

Enniskillen Model Primary School

Remote Learning Policy





Enniskillen Model Primary School

Introduction

At Enniskillen Model Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning - whether for an individual pupil or many.

We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

We acknowledge that parents are valuable partners in their children's learning. Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

Aims

This policy aims to:

- ✚ Ensure consistency in the approach to remote learning for pupils who are not in school due to the impact of Covid19 through the use of quality online and offline resources and teaching videos.
- ✚ Set out expectations for all members of the school community with regards to high quality, interactive remote learning.
- ✚ Ensure provision is in place so that all pupils have access to high quality learning resources.
- ✚ Continue to ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- ✚ Minimise the disruption to pupils' education and the delivery of the curriculum.
- ✚ Support effective communication between school and families.
- ✚ Ensure robust safeguarding measures continue to be in effect during the period of remote learning.

Who is this policy applicable to?

- ✚ A pupil is absent because they or another household member are awaiting Covid-19 test results and the household is required to self-isolate when the rest of their school bubble are attending school and being taught as normal.
- ✚ A pupil's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- ✚ A pupil in the event of any local / national lockdown imposed upon the school.
- ✚ A pupil who cannot attend school due to ongoing long-term medical issues / condition.

Remote learning will be shared with families when they are absent due to any of the above.

Content and resources required to deliver this Remote Learning Plan

- ✚ Google Classroom/**G-Suite** for Education as appropriate
- ✚ Pre-recorded video or **Live Video** if used for instructional videos and assemblies where appropriate
- ✚ Phone calls home
- ✚ Google Classroom Meets - where appropriate
- ✚ Printed learning packs
- ✚ Bug Club books, Education City
- ✚ Please see the links available on the school website (Year group planners) for a list of recommended websites

Title!!!

Enniskillen Model Primary School 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.

The school recommends that each 'school day' maintains the traditional structure where possible, but also acknowledges that this may not be possible for some families. We 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. School staff will provide information and support for parents on how to use technology at home and in particular Google Classroom. Should accessing work be an issue, parents should contact school and alternative solutions may be available. These will be discussed on a case-to-case basis. All children and parents sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers / IT Technology in school or at home.

Roles and Responsibilities

All Staff Members are responsible for:

- ✚ Adhering to this policy at all times during periods of remote learning
- ✚ Reporting any safeguarding incidents to the Designated teacher and asking for guidance as appropriate
- ✚ Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software
- ✚ Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Principal
- ✚ Reporting any defects on school-owned equipment used for remote learning to the IT technician/Principal
- ✚ Adhering to the Staff Code of Conduct at all times

If members of staff 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.

Staff should not contact parents or carers using their personal email address and if they use their personal telephone to make calls to parents, their telephone number should be hidden.

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 Designated Teacher.

When providing remote learning;

Teachers are responsible for:

 Setting work

Teachers will provide information about topics being taught and signpost additional resources so that pupils and their parents are able to enhance their learning via a weekly planner outlining daily tasks which is made available on the **Home Learning** section of the **school website** which is password protected. Some learning resources are also made available in this location in the resource section for each year group.

As appropriate some staff will provide work for the pupils in their classes using *Google Classroom*; this may include some lessons recorded by the class teacher, links to any worksheets and digital resources. Teachers may offer live lessons with the class, where this is appropriate. Where possible the work will follow the usual timetable for the class. The expectation is that remote learning will reflect the full curriculum, although some subjects e.g. Music/PE, may be adapted.

 Providing feedback on work

Feedback may include general comments provided via *Google Classroom* when work is 'Turned In'. Assignments can be completed on paper and then a photo of the learning can be submitted on *Google Classroom* or via email. Feedback can be emailed to pupils and parents in these situations. Where teachers are required to work in school supporting vulnerable children and the children of keyworkers, the provision of work and feedback for their class's remote learning may be adapted to ensure the teacher's workload remains reasonable.

 Keeping in touch

Pupils' emotional wellbeing is important to us. Teachers should ensure that they are in touch with pupils and their parents as deemed appropriate. If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to assist engagement.

When providing remote learning, teachers should be available between 9 am-12 noon and 1pm-3.30pm during term time. The remaining directed time should be used for lesson preparation and feedback to pupils.

Support Staff

In the event of school closure, support staff must be available for their usual working hours. 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 assistants, who are not in school, are encouraged to engage with Google Classroom, interacting with the children online (as appropriate). They may be asked to complete activities by the Principal.

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

IT Technician/subject Co Ordinator is responsible for helping staff with any technical issues they are experiencing

SENCO is responsible for ensuring that pupils with education plans continue to have their needs met while learning remotely, and liaising with the principal and other organisations to make any alternative arrangements for pupils as necessary. The SENCO will also support parents of vulnerable pupils with SEN with regular emails or telephone calls

Pupils and parents

Pupils learning remotely are expected to:

- ✚ Complete work to the deadline set by teachers
- ✚ Seek help if they need it, from teachers or an adult (especially if something makes them feel uncomfortable)
- ✚ Alert teachers if they are not able to complete work
- ✚ Post work in a responsible and sensible manner after it has been seen by a parent/carer
- ✚ Not tag any other students in their work
- ✚ Not change their name or any details set up by their teacher or share these with anyone else.
- ✚ All assignments will be through Google Classroom so there is no need to send emails, screenshots etc.

Parents with children learning remotely are expected 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. Parents can contact the class teacher via email or contact the school via telephone.
- ✚ Parents **SHOULD NOT** screenshot or share any information on social media or any other platform outside of Google Classroom or the school website.
- ✚ Be respectful when making any complaints or concerns known to staff

The governing board is responsible for monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and ensure the wellbeing of staff.

This policy is linked to our:

- ✚ Behaviour policy
- ✚ Child protection policy
- ✚ Data protection policy and privacy notices
- ✚ Acceptable use of the internet and digital technologies policy
- ✚ E-safety policy