

Love Learn & Grow Together



Remote Education Policy  
2020-2021

# St Teresa of Lisieux Catholic School

## Remote Education Policy

### 1. Statement of School Philosophy

*St Teresa of Lisieux has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.*

### 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

### 3 .Who is this policy applicable to?

- A child (*and their siblings if they are also attending St Teresa of Lisieux Primary*) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week.

### 4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Tapestry/Seesaw*), as well as for staff CPD and parents sessions.
- Use of Recorded video (instructional videos and assemblies)
- Phone calls home
- Printed learning packs
- Reading books, exercise books, CPG books

Use of BBC Bitesize, Oak Academy, Reading Plus, Reading Eggs, Spelling shed, TT Rockstar, Maths Seeds and Purple Mash

The detailed remote learning planning and resources to deliver this policy can be found here:

*Include hyperlinks to:*

- Model Timetable and structure for remote learning on the website ( Home Learning tab).
- See contingency plan [Appendix1](#)
- Home parent and pupil policy [Appendix2](#)
- Home school learning offer [Appendices3](#)
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video and zoom with other staff member s
- End User Agreements for Seesaw

## 5. Home and School Partnership

St Teresa of Lisieux is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

St Teresa of Lisieux will provide a refresher online training session and induction for parents on how to use Seesaw as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Teresa of Lisieux Catholic Primary School would recommend that each 'school day' maintains structure

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

In line with St Teresa of Lisieux 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## 6. Roles and responsibilities

### Teachers

*To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.*

**St Teresa of Lisieux** School will provide a refresher training session and induction for new staff on how to use SeeSaw.

When providing remote learning, teachers must be available between 8.30-3.30.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- **Setting work:**

- Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 5 and 6
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared on Seesaw

- **Providing feedback on work:**

- As per the marking policy

- **Keeping in touch with pupils who aren't in school and their parents:**

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school home learning email address- [homelearning@stteresas.co.uk](mailto:homelearning@stteresas.co.uk)
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT- for any safeguarding concerns, refer immediately to the DSL using CPOMS.

## **Teaching Assistants**

Teaching assistants must be available between 8.30-3.30pm

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT or TA manager

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## **IT Technicians**

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **The SENCO**

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

## **The SBM**

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## **Governing Board**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

## 7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Code of Conduct for Phone calls, Video conferencing and recorded video
- End User Agreements for Google classroom and seesaw

# Contingency Plan for the education of all pupils at St Teresa of Lisieux Catholic Primary during Covid-19



## Appendix 1

### Scenario 1: In the event of an individual pupil going in self-isolation or bubble lockdown or whole school lockdown

Step 1: Parent/carer phones school to notify of self-isolation / waiting on a test.

Step 2: Office will fill in crib sheet (see attached) and ask if seesaw is accessible from home, or if they need paper copies .

Step 3: Teacher will be notified (via crib sheet) and the teacher liaise with the Resource Manager to set work either paper copies or through seesaw

Step 4: This information will be added a document which will then be monitored by SLT and Resource Manager

	<b>Tapestry/Seesaw (updated daily). Weekly plan to be put on the website also Work to meet the needs of the individual child</b>	<b>Paper (2-week package) Work to meet the needs of the individual child</b>
<b>Nursery/ Reception</b>	Daily activities on Tapestry to engage children for all Areas of Learning Keep communication up with families	Activities to engage children for all Areas of Learning. CGP books -
<b>Year 1/Year 2</b>	Daily Maths Mastery sheets and Oak Academy video Phonics – RWI video (link on seesaw) Focus for English lesson or National Oak lesson An activity chosen by the teacher for another subject Daily reading logs Foundation subject – linked to REAL Project (Purple Mash) .	Reading Book (if not already at home) Math Mastery worksheets Phonics sheet Handwriting sheets Grammar (Year 2) Wider Curriculum activities CGP books – Handwriting , maths workout,
<b>Year 3 to Year 6</b>	Maths Mastery maths activity Phonics Spelling Shed – encouraging daily log in TT Rockstars – encouraging daily log in Focus for English lesson or National Oak lesson Wider curriculum activity linked to REAL Projects ( Purple Mash) Daily reading logs	Reading Book (if not already at home) Maths Mastery maths worksheets Grammar worksheets Wider curriculum activities linked to REAL Projects CGP books - Handwriting , maths workout maths books
<b>Expectations of checking work for self-isolation</b>	Before the start of the next school day, the teacher will mark within school hours	Teacher to liaise with SLT and Resource Manager and a phone call to be made.
<b>Expectations of checking work during a lockdown</b>	During working school working hours 9 to 12 / 1 to 3.	SLT / Learning Mentors to phone the child's home weekly to check if learning has been suitable and if tasks are suitable.

### **Scenario 2: In the event of a class teacher in self- isolation (well and able to work from home)**

Scenario Children will follow their usual timetable in school. The class teacher will continue to support remote learning by setting tasks for other pupils in isolation, homework activities and the weekly planning for the rest of the class. A qualified adult will supervise the class.

### **3: In the event of a class teacher being unwell and unable to deliver remote learning during full school opening**

A qualified adult will take classroom responsibilities including remote learning with the support of the TA.

### **Scenario 4: In the event of a class teacher being unwell and unable to deliver remote learning during a bubble closure or whole school closure**

In event of this happening the school would hope to identify staff to support the children with their learning. This will initially involve the staff from the same year group. If 2 teachers are unwell in the same year group, then the school would hope to identify staff to support both classes. If this could not happen, it may result in the children having limited access to teaching during the day.

### **Scenario 5: In the event of a self-isolation / closure, the child will not engage in home learning tasks.**

If this happens, we would urge parent/carers to contact school via telephone 0151 226 5020 or email [homelearning@stteresas.co.uk](mailto:homelearning@stteresas.co.uk) . A member of staff will contact you to discuss barriers to learning. A Learning Mentor may become involved with the family to support the well-being of the child. This will be done via telephone conversations.

We understand this can happen for a number of reasons. We will try and work with the family to encourage the child to re-engage. Seesaw activities can be completed by the child at any time of the day, at a time suitable for the family.

**The mental well-being of both parent/carer and child is also of importance to the school. We know there may be difficulties and we just ask everyone to do their best in supporting the learning the school is providing.**

*As we work through this together, it is likely that we will face challenges. We will continue to reflect upon practice and so therefore further modifications and enhancements are likely to be introduced. We recognise that parent/carers will have different expectations and different opinions at different times. Decisions will continue to be made with the knowledge, timescales and resources school has at that given moment of time and we ask all parent/carers to work with us in line with our school spirit. Unreasonable expectations or unfair comparisons sadly take efforts away from what we always strive to do which is to further improve our service. This does not mean that the school is beyond criticism. We welcome ideas, suggestions and solutions so that together we work harmoniously for parent/carers, staff and our pupils.*

## Appendix 2



### Home Learning – Home Parent/Pupil Policy

In the event of school closure, the school will continue your education through a programme of home learning. The aim of this policy is to outline how home learning will work on a day-to-day basis and give you specific guidelines as to how you should use this technology in a safe and responsible way. As a parent, please read the information below and agree to the terms in the User Agreement for your child.

#### The daily routine

It is important that you try to keep to a daily structure to help you keep on top of your activities. Therefore, as much as possible, you should try to follow the activities and/ or timetable provided each week by your class teacher. These can be found on the website on the home learning section in your year group.

As part of the home learning programme, work will only be set for pupils between 9am and 3.15pm from Monday to Friday.

#### How will lessons work?

Your teacher will set you activities each week via Seesaw for children in Years 1-6. If you are in Nursery or Reception your teacher will use Tapestry to set you work. The activities are delivered through common teaching resources e.g PowerPoint with explanations and instructions from your teacher and videos from Oak Academy. Some of the activities will need to be completed on a computer or other electronic device and others will require completion by hand using different materials and writing equipment. Your teachers will mark and give you feedback on your work where appropriate, once you upload your document or a picture of your work to Seesaw. You will also be given a home learning exercise book from school. If you cannot upload a piece of work to Seesaw or Tapestry you may bring your home learning book back to school on your return, for your teacher to mark your work. There will be additional resources available on the school website if you finish your work or want to challenge yourself to further activities.

#### What if I need someone to talk to?

You can speak to an adult at home, your teacher or Miss Warner. You can send your teacher a message on Seesaw or ask an adult in your house to email the school office and ask for your teacher or Miss Warner to give you a call. Please do not hesitate to ask for help or to say if you are worried.

#### Home Learning User Agreement

Parents are asked to read and agree to the terms below on behalf of your child.

- My child will only use technology at home with my permission as a parent or carer.
- I will use Google Seesaw and help support my child.
- I will submit the specified work completed by my child by the end of the school day (3.30pm) when possible to enable feedback to be provided by their teacher.
- Using an appropriate device i.e. a laptop/ tablet or smart phone.
- My child will be responsible for their behaviour and actions when using technology to learn at home; this includes the resources they access and the language they use.
- My child will be aware their activity on Seesaw will be monitored by their class teacher.
- I will ensure that my child will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If they accidentally come across any such material, they will report it immediately to their teacher or parent/carer.

If you do not agree to the terms of this agreement please contact school on [admin-ao@stteresas.co.uk](mailto:admin-ao@stteresas.co.uk)

## Appendix 3

### St Teresa of Lisieux Catholic Primary School



### Home Learning Offer

The plan below is a guide for Nursery-Year 6 parents/carers in the event of a class, group or an individual pupil needing to self-isolate, or if there is local lockdown requiring pupils to remain at home.

#### **In the event that a child is off ill with COVID symptoms**

We offer remote learning (Seesaw) where your child is absent from school with COVID related symptoms. If your child feels well enough to engage with the learning, resources will be uploaded on to Seesaw.

**In the event that a year group is sent home because of a positive case,** teachers will plan daily lessons and activities on Seesaw for the children to do. For Early Years pupils in nursery and reception, activities will be set on Tapestry. A weekly timetable/suggested routine will be given to the children. This can also be found on our website, in the home learning section. This should help with setting out the day for yourself and your child depending on your current situation. We do appreciate that all circumstances are different and so it is only to be used as a guide. If you contact school, please use this email to help: [homelearning@stteresas.co.uk](mailto:homelearning@stteresas.co.uk)

**EYFS-** activities will be set each day for the children to work on with adult support. Photographs and observations can be sent to the teachers using Tapestry for the teachers to feedback to the parents and children. Reception children will also be able to access the school subscription for Reading Eggs and Maths Seeds.

#### **Y1-Y6:**

Any remote learning tasks that the children complete at home can be uploaded to Seesaw or written into your child's home learning exercise book.

Work should be submitted on Seesaw by 3.30pm to be marked by your child's class teacher. If your child writes in their exercise book it can be photographed and uploaded to Seesaw so that the class teacher can feedback on their work or their book can be brought back to school on your child's return.

**Maths:** Math Mastery worksheets and links to the Oak Academy videos will be uploaded to Seesaw. For extra challenge and development of maths facts children should access TT Rockstars and Maths Seeds.

#### **English**

This will be taught both through REAL PROJECTS and discrete lessons. There will be a combination of videos, links to internet, video instructions and activities.

**Spelling:** Children practice their individual spelling programs using Spelling Shed.

**Reading:** Reading Eggs school subscription for KS1/ Reading Plus KS2/ Big Cats...

**Religion:** Twice weekly activity related to the Come and See topic.

**History/Geography/Science Art/DT:** This is taught through REAL Projects, there will either be a PowerPoint or link to a website as well as supplementary activities set each week. The REAL Project essential question and planning can be found on the website on the parent tab.

**Supplementary resources/ homework resources:**

We are also pleased to announce that we have been able to supplement your child's home learning with some excellent CGP books. These are a great resource to supplement and enhance your child's learning in particular, with maths and English. The teacher during this time will direct you accordingly. All we ask is that you look after the books and bring them back to school once the children are back so the teacher can have a look over them.

Children will be phoned once a week and parents will be advised to contact school if they or their child needs any help.

**In the event that your child has to self-isolate because someone in the family has tested positive** please let the office know your preferred home learning, e.g. using Seesaw or a learning pack. This will either be posted or dropped off within two days of your child isolating. There will be daily activities on Seesaw for maths and English. All children have been shown how to use this. If you have any problems with accessing this please telephone school or email using the following email address: [homelearning@stteresas.co.uk](mailto:homelearning@stteresas.co.uk)

**In the event that your child is waiting for a test result**, please look on the school website, home learning tab for all useful links to online activities; Reading Plus, Spelling Shed, Reading Eggs and Maths Seeds. A bookmark has been sent home with your child's login details on. This can also be found on their Seesaw account.

We will also give your child an exercise book to be used at home in the event of the above eventualities.

As always thank you for your continued support,

Approved by Governors

Date.....

Signed by Chair of Governors ,.....

