



# Remote/Home Learning Policy

## AIMS

This remote learning policy for staff aims to:

Ensure consistency in the approach to home/remote learning for pupils who aren't in school

Set out expectations for teachers with regards to home/remote learning

Provide appropriate guidelines for data protection

At St Mary's Catholic Primary School, we value the abilities and achievements of all pupils and strive to promote the principles of equality and inclusion. We are committed to providing, for each pupil, the best possible environment for learning, where children feel happy and secure and are able to develop their personality and talents to their fullest potential. In the current, unprecedented global pandemic, we want to ensure that effective learning can take place both in school and if necessary, at home.

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, our school is expected to have the capacity to offer immediate remote education through **SeeSaw as well as some paper work packs for younger groups.**

We also recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and we will work with families to deliver a curriculum.

## TEACHERS

When providing remote learning, teachers must be available between 9.00am – 2:30 pm on the days they teach unless they are still in school teaching.

All remote work needs to be set for the week by 4pm each Monday. Teachers can upload recorded lessons such as Phonics daily as needed.

If they're 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 home/remote learning, teachers are responsible for:

- Setting work for the children in their class.
- 1 piece of Maths and English daily as well as a piece of RE and a curriculum subject weekly.
- The work needs to be set by 4pm each Monday on Seesaw unless a work pack has been sent home which will include the above. Teacher can email work if necessary.
- Providing feedback on work to individual pupils on SeeSaw.
- Work packs are not to be brought back into school but parents can take photos and email evidence of work.
- If the teacher is still in school working they will endeavour to provide work for individuals or small groups of pupils. KS1 will set the minimum of 3 hours work a day and KS2 4hrs minimum.
- Teachers will give the children their logins for applications such as Times table Rock stars and Purple Mash.
- The children will also have access to their class pages on the school website which will have links to access additional remote learning. There will also be a remote section on the school website for them to print off work if they wish.

There will be no live teaching or streaming for safeguarding and GDPR reasons. Teachers will record aspects of lessons to help teach the children at home.

All staff members will record story reading for the whole school to access.

## PUPILS AND PARENTS

In order to get the most out of this home-learning provision, we do ask that the following protocol is adhered to:

- Children should only communicate with their teachers during school hours to submit or query work.
- Any communication should be responsible and related to home learning.
- Parents should refrain from using this method of communicating with teachers.

- Parents who wish to contact members of staff should do so through traditional channels of phoning or e-mailing the school office [admin.stmaryslittlecrosby@schools.sefton.gov.uk](mailto:admin.stmaryslittlecrosby@schools.sefton.gov.uk)
- We know that not all students will have access to a PC or the Internet. If this is the case, then please inform the school and we will seek to support.

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
- Be respectful when making any complaints or concerns known to staff

### **MONITORING PUPIL PROGRESS**

Progress is the crucial factor in determining the need for additional support. Adequate progress is that which:

- Narrows the attainment gap between pupil and peers
- Prevents the attainment gap widening
- Is equivalent to that of peers starting from the same baseline but less than the majority of peers
- Equals or improves upon the pupil's previous rate of progress
- Ensures full curricular access
- Shows targets being met.

Pupil progress both at home and in school will be monitored by class teachers using a variety of methods such as marking, regular quizzing and online tests.

### **INCLUSION**

This policy builds on our School Inclusion Policy which recognises the entitlement of all pupils to a balanced, broadly based curriculum. Our SEN policy reinforces the need for teaching that is fully inclusive in its ethos. The Governing Body will ensure that appropriate provision will be made for all pupils with SEN to allow them to take a full part in the life of the school, including home learning activities.

### **GOVERNING BOARD**

The governing board is responsible for:

Monitoring the school's approach to providing home/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

### **PROCESSING PERSONAL DATA**

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

### **POLICY REVIEW**

The school considers the Home Learning Policy document to be important and, in conjunction with the Governing Body, undertakes a thorough review of both policy and practice each year. The outcomes of this review are used to inform the School Improvement Plan.

Member of staff responsible: KScott

Date original policy written: Oct 2020

Policy reviewed: Jan 2021

Date approved by the full Governing body: Feb2021

Date to be reviewed: Apr 2021