



HOLY FAMILY
CATHOLIC PRIMARY
SCHOOL *Remote*
Learning
Policy

September 2022

1. Background

This policy is in place to ensure the ongoing education of Holy Family Catholic Primary School pupils during circumstances beyond our control, for example, illness, epidemic, pandemic, extreme weather, power-loss, etc. This policy will be implemented if the school or part of the school has to close. In addition, this policy will allow school to have daily contact with its pupils and monitor their well-being. This policy will also take into account online learning opportunities for pupils who cannot be in school, but are well enough to continue with their education, while the school or year group remains open.

2. Remote Learning Lead

The Headteacher is responsible for formulating and overseeing the school's Remote Learning Policy. Any questions about the operation of this policy or any concerns about the viability of any part of this policy should be addressed to the Headteacher, in the first instance.

3. Preparing for Remote Learning

The following plans and preparations will be put into place to benefit the education of our pupils.

Parents and pupils will be informed that remote learning will not be optional in the event of a school or year group closure.

The school will be proactive in ensuring the following is in place:

School leaders will:

- make sure staff, parents and pupils are aware in advance of the arrangements in place for the continuity of education via remote learning.
- ensure there is information on how to download the school app (School Jotter) on the school website.
- ensure there are quick links to online platforms on our school app (School Jotter).
- Use staff meetings or set aside professional development time.
- ensure all teachers are supplied with a laptop (Microsoft) and/or iPad for use in school and at home.
- ensure Teaching Assistants are supplied with an iPad for use in school and at home.
- ensure Support Staff, including 1:1s, are supplied with an iPad for use in school and at home.
- ensure all pupils have access to technology and the internet at home.

Staff will:

- have access to GSuite at school and from home.
- have access to Showbie at school and from home.
- have access to Tapestry at school and from home (EYFS & SEND).
- have access to subject specific online platforms and apps (e.g. Times Table Rock Stars, Active Learn, White Rose, etc) at school and from home.
- be trained how to use the relevant online platforms.
- have received appropriate training.
- ensure that their computer-based teaching resources (e.g. White Rose, Literacy Shed) are available outside of school.
- ensure pupils only access online learning platforms using passwords that have been set by school. Accounts pupils and parents have set up themselves will not be accepted and will be deleted/blocked.
- ensure that they have access to key resources not available online at home (e.g. key textbooks, class novels).
- ensure that they have access to a suitable device for home use and if this is not the case then staff should alert the Headteacher.

Teachers will:

- ensure all relevant online platform logins are set up and shared with parents. Parents can request login details via email with the classteacher.
- ensure a list of up to date and appropriate website links on the Remote Learning webpage to allow parents and pupils to access additional learning resources.
- ensure all pupils are given a resource pack inc. exercise books, whiteboard, pen, pencil, ruler to keep at home in the event the school or part of the school must close.
- use Showbie regularly in class to set work and share resources (Year 2 to Year 6).
- use Showbie/Tapestry to set/receive homework on a regular basis, so parents and pupils are familiar with how they work.
- ensure EYFS & SEND pupils have access to Tapestry (via parents account).
- Set up Showbie accounts for Year 1 -Year 6 to be able to access live online teaching.

Pupils will:

- have access to Showbie at home (Year 1 to Year 6).
- be given the opportunity to login and use Showbie at school on a regular basis (Year 1 to Year 6).
- have the ability to access Showbie at school and from home (Year 1 to Year 6).
- be shown how to use Showbie via the app and internet browser, including logging in. Refresher sessions will happen frequently (Year 1 to Year 6).
- use Showbie regularly in class to access work and resources (Year 2 to Year 6).
- use Showbie regularly to complete homework (Year 1 to Year 6).

Parents will:

- know how to contact staff through school emails.
- be encouraged to download the school app (School Jotter) which will provide quick links to online platforms.
- have logins for all online platforms used.
- have access to their child's timetable (via the relevant class page of the school website).
- have access to an information section on the school's website which will provide essential information for parents to support their children with remote learning.

This will include:

- Links to online platforms and apps used for remote learning.
- Links to websites for additional learning resources.
- Answers to 'frequently asked questions', which may include a video tutorial.
 - have the opportunity to complete a form about access to technology and the internet.

4. Continuity of Education in Event of a Closure

The school will make provision for remote contact with pupils on a daily basis in two forms:

1. Pupils will have access to work that allows them to continue with their learning while at home via Showbie/Tapestry.
2. Pupils will have the ability to interact with their Teacher, Teaching Assistant (where relevant) and peers on a daily basis via Google meet.

Parents can access support from their child's class teacher via the teacher's school email address during school hours.

The school will attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers and Teaching Assistants must make themselves available for teaching during their normal working hours and should communicate with the Headteacher if this is not possible. We are mindful of the challenges of operating remotely online and some subjects and activities do not lend themselves well to remote learning. Therefore, teachers will use alternative and relevant resources for some subjects.

5. Remote Learning Practice and Recommendations

Google Meet, Showbie and Tapestry will be the main online platforms for all Remote Learning interactions. Teachers will use Google Meet to host video calls for pupils in their class. Teacher will send Google Meet meeting invitations via Showbie. Pupils can join by clicking the relevant meeting invite and entering their gmail information. Parents are asked to assist with this.

Teachers should record the meeting for easy access at a future date and time.

Google Meet will be used for the following in Years 1-6:

- Register & writing lesson introduction
- Maths lesson introduction
- Afternoon register and information about tasks for the afternoon.

- In Nursery-Year 1, the children will be split into smaller groups to access online teaching for phonics and mathematics activities.
- Small groups/1:1 led by Teaching Assistants for children who need support or intervention.

It is recommended that staff will use microphone headsets to improve the quality of audio on the video calls. In addition, we recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions.

Screen sharing will allow teachers to broadcast their screens and open documents during the Google Meet meeting for discussion and sharing with the class.

All pupils will be muted on entry and the teachers will allow time for them to unmute themselves and ask any questions.

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event, dropping the Google Meet meetings down to just audio might be necessary.

Staff will use Tapestry/Showbie to set and receive work and provide feedback for the work. Pupils will have access to answer sheets for homework after the deadline, to enable them to mark their own work. Pupils will complete work online, where possible. If work is unable to be completed online or teachers specify, pupils will use an exercise book and then upload a photo to Tapestry/Showbie.