or/and needs extra assistance with work. Work to be completed and accompanying resources, as per the weekly class timetable, will be uploaded on to our virtual learning environments, Its 'Learning or Tapestry (EYFS). Staff will review and mark work in a variety of ways including whole class, acknowledgment and reflective comments however we cannot guarantee that work will be marked if submitted after 4pm.

Inclusion staff will assist class teachers to ensure the best possible and most appropriate learning is shared with children.

a) Setting work

- Teachers will set work for any child who is self-isolating or in quarantine (Tier 1)
- Teachers will provide online learning support when whole bubbles are learning from home (Tier 2 or 3)
- We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, for some subjects, adaptations will be needed

- Whole-Class lessons will typically include daily English, Maths, phonics (EYFS and KS1), together with a strong emphasis on Religious Education. Also included shall be wellbeing and foundation subject lessons, including physical activity. The order of the lessons will be clear and uploaded in an order linked to a timetable which will be provided
- Lessons planned will build knowledge and skills incrementally, taking into consideration children's age and stage of development or SEND, *and being realistic in what children are able to achieve at home*
- There will be explanations of new content, delivered by the class teacher through an uploaded video supplemented with links to curriculum resources or videos, such as those available for example from Oak Academy, White Rose Hub or TT Rockstars.
- In Key Stage 1 the work set will be at least 3 hours a day, on average, with less for younger children. For children in Key Stage 2 the work that will be set is four hours a day on average. *This is not hours of taught lessons or contact with a teacher; this is the amount of time that tasks set should take*
- We recognise that some children with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families. For these children we will put reasonable adjustments in place, as necessary, so that these children can successfully access remote education alongside their peers

b) Providing feedback on work

Feedback can take many forms and will not always mean written comments for individual children.

- For Years 1-6, completed learning should be sent to the class teacher through our school's online platform, Its Learning. In E.Y.F.S., communication to parents/children, the setting and submission of work will be through Tapestry
- The teachers or adults linked to that class will respond
- Children should adhere to the given timeframes when uploading their work
- Assessment will be responsive to needs and address any critical gaps in children's knowledge

c) Keeping in touch with children who are not in school and their parents:

- For Tier 1, individual children should keep in touch via the appropriate learning platform, It's Learning or Tapestry
- For Tiers 2 and 3, children should keep in contact with their teacher through our school's learning platform. Welfare checks will be made by telephone by an adult linked to a child's class

- If it is seen that a child is not logging on their learning platform to access the work, the parent will be contacted by an adult linked to that child's class

Support Staff

Support staff will assist in various ways, including the contacting of families, administration and responding to online learning.

Safeguarding

It is everybody's role to ensure each child is kept safe at all times, including online. The designated lead and the deputy safeguarding lead will continue to respond to any concerns in a timely way by maintaining contact, collating and passing on information appropriately. Our duty of care remains unchanged. Please refer to our Safeguarding Policy.

Children and parents

Staff can expect children who are learning remotely to:

- Seek help if they need it, from teachers or support staff within designated times
- Record work as directed by the teacher or support staff
- Complete work to the deadline set by teachers
- Alert teachers if they are unable to complete work

Staff can expect parents with children who are learning remotely to:

- Make the school aware if their child is sick or otherwise unable to complete work
- Seek help from the school if they need by communicating through It's Learning or Tapestry
- Be respectful when making any concerns or complaints known to staff
- Supervise children's learning where appropriate
- Ensure work is uploaded so teachers can provide feedback

Governing Body

Governors are responsible for:

- Monitoring our school's approach to providing remote learning to ensure education remains as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Personal Data

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use our online school management systems using their secure passwords.

IT EQUIPMENT

We recognise that some pupils may not have suitable online access at home. We have been supplied with a limited number of laptops from the Government which we may be able to loan families without devices or connectivity equipment (such as a keyboard) that allows them access to online learning.

We have also provided advice about schemes to support connectivity at home as well as procedures to adapt other equipment such as X Box or similar. Please contact the school office if you require further assistance.

There is no requirement for any child to engage in remote education if they are unwell. Additionally, we are aware that the requirements for Remote Learning may be difficult to achieve when parents and carers are unwell themselves. When this is the case, please contact your child/ren's class teachers to make them aware of the situation.