

The Divine Mercy RC Primary School Policies and Procedures

Remote Learning Policy



Updated: January 2024
Review Date: January 2025

Foreword

Protected characteristics:

These are **age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.**

At The Divine Mercy RC we believe that every child has the right to equality of outcome and to achieve their full potential. In order to achieve equity we embrace the principles of fairness, social justice, inclusion, global citizenship and community cohesion.

The Divine Mercy RC Primary School is a happy, safe and welcoming environment where everyone is valued. Our Catholic faith is central to moral development, mutual respect and an appreciation for the cultural diversity within our community. It is our intention to provide opportunities for every child to succeed and to strive towards excellence in everything they do.

We are a family, our strength is in our love and respect for one another.

Jesus, I Trust in You.

Introduction:

This policy outlines how our school will support learning out of school, this includes: remote learning in the event of individual isolation periods, bubble isolations, whole school lockdowns and weekly homework.

All learning will be conducted using Google Classroom and the school website. This will allow staff to keep in contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication / improvement of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

Aims:

- Ensure set work is consistent across the school and in line with age related expectations.
- Help children take ownership of their own learning.
- Develop children's excitement and passion for their learning.
- Aid parents in supporting their children out of school and have an understanding of how it fits in with classroom learning.
- Provide a method for direct communication between teachers, children and parents.

Teachers will:

- Share teaching and activities with their class on google classroom in line with our expectations for in-school learning (differentiated, learning styles, supporting further learning). There are lots of resources available, for example on <https://www.thenational.academy/> to support children working at different levels.
- Only share with The Divine Mercy google accounts for eSafety support.
- Set at least one piece of Google Classroom Homework per week that is to be then marked via feedback. Homework will be set on a Friday and to be handed in on a Wednesday.
- Update the Google Classroom Tracking sheet by the end of Friday so SMT can monitor and review it on Monday.
- When adding resources to Google Classroom be mindful of how much data a parent/carer may need to use at home (eg use short youtube clips).
- Use either Google Slides or Explain Everything so lessons are suitable for live streaming / converting to video clips.
- Add their class timetable to Google Classroom.
- Google Meet will always have a minimum of two members of staff online

Children in quarantine / self isolation:

Class teacher to provide daily resources eg slides and on google classroom. Children will complete a learning challenge project linked to their current topic, children will have a choice of activities for the half term. The child to join in with live stream lessons using audio only. This will begin with RE/Reading or a suitable lesson in the first instance followed by other subjects to be discussed. Teacher to use video contact with the child as appropriate via Google Meet. Reading and Phonics (EYFS and KS1) / SPAG (KS2). If the child does not attend the live stream, the class TA after school will follow this up. If a child misses live stream lessons / not handing in work for a week this is then escalated to SLT. If the child does not have access to IT the lead teacher in the Phase will explore what support is needed via a phone call, e.g. equipment, internet access or training to access materials. Where possible the school will provide this support, otherwise the class teacher will print off resources and send to the Office. The school Office will send resources out by post.

Teacher only in self isolation / quarantine: Supply Teacher in school

Class teachers will correspond with the supply teacher to provide daily tasks for their class. Google Meet with supply at the start and end of each day of absence. Teachers can use the supply@thedinemercy.manchester.sch.uk account to email/share resources as needed. Teachers to undertake tasks as directed by the phase leader.

TA only in self isolation / quarantine / lockdown / paid leave for Pregnancy reasons

Support class teachers with directed tasks as needed. Be available to provide support via google meet to groups of children as directed by the class teacher. Create content as directed by the class teacher, e.g. reading video, use google forms eg quizzes, other bespoke content approved by the class teacher.

Teachers and children in Lockdown (Keyworker children in school):

Teachers will set daily English, Maths, Learning Challenge (topic) and RE tasks. In addition extra learning opportunities are available, for example TTRS. Teachers will provide daily feedback. Teachers will share videos of lessons at least once a day. TAs will record videos of themselves reading the class text or age appropriate text and the class teacher will share this video via google classroom. Keyworker / Vulnerable children will follow the same content / lesson as the rest of their class on google classroom in school.

Lockdown Provision- Live Streaming Offer according to phase

Phase	Offer
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EYFS	Google meet twice a day, Registration & first live stream, CW & End of Day story live stream, daily English, Maths & Phonics
KS1	Google meet three times a day: Welcome /Collective Worship , Maths and English . Class book shared via Google Classroom.
LKS2	Google meet twice a day Maths and English Livestream Registration, CW and Reading novel
UPKS2	Google meet three times a day: Registration, Maths and English. Activities provided for Reading, LC, RE. Class novel shared via Google Classroom

- **Feedback and Marking**

- *EYFS - Teachers will provide daily activities in line with their timetable that provide an opportunity for children to hand in work that can then have feedback given (phonics, RE, practical mathematics / English)*
- *KS1- Teachers will provide daily activities that mirror the daily timetable and lessons taught. Teachers will acknowledge work handed in and provide feedback via Google Classroom where appropriate.*
- *LKS2 - Teachers will provide daily activities as per timetable for the class. Teachers will acknowledge the handed in work and provide feedback where and when appropriate via Google Classroom.*
- *UKS2- Teachers will provide daily activities mirroring the taught lessons from the class timetable. Teachers will acknowledge work handed in and provide feedback via Google Classroom where appropriate linked to the learning challenge.*

Teachers will make contact with the child to ensure they are accessing Google Classroom. Reply to set work and give feedback on activities during the normal teaching hours 8am-4pm Monday to Friday (in a full lockdown Friday 9am-12.30pm as teachers will have PPA Friday PM to prepare lessons for the following week). Teachers will provide feedback to pupils between 8am-9am and 3pm-4pm each day.

If a teacher is unwell the class will still receive work and support from the partner teacher and phase leader. The Supply teacher can refer to the Supply Information sheet for details.

SEND Provision:

In the event that a child with an EHCP cannot attend school due to a lockdown the class teacher will provide bespoke work and plans both online and in the post. Bespoke resources are sent directly to the post linked to the EHCP targets. Resources to carry out activities will be sent to the home. This is in line with local authority requirements.

Children will:

Wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.

Send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.

Access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.

Read daily, either independently or with an adult; use Bug Club, books you have at home or any other suitable online reading.

Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative

Complete the work set by the teacher each day on google classroom.

Contact your teacher if you need help via google classroom.

Parents will:

Support their child's learning to the best of their ability.

Encourage their child to access and engage with google classroom.

Know they can continue to contact their class teacher as normal through the website contact / directly by phone during school hours or via google classroom.

Check their child's completed work each day and encourage the progress that is being made.

Screenshot any workbook pages so children can use their home learning exercise. books & packs to complete that work, this can then be "handed in" as a picture of the work.

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.

Please, use the acceptable use policy / e-safety information with regards to the use of ICT. Children will not be permitted to message other children in Google Classroom. Access documents shared with their child using their child's google account.

Admin

Admin staff to notify the teacher by updating the Covid -19 register if there has been a reported absence.

Monitoring and review

It is the responsibility of the headteacher and governing body to agree and then monitor the home learning policy annually.

Equalities Statement:

The Divine Mercy RC Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the

formulation of this policy as it is the governors' aim that no-one at The Divine Mercy RC Primary school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.

Signed:

Date:

Review date: