



## **Remote Learning Policy**

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### **1. Background**

**1.1** Remote learning is where pupils cannot be physically present at school due to school or class bubble closure.

**1.2** This Remote Learning Policy aims to detail how St Monica's will ensure continued delivery of the curriculum in the event of a closure.

**1.3** The policy will also outline how the school will ensure curriculum delivery for those pupils who are self-isolating.

**1.4** As of September 2020, all pupils at St Monica's have been provided with login information for Google Classroom. This will be the platform through which all work is set and feedback provided.

**1.5** Through the Google Classroom, teachers can also arrange virtual meetings with the pupils through the Google Meet application.

**1.6** Teaching staff have been provided with INSET training in order for them to access and set work via Google Classroom.

## **2. Roles and responsibilities**

**2.1** The class teacher is responsible for the setting of work, feedback of work, and registration of pupils each school day.

**2.2** The class teacher is responsible for maintaining the Google Classroom platform for their individual class.

**2.3** The class teacher is responsible for ensuring that all pupils in their class have login information for any online resources used - including Google Classroom.

**2.4** The class teacher is responsible for raising any safeguarding concerns with the DSL and Safeguarding Team.

**2.5** The Senior Leadership Team is responsible for ensuring pupils have access to suitable ICT resources and identifying opportunities for families to secure a reliable broadband connection.

**2.6** The Senior Leadership Team is responsible for monitoring the work provided through the Google Classroom platform.

**2.7** The Safeguarding Team is responsible for following up any safeguarding concerns and ensuring the needs of the vulnerable children are being met.

**2.8** The ICT and Computing coordinator is responsible for ensuring all staff members have suitable ICT equipment to ensure staff can access Google Classroom and hold virtual meetings via Google Meet.

**2.9** Teaching Assistants working with a 1:1 child are responsible for communicating with the child and/or their parents/carers and ensuring that the set work is completed.

**2.10** Pupils are responsible for being present on the Google Meet registration and feedback session at a set time every morning. Pupils are expected to be dressed appropriately to begin their working day.

## **3. Closure scenarios**

**3.1** Where a class bubble is closed, all pupils will access learning via the Google Classroom platform. Teachers will provide a task outline within two working days following a class bubble closure. Prior to this, parents and children will be directed to the class page on the website by accessing information regarding topics, and directions to the relevant online provider e.g The Oak Academy.

**3.2** When a child is self-isolating, the parents/children must access information on the class website that directs pupils to The Oak Academy, BBC Bitesize, or other relevant online provider. The information on the class webpage will also identify the topics and curriculum coverage for that half term.

#### **4. Structure of the teaching day**

**4.1** On a Friday, teachers will plan, prepare and schedule the learning tasks for the following week.

**4.2** From Monday to Thursday, teachers will set up a Google Meet with the whole class to take a register and provide general feedback.

**4.3** The teacher timetable for Monday to Thursday will run as follows:

9:00	Morning registration, general feedback and discussion of daily tasks with all pupils and class teacher present.
9:30	Pupils begin their tasks which they will work on throughout the day. The class teacher will provide a suggested timetable for the day via 'Stream' on Google Classroom Class teachers will follow up on any pupils who were absent from the virtual register by making phone calls or sending emails to the relevant pupils and/or their parents/carers
12	Lunch
1	Teachers will offer feedback to children who have submitted work – one group per day.
3.30	End of teaching day

#### **5. Continuity of Education and Feedback**

**5.1** Online daily tasks set by teachers will be part of a wider scheme or work derived from the National Curriculum.

**5.2** Teachers will endeavour to follow the class curriculum as outlined on the class web pages. For the purposes of remote learning, online lesson providers may be used, for example Oak Academy, MyMaths, BBC Bitesize, Pobble 365, Monster Phonics, Real PE. Such resources are used to ensure pupils have suitable continuity in their learning and broad curriculum coverage.

**5.3** Daily tasks will include one English; one maths; and at least one other Curriculum Subject.

**5.4** Religious Education work will be set at least once per week.

**5.5** Twice weekly an online based PE task will be assigned.

**5.6** Daily tasks will be set as 'Assignments' on Google Classroom and from here class teachers will check daily to identify if all tasks have been completed by each pupil.

**5.7** Where necessary, the individual needs of the children (this includes SEN children and those on an EHCP) are taken into account and tasks differentiated accordingly.

**5.8** Every child in the class will be given individualised written feedback on their work once a week through the Google Classroom platform.

**5.9** Feedback will also be provided through whole class marking sheets and given during the morning registration session (see 4.2)

## **6. Provision for vulnerable pupils, SEND pupils, and pupils qualifying for Pupil Premium (PP)**

**6.1** ICT access and resources provide the biggest barrier to online / remote learning. The school will distribute ICT equipment to pupils as far as is possible.

**6.2** The school will use allocated laptops and broadband connection provided by the DfE to provide SEND, PP and vulnerable pupils.

**6.3** Work set by class teachers will be differentiated to the specific needs of SEND pupils.

**6.4** Teaching Assistants, who normally work with a 1:1 child (with an EHCP), will make daily contact with the pupil to assist or address any needs.

## **7. Data Protection**

**7.1** Staff members will only use their school email account and never use personal messaging services.

**7.2** Staff members will take appropriate steps to ensure their devices remain secure.

## **8. Monitoring Arrangements**

This policy will be reviewed annually by the Headteacher.