

# St. Aloysius Primary Federation



## Remote Learning Procedures

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| Date:        | October 2020 |
| Review Date: | October 2021 |
| Adopted:     | October 2020 |

## St Aloysius Federated Primary School

### Remote Learning Policy

Remote learning has very quickly become a necessary element of school life. Our school is committed to providing high quality education to our learners regardless of challenges they may encounter when needing to learn remotely.

The purpose of this procedure is to provide a framework for the safe and effective use of technology for remote teaching and learning in the event of ensuring:

1. the ongoing education of individuals or small groups of pupils isolating. *This may be due to positive Covid-19 results within the household or pupils identified as close contacts to an infected case.*
2. effective and ongoing teaching and learning for larger groups, whole classes or whole schools. *This may be due to partial school closure or in the event of whole school closures.*

The aim of the procedures is to protect all parties: pupils, parents and staff and applies to all staff members within our school who will interact with remote learning at any level. All staff at St Aloysius Federated Primary School are committed to safeguarding children and young people and this includes keeping children safe whilst learning remotely.

This procedure is informed by the following guidance and advice:

- Keeping Children Safe in Education (September 2019) and addendums to this policy added between March to May 2020. (Updated September 2020)
- Working Together to Safeguard Children (July 2018)
- DfE Guidance; Safeguarding and Remote Education during Coronavirus (COVID-19) May 2020.
- St Aloysius Safeguarding and Child Protection Policy (September 2020)
- St Aloysius Code of Conduct for Staff (September 2020)
- St Aloysius Whistleblowing Policy (September 2020)

#### **Staff Responsible:**

All members of our staff team are responsible for the implementation of this procedure with monitoring undertaken by the Senior Leadership Team. Our staff fully understand that **'safeguarding is everyone's responsibility'**. It is therefore the responsibility of all members of the staff team to ensure that they are familiar with and adhere to this procedure and to make pupils and parents aware of their responsibilities.

At St Aloysius we will use a blended approach of synchronous and asynchronous learning, built upon pre-existing digital strategy and school values. In this sense, we consider carefully which approach is most appropriate and manageable for learners, teachers and parents. This may be task dependent. A 'one size fits all' approach is likely to be unsuccessful.

A blend of both has multiple benefits and as such staff should ensure their remote learning offer is underpinned by:

**Structure:** Self regulation and metacognition are key to learner success. Support pupils to organise themselves, provide clear deadlines, breakdown into small manageable chunks to drive motivation and concentration.

**Overview:** Be clear of expectations from the start. Provide an overview of the working week as well as the working day. Pupils know expectations of them within their virtual school. Be clear about what tolls you will use and expected behaviour online.

**Be visible:** Positive relationships have a big impact so make yourself visible to the pupils. This does not necessarily mean always on camera. It can be through feedback comments - written/audio/digital stickers. However you do it, make yourself visible so that pupils know their work is noticed.

**Be transparent:** Be clear. Make sure learners are key as to the key information about your lessons. Be clear with the learner about what they need to do to be successful. Provide adequate resources in good time. Try giving your pupils the materials prior to the lesson to familiarise themselves with, to allow face to face discussions to be most impactful.

1. **In the event of the ongoing education of individuals or small groups of pupils isolating.**

*This may be due to positive Covid-19 results within the household or pupils identified as close contacts to an infected case.*

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| <b>Pupils who are self-isolating follow a timetable closely matched to a typical class timetable.</b>        | <ul style="list-style-type: none"> <li>• All pupils require an up to date copy of their normal timetable.</li> <li>• During what would normally be outdoor/physical activity, children should get active at home.</li> </ul>                      |
| <b>All resources will be accessible via Google Classroom and pupils notified of this.</b>                    | <ul style="list-style-type: none"> <li>• All children to know their Google Classroom login details and how to access their remote learning platform.</li> <li>• Other logins needed are also shared i.e. Reading Plus</li> </ul>                  |
| <b>Resources will support guided and independent practice, focusing on effective self-study</b>              | <ul style="list-style-type: none"> <li>• Resources will reflect those used in class, containing a blend of information for pupils to read and tasks to be completed.</li> <li>• Tasks should be clear to promote effective self study.</li> </ul> |
| <b>Children may be given the opportunity to join live teaching sessions via Google meet, as appropriate.</b> | <ul style="list-style-type: none"> <li>• All pupils are able to respond to Google Meet invite. Further guidance will be provided as necessary</li> <li>• Remote learning safeguarding protocols followed.</li> </ul>                              |

2. **In the event of ensuring effective and ongoing teaching and learning for larger groups, whole classes or whole schools.**

*This may be due to partial school closure or in the event of whole school closures.*

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|---|---|
| <b>Pupils who are self-isolating follow a timetable closely matched to a typical class timetable.</b>   | <ul style="list-style-type: none"> <li>• All children will be sent a weekly timetable. This should include:</li> <li>• Phonics or SPAG/Daily exercise/ English/ Maths and ANO (Daily)</li> </ul>  |
| <b>Teachers should provide work that follows the remote learning checklist (see below)</b>  | <ul style="list-style-type: none"> <li>• At least 30 minutes of work for ALL lessons scheduled for that day.</li> <li>• This is to be assigned and scheduled to appear on the day the lesson would usually be timetabled.</li> </ul>  |
| <b>Teachers should use their professional judgement as to how much of the face-to-face teaching should be assigned to review and consolidate and how much can be given over to the introduction of new content.</b> | <ul style="list-style-type: none"> <li>• Follow the key principles of teaching and learning outlined previously</li> <li>• Balance between review of previous knowledge and introduction of new.</li> <li>• Face to face videoing conferencing provided as necessary in the form of Google meet group catch ups.</li> <li>• Age appropriate activities planned</li> </ul> |
| <b>All resources will be accessible via Google Classroom and pupils notified of this.</b>   | <ul style="list-style-type: none"> <li>• All children to know their Google Classroom login details and how to access their remote learning platform.</li> <li>• Other logins needed are also shared i.e. Reading Plus, Lexia</li> </ul>   |
| <b>Children may be given the opportunity to join a live lesson via Google meet as appropriate.</b>  | <ul style="list-style-type: none"> <li>• All pupils are able to respond to Google Meet invite. Further guidance will be provided as necessary.</li> <li>• Remote learning safeguarding protocols followed.</li> </ul>   |

During any remote education design the principles of effective teaching and learning at St Aloysius will be upheld (Teaching and Learning Policy Sept 2020). This will on occasions require the use of a digital platform to offer clear instruction and explanation of new content, provide catch up sessions and strong peer and teacher collaboration. Top Tips and clear expectations for Parents, Pupils and Staff have been made available to all parties and should be adhered to.

In both scenarios (1&2) outlined above, the only permissible platforms for teaching online video-based lessons/live streaming of lessons are:

- Google Classroom
- Google Meet

**These programmes have been evaluated for functionality and safe use.**

The use of any other learning platforms or method of delivery is not acceptable and all staff must adhere to the procedures. Should any staff member wish to introduce any new platforms these need approval by the Headteacher and Computing Lead.

Staff consent must be sought for recording live lessons, pre-recorded lessons and re-use of lessons.

### **Reporting Concerns:**

Despite the challenges faced in planning and delivering remote learning all staff must continue to follow the guidance and advice set out within the school's Safeguarding Policy in cases where there are concerns regarding pupils conduct, behaviour, comment or disclosures which indicate the pupils may be at risk of harm.

If in doubt, staff **must** seek the advice of the DSL immediately and update CPOMS accordingly.

### **Communicating with parents, carers and pupils:**

Where education is taking place remotely, it is crucial that all staff maintain usual high standards of professional conduct and behaviour. It is also important that staff continue to have appropriate expectations of pupils and address any behaviour or conduct concerns appropriately, share that with the DSL and record on CPOMS.

When communicating online or over the telephone with parents and pupils where face to face learning has been disrupted, staff should:

- Communicate within school hours as much as possible
- Communicate through Google Classroom.
- Use school email addresses where required (no use of personal accounts is acceptable).
- Not share any personal information.
- Ensure all required written permissions have been received **prior** to conducting any online lessons.

### **Personal data and GDPR:**

All staff, without exception, are expected to follow school policy when managing personal data.

Staff are reminded to:

- Take care not to share contact details when emailing multiple people.
- Use only appropriate channels to communicate usernames and other personal information to access online resources.
- Ensure that they provide access to school data systems safely.

## Code of conduct for video conferencing:

*In order to protect pupils and to ensure that staff are protected in the delivery of remote education sessions and ensure effective safeguarding practice, staff must follow the process outlined below when planning to deliver video sessions.*

- The only permissible platforms for teaching online video-based lessons/live streaming of lessons are:
  - Google Classroom
  - Google Meet
- When teaching via Google Meet on Google Classroom, staff need to be business-like when giving lessons, presenting themselves professionally in their attire and behaviour as they would do if providing face to face learning. Staff should remember that whilst social media applications encourage informality, they need to observe their usual high professional standards at all times.
- Online/ Remote Learning sessions will be recorded, streamed and presented from an appropriate communal area. If delivering lessons from home, staff **must** be aware of any material that may be visible in the background and ensure, if possible, that the background is blurred (via virtual backgrounds) as a precaution. Staff must avoid revealing any personal teacher information or other sensitive data and no family members or partners should be visible during the online lessons.
- Online classroom sizes must consist of a group of more than one pupil. If there is just one pupil in attendance, the lesson must **not** go ahead. Two members of staff should be present in each online session, where appropriate.
- Once a teacher has scheduled an online lesson, the teacher must only make this visible on the classes Google Classroom stream. They must make information regarding times of online sessions available on their Google Classroom stream.
- Should staff require pupil cameras to be turned on during their online session and pupils must be dressed in school uniform and in a communal area of their homes. If this is not possible, all pupil cameras are to remain off for the duration of the session.
- Parents will be made aware of the rationale for live lessons being recorded and will provide consent accordingly. They will be informed that recordings will be stored securely on the school's online drive, accessible to Senior Leaders and the Designated Safeguarding Personnel only. This is for the purpose of accountability and maintaining a safeguarding overview. Staff are required to delete the recordings from their devices as soon as they have been uploaded onto the school's drive. Recordings will be retained on the school online drive and at the end of the retention period, the recordings will be deleted.
- Pupils will be given clear guidance regarding expectations of their behaviour and the behaviour of staff during online lessons. Where a pupil disregards these expectations, the member of staff leading the session will warn the pupil(s) regarding expectations and, if this does not resolve the issue, will then remove said pupil(s) from the session and the class classroom. In the event of this, parents will be contacted and informed of the reasons for the removal of the pupil from the session. Where necessary, the issue should be recorded via CPOMS and reported to senior staff via telephone communication immediately after the session has ended. Senior staff will confirm the appropriate sanction if required.

