**St. MARY’S P.S.**



**REMOTE LEARNING POLICY**

Date approved by

Board of Governors: 3rd October 2017

Review Due: October 2020

Date approved by

Board of Governors: November 2020

Next Review Due: November 2021

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**Introduction**

If St. Mary’s PS faces a period of short or long term closure, staff will continue to provide education and support to our parents and pupils using Remote Learning where possible.

The main electronic communications tool which will be used across the school will be Microsoft Teams which is a secure and approved platform for online communication. Through use of this appropriate platform and one which is user friendly to all, staff are able to keep in regular contact with their pupils and parents safely. During a period of remote learning, the normal day to day teaching and learning which normally takes place in a school environment, will be carefully considered and this will form the content of the activities delivered into the home electronically or indeed by way of a class pack where possible. The Health and Well-Being of our pupils and families will also be a focus with activities and communications designed to address these needs.

**Challenges around Remote Learning**

* Ensuring internet access for all pupils
* Ensuring all pupils have access to an appropriate electronic device
* Measuring broadband and internet provision in all localities.
* Working parents
* Shared devices with other family members
* Childcare
* Parent confidence in home schooling
* Time
* Resources such as paper, ink and stationery
* School environment and setting
* Teachers who have home circumstances which make it challenging to provide remote learning.

**Managing Expectations**

It is in the best interests of our children to continue to provide structured support through remote learning. Due to a range of factors which will affect each household’s capacity to carryout remote learning, there will be a degree of flexibility with regard to submission of work and/or feedback. It is important that parents strive to achieve the targets set for their children and seek support from the school if required. Children and parents should consider the arrangements as set out in this document as highly recommended.

Online teaching is an extension of the classroom and therefore staff should ensure to use appropriate language, behaviour and resources in accordance with Acceptable Use Policy.

**Teachers will:**

* Share the teaching and learning activities with their class through Microsoft Teams.
* Continue to plan the teaching content in line with the extensive planning that is already in place throughout the school;
* Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
* Keep in contact with children through Microsoft Teams.
* Arrange ‘live meetings’ with class groups only, and **never** with individual pupils.
* Use Teams to chat and discuss work with class groups and to teach new lessons.
* Reply to messages, set work and give feedback on activities during the normal teaching hours 9.00 am – 3.15pm on weekdays;
* Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
* Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;
* If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on Teams during this time will not be undertaken until the teacher is fit to work.
* Staff will only use Teams connected to their school email accounts, to contact parents and pupils.
* Using C2k platforms, teachers are able to maintain control of the audio and video content and what is shared on the platform.
* Staff should take care when using camera conferencing to ensure the focus is on the teaching content.
* Staff should only use children’s first name when posting photographs on Teams or social media platforms.
* Should staff have any concerns about what they see or hear online, this should be brought to the attention of the Designated Teacher in school.

**Children will:**

* Be assured that health and wellbeing is a priority and therefore take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
* Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
* Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
* Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Teams
* Read daily, either independently or with an adult and where applicable engage with Reading Eggs and Mathletics;
* Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

**Parents will:-**

* Have responsibility for their children’s online safety during Remote Learning.
* Support their child’s learning to the best of their ability;
* Encourage their child to access and engage with Teams posts from their teacher;
* Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of Teams,
* Know they can continue to contact their class teacher as normal through Teams if they require support of any kind;
* Check their child’s completed work each day and encourage the progress that is being made;
* Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax;

**Remote Learning Systems Access Information**

**Miss McRory’s Class**

Miss McRory will use Microsoft Teams to send out details regarding learning activities for children;

* Learning Packs containing printed learning resources will be available from the school Miss McRory’s Class. Parents may collect these packs from the school foyer at a prearranged time;
* Parents should continue to read with their children and children should continue to use Reading Eggs;
* Songs, rhymes and opportunities to talk should be maximised;
* Practical activities such as baking, painting and craftwork should also be undertaken;
* All children have access to Mathletics and Reading Eggs. Logon details will have been sent home for all children;

**Mrs Gallagher/Mrs Boyd’s Class**

Mrs Gallagher and Mrs Boyd will use Microsoft Teams to send out details regarding home learning activities for the children

* These platforms will be used to set tasks and provide access to teacher presentations and spellings;
* Learning packs will be available from the school for all Years 4, 5 and 7 children. These packs will be distributed at a prearranged time.
* Children in Year 4, 5 and 7 have access to the Mathletics and Reading Eggs system for their Numeracy and Literacy activities;
* We would ask parents to ensure that their children continue reading using Reading Eggs;
* Logon details have been sent home for all children;

Access to websites and platforms for remote learning (Reading Eggs, Mathletics, are available 24 hours per day, 7 days a week to aid parents who may be working and balancing home schooling. Studyladder is available throughout the school day up until 3.00pm and for an additional 3 activities after this.