Remote/Blended Learning Policy

Our Lady's Girls' Primary School

January 2021

MISSION STATEMENT

We believe that each child is an individual with individual talents, abilities and needs.

Our goal is to ensure that each pupil acquires the knowledge, skills and attitudes

necessary for responsible citizenship and develops the qualities of perseverance and

resilience for the challenge of tomorrow's world.

Links with other Policies:
This policy should be read in conjunction with the following policies, available on our school website or on request from the school office:
- Child Protection/Safeguarding Policy
- Data Protection/GDPR Policy
- Online/E-Safety Policy
- ICT and Internet Acceptable Use Policy
- Positive Behaviour Policy

References:
Please note these other documents have been referenced/consulted in the creation of this policy:
- DE - Guidance for Schools on Supporting Remote Learning to provide Educational Continuity
- DfE 'Safeguarding and Remote Education during Coronavirus (Covid19)'
- NSPCC: Undertaking remote teaching safely
- 2020_10_14-INTOGuidance_WorkingFromHome

Introduction

In Our Lady's we recognise that there has been much disruption to children's education, therefore, we are committed to ensuring that all children continue to receive a quality education should the need for Remote Learning arise.

Remote Learning - is where the children and/or the teacher are not physically present in the classroom. The teacher provides information, lessons and activities through an online platform and when necessary children may return their work to the teacher. In Our Lady's we are using an effective home-school platform, entitled Seesaw, which allows managed communication between the teacher and the children.

Blended Learning – was developed in its current guise as a result of the Covid-19 pandemic and 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.

It is vitally important to recognise that the school has identified four scenarios of remote/blended learning which will require staff, pupils and parents to adopt different approaches for each situation, should they arise.
Each possible scenario during the 2020-2021 academic year is given below:

1. Whole class / school to isolate at home for a period of time
2. A number of the children in the class learning at home due to:
   - pre-existing medical conditions (medical evidence must be presented to school)
   - isolating due to the child of a member of the household has tested positive for Covid19
3. Teacher isolating at home
4. Online homework in place of traditional paper homework

This Remote/Blended Learning Policy aims to:
- Ensure consistency in the approach to remote learning for pupils who are not able to attend school
- Set out expectations for all members of the school community with regards to remote learning
- Ensure pupils unable to attend school remain fully included within the school community
- Ensure that remote education is informed by the current curriculum, alongside classroom teaching, or in the case of a further national/local 'lockdown' situation

As a school we recognise that this is a temporary measure and that remote learning can never be a fully effective substitute for face-to-face teaching and learning.

Teachers

Each of the following scenarios require different approaches from the class teacher and their subsequent interactions and support will vary. In *scenarios 1 and 2* class teachers are required to carry out their full-time teaching responsibilities, as well as support children with remote learning.

Scenario 1 - If the whole class is to remain at home, then remote learning will take place provided the teacher is well.

- Communication on Seesaw will be accessed during periods of remote learning, between 9.00am and 3.00pm each day only
- Teachers will upload all activities before 9.00am
- These should be Seesaw assigned activities or activities designed by the teacher
- We cannot assume that all parents will be at home, children may be at childminders or with grandparents so ensure that the children are aware of how to complete each activity. This could be done through text instructions, video link or audio recording
- Children may send back their work to be marked throughout the day. The teacher should mark work between 9.00am and 3.00pm.
- Marking during this period should remain professional. An approval, a like, a comment (written / verbal) or development prompt, where appropriate.
- Any work sent back to the teacher after 3.30pm will not be marked until after 8.30am the next teaching day
- Teachers will continue to provide adapted/differentiated learning resources for children identified with additional needs
- Teacher will communicate daily with classroom assistant and seek their help making and photocopying resources, reading stories, creating online videos/demos etc. for groups or individuals within the class.

5. *Scenario 2 –* A number of the children in the class learning at home due to:
    - pre-existing medical conditions (medical evidence must be presented to school)
    - isolating due to the child of a member of the household has tested positive for Covid19

Children may have to stay at home for up to 10 days or more because of advice from PHA due to Covid-19 or because of an illness which requires them to shield. Parents may request work for them during this time.

• Teachers will not be available on Seesaw from 9am - 3pm. Teachers will be carrying out their teaching duties for the day
• Work may be sent/posted home or posted on Seesaw to children before 9am and after 3pm

• Children will receive one literacy activity, one numeracy and one other/TWAU activity each day

• These activities will be based on what the children in class are learning during the particular day/week

• The teacher could create a Seesaw activity based on the children's learning, including screenshots of learning materials used in class

• As all children will complete Seesaw activities for homework during the 2020-2021 academic year, children who are learning at home should complete these as well

• As the teacher will be completing their normal teaching duties, work that children send back to teachers may not be marked straight away but will be marked at the earliest opportunity (this may be approval, a like or a comment, if appropriate)

The remote learning set for children will be in line with the learning that would take place in the classroom so the teachers will provide resources that deliver the main aspects of the curriculum for their year group.

Scenario 3 - If a class teacher or SEN support teacher is isolating at home and <u>they are feeling well</u> they may be asked to work on specific projects, determined by the Principal and Board of Governors, in line with objectives of the School Development Plan priorities. Alternatively, they may be required to provide remote learning for individual pupils isolating at home or another class if their teacher is unavailable. A substitute teacher will be available to the children in school.

Scenario 4 - According to Covid-19 guidance from the Department of Education in August 2020, it is recommended that as little paper as possible is sent from school to home and vice versa. Therefore, *homework this year will be carried out remotely in all classes.* This will involve a combination of some work being sent home (sounds, spellings, times tables practice, hard copy worksheets) and other work being set on Seesaw (literacy, numeracy or topic activities). All hard copies must remain at home, photos can be taken and uploaded to the child's journal or children can respond to assigned activities directly on the app. Teachers will assign/set homework on a daily/weekly basis and this will be responded to during school hours.

Reading – (Oxford Reading Tree) books cannot be sent home (while school is operational), as these are being used in class and are rested for 72 hours between groups/classes. Children are expected to continue reading (and to complete AR quizzes, if appropriate) each evening for homework. Teachers should inform parents of their child's reading stage and guidance to access Oxford Owl or MyOn (Accelerated Reader) will be provided to parents through Seesaw and the school website. Individual ZPDs and AR codes will be shared privately on Seesaw.

Staff will recognise that all family situations are unique and to that end so are our pupils' ages and abilities, needs and circumstances, as well as access to online resources either due to lack of hardware or lack of internet access. It is important to monitor all children. Staff should let Mrs Boyle (Vice Principal, SENCO, Designated Teacher), Miss O'Donnell (Deputy Designated Teacher, SLT) or Mr Tolan (UICT Co-ordinator, Deputy Designated Teacher, SLT) know if a child

has not engaged or does not submit work three days in a row. There may be a reasonable explanation for this. However, it is prudent for child protection and safeguarding reasons that a call be made to the child's parents/carers to ensure that the family have support and to advise/take action if appropriate.

Teachers are requested to consider:

- **Making home learning manageable:** set reasonable expectations, not overwhelming parents with lots of activities; pages of tasks or things to print. Encourage parents to make contact them if they are experiencing any difficulties
- **Remember:** parents aren't teachers; so not to set the same activities you'd expect pupils to complete in school – as in most cases they will not have the same level of adult support
- **Adapt usual timetables and curriculum whilst keeping some routines to help structure the day at home, so that parents know what to expect:** e.g. suggesting that children do English and Maths activities in the morning and creative activities in the afternoon)
- **Setting work that pupils can do independently, with materials they are likely to have at home**: try to set some activities that are not dependent on technology, in case pupils do not have access to devices or the internet
- **Flexibility:** making it clear to parents that work and timetables are "suggested" and that pupils will not be in trouble if work is not completed or handed in on time. Encourage parents to make contact the teacher or school if they are experiencing any difficulties in submitting work
- **Your class's context and their needs:** if you know there will be children with limited access to devices or children with siblings, all needing to access online resources try to ensure some work can still be completed (hard copies sent)
- **Co-ordinating with other teachers**: including those teaching in school if applicable, to ensure consistency across the year group/subject

Classroom Assistants
- Assistants will be available for their normal working hours and will work under the direction of the class teacher
- They will be in daily contact with the class teacher and assist in making and photocopying resources, reading stories, creating online videos/demos etc. for groups or individuals within the class
- SEN assistants will contact their child/family by phone once a week and will maintain a high level of contact on Seesaw over the course of the week
- If a statemented child is in school, their assistant will be with them for their allocated hours, as far as possible, and therefore less contact with home and on Seesaw will be required
- When an assistant is in school supervising children they will not be required to have the same level of contact with the class teacher and/or class on that day

Parents

At Our Lady's we pride ourselves on ensuring excellent communication between home and school. As part of this we use Seesaw as a communication tool and also as a medium for home learning and homework. We also post general information or year group specific information on to the school website:
www.ourladysdeanby.co.uk

Guidelines for Parents:
- Ensure an adult is contactable during the day
- Talk to your children about appropriate icons and images to use for their profile picture. The school recommends children use a profile photo of their face, a family pet, or their initials
- Parents should be aware that it is unreasonable to expect replies both immediately or outside of normal working hours and to be mindful of the time it may take teachers to reply to all parents/carers and pupils. Teachers will not use Seesaw after 3.30pm each day during normal teaching days
- Parents SHOULD NOT screenshot or share any information from Seesaw or the school website on social media or any other platform outside of Seesaw
- Where possible, it is beneficial for young people to maintain a regular and familiar routine, we recommend that each 'school day' maintains structure. This includes regular bedtimes and daily reading for pleasure
- Should anything be unclear in the work that is set, parents can communicate with class teachers via Seesaw
- We encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work
- Every effort will be made by staff to ensure that work is set promptly but school cannot guarantee that Seesaw, the school website or other online platform links will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available. These will be discussed on a case-by-case basis
- Alert teachers/school if your child is ill or can't complete work set
- Parents should call the school if they need to send an URGENT message to the class teacher. If you send a message to the teacher on Seesaw, they may not see it as they are working with children throughout the day and may miss the message
- Adhere to online safety guidelines
- Be respectful when making comments or concerns known to staff

Pupils

Pupils who are at an age where they can work independently on their remote learning or homework, are expected to follow these guidelines:

- Post your work on a daily basis
- Post your work in a responsible and sensible manner
- Do not tag any other students in your work
- Try to follow a daily/weekly routine (e.g. complete numeracy and literacy in the morning and other activities in the afternoon, complete homework, learning spellings and going over your tables each evening and read for 15-20 mins for enjoyment before bedtime)
- Do not change your name or any of your details which have been set up by your teacher
- Your profile picture can only be your initials, a screenshot of just your face or a pet
- Find an appropriate place to do your work, where you can concentrate and try your best
- Tell an adult straight away if you have any problems with the app or the work that has been set for you
- Do not give your sign-in details to anyone except for parents/carers
- Only post up pictures of your homework sheets or Seesaw activities
- If you have to take a photo or video of yourself or others, for your homework, ensure that a parent/carer is present
- Show your homework to your parents/carers before you send it to your teachers
- Content on Seesaw should not be shared on any other apps or on social media
- Complete assigned activities on the device app, using the text, drawing, video or recording tools
- Be aware that any behaviour that contradicts the guidelines above will result in parents/carers being contacted
- Abide by Zoom rules at all times

Procedures in Place for Non-engagement of Pupils Online
If there is very little to no engagement on Seesaw from a pupil the following procedures will be implemented:
- The teacher will send a text to parent and a personal message on Seesaw. If this does not prompt engagement, then;
- A phone call from the class teacher will be made to the parents– encouragement, offer of help in setting up Seesaw, loan of device. Teacher to record conversation on CPOMS and send any names via email to vice principal. If this does not prompt engagement, then;
- A phone call from vice principal or member of SLT - encouragement, offer of help in setting up Seesaw, loan of device. If this does not prompt engagement, then;
- A letter from principal re non-engagement will be posted to home, stating that child will be marked with an 'unauthorised absence' as directed by the Department of Education. If this does not prompt engagement, then;
- Child will be marked with an 'unauthorised absence'

Senior Leadership Team

The Governors and Senior Leadership Team at Our Lady's, are fully aware that these are exceptional times and that each family is unique:

- parents/carers may be trying to work from home so access to technology as a family may be limited
- families may have two or more children trying to access technology and priority may have to be given to older siblings
- families may have limited access to remote learning devices and/or limited internet access

We realise that the circumstances that cause our school to close may affect each family in different ways and we are aware of the need for flexibility in our planning and in the delivery of remote/blended learning.

SLT will endeavour to support staff in delivering effective remote learning opportunities to pupils and will engage proactively with each staff member and recognise their individual circumstances to ensure they have the right support and appropriate professional development that enables them to effectively deliver remote learning.

SLT and Child Protection team will ensure and maintain regular contact with vulnerable children/families, collate or pass on information and respond to any safeguarding concerns during periods of remote learning.

SLT and SENCO (Mrs Boyle) will ensure all children with IEPs or identified additional needs have appropriate provision for remote learning, liaise with parents, when required, to ensure they are supported and will consult with teachers to ensure children have appropriate learning opportunities during remote learning.

SLT and the UICT Co-ordinator (Mr Tolan) will co-ordinate the remote learning approach across the school, evaluate the effectiveness of remote/blended learning and monitor the security systems, including data protection and safeguarding considerations in collaboration with the Principal, Vice Principal and the Safeguarding Team.

Who to Contact:
If staff members have any questions or concerns about remote/blended learning, they should contact:

- Issues in setting work – talk to the relevant co-ordinator or the SENCO
- Issues with pupil behaviour/parental conduct – talk to the Key Stage coordinator, the Vice Principal or the Principal
- Issues with IT – talk to the UICT coordinator
- Issues with your workload or wellbeing – a trusted colleague, the Vice Principal or the Principal, talk to your Union Representative
- Concerns about data protection – talk to the UICT co-ord, the Vice Principal or the Principal
- Concerns about Safeguarding – talk to the Designated Teacher for Child Protection, the Deputy Designated Teachers or the Principal

Zoom

During periods of lockdown, Zoom will be used as a means of communication for assemblies and between teacher and class, for social interaction purposes. Zoom will also be used by specialist group teaching in curricular areas and for nurture groups.

- The school has devised a set of Zoom rules which must be adhered to by all participants
- All participants must clearly display their name on the device which they are using, before they are granted entry to any meeting
- Anyone not keeping Zoom rules will be barred from attending future meetings

Seesaw

Teachers may post links to various websites: Oxford Owl, BBC Bitesize, Topmarks, Primary Games, Primary Resources, YouTube during remote learning. Our main platform for remote/blended learning will be the Seesaw Class app which can be downloaded onto Android or Apple devices (mobile phone, tablet, ipad) from Google Play or the Apple Store. Seesaw can also be accessed on a laptop, Chromebook or desktop computer: https://app.Seesaw.me/#/login The teacher will ensure that the content of these websites / links are age appropriate.

Seesaw is a secure online journal where pupils can document and reflect on what they are learning. Children will be able to add the things we work on in class or at home (including photos, videos, worksheets, screenshots and voice recordings) and they will be saved privately in their Seesaw journals.

In order for children to use Seesaw, the app needs the child's name to be able to associate work (their photos, videos or voice recordings) with their account. Seesaw only uses this information to provide the service and doesn't provide or promote advertisements, create profiles of students, or share or sell the child's personal information or journal content.

Read more about Seesaw's strong privacy promises on their website: https://web.Seesaw.me/privacy
Under GDPR if you sign up to Seesaw you give your consent for your child to use Seesaw.
Families with more than one child at the school may also download the Seesaw Parent and Family App (parents should be aware that they cannot upload children's work onto their child's journal on this app, you will still need the Seesaw Class app to do this).

This policy was approved by the Governing Body on   Date ……………………….

Signed ………………………………………………   Date ………………………….
(Chair of Governors)

Signed ………………………………………………   Date ……………………….
(Principal)

This policy will be reviewed in January 2023 / in line with updates DE Guidance by the Senior Leadership Team and approved by the Board of Governors.