

St Francis CE (Aided) Junior School



Remote Learning Policy

Our Vision

St. Francis' is a school where Christian Values underpin all interactions between stakeholders. We value all learners and promote inclusivity so all members of our St. Francis' family can be the best they can be (Matthew 5: 14-16). Our ethos is one of compassion and responsibility to everyone in the community. Within St. Francis, we encourage all children to show humility and endurance in lifelong learning.

Written: January 2021

Reviewed: July 2022

Next Review: July 2024

Approved by: Governing Body

Plans for Remote Learning

Context

Every school has a duty to provide quality remote learning for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools set appropriate daily assignments and monitor what children are doing at home. We have reviewed this policy to reflect the most recent government guidance:

- Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021 [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)
- Remote Education Good Practice [Remote education good practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/remote-education-good-practice)

We have identified the team leaders as the named teachers responsible for the quality and delivery of remote education. Mrs Pickett and Mrs Ryder can be contacted at: stfrancis@durhamlearning.net, 01325 300236

Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or partial or full closure of the school:

- We will provide all children with an appropriate resource pack to support remote learning. These packs will be sent home in the first instance and parents/carers asked to store these for any future needs. Should additional/replacement resources be required, these are available to collect from the school office.
The pack includes:
 - Basic stationery items: a pencil, pen and ruler
 - Squared and lined paper
 - Letter to parents with login details for our online learning platform and websites
- Staff will ensure that all children understand how to access the school's online learning platform (age appropriate) and support any parents/carers who struggle with this.
- School will provide contact details for the pupil's class teacher and/or phone number to call.

Preparation at home

Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, for example:

- Create and stick to a routine.
- Distinguish between school hours spent on remote learning and home life.
- Have a clear start time and cut-off to signal remote learning is over.
- Provide the correct equipment in order for your child to complete the work given. School can assist you with this.
- Designate a working space if possible.
- Make time for exercise and breaks throughout the day to keep your child active.

- Reinforce the importance of children staying safe online. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. Visit [Thinkuknow](#) for further information on helping keep children safe online.
- Be aware of what your child is being asked to do, including sites they will be asked to use and the school staff your child will interact with.
- Encourage your child to work to the best of their ability and praise their efforts.

Our School Offer

During the current COVID-19 pandemic, St Francis CE (Aided) Junior School will endeavour to provide all children with immediate remote education as and when this is required. The remote education provided will be equivalent in length to the core teaching pupils would receive in school. The amount of remote education provided for Junior School (Key Stage 2) pupils is 4 hours.

As a school we have selected **See Saw** as our digital platform for remote education provision, which will be used consistently across the school. Our staff have been trained on See Saw and are confident in its use. See Saw allows for interaction between teacher/teaching assistant and pupil and timely feedback on/during submissions.

From September 2020, we have overcome barriers to digital access for pupils by surveying all parents to gather information on their accessibility to devices and internet at home. School have since been successful in obtaining 16 DfE Windows tablets with keyboards and have set up loan agreements with parents for these alongside the 20 Kindle Fire devices owned by school. We have the capacity to order WIFI dongles or Vodafone data cards for families requiring internet access and have requested a further 73 DfE devices throughout the pandemic.

We are confident that our remote learning offer allows for the teaching of planned and well-sequenced curriculum so that knowledge and skills are built incrementally. Our class-based curriculum has been adapted for remote learning. Therefore, each pupil is taught an adapted version of what they would learn in class. Teacher's pre-existing planning for Science, History/Geography, Art & Design/Design Technology, Computing, French and Religious Education units are delivered via a grid, which sets out the subject, topic and task alongside templates which scaffold student responses.

When teaching pupils remotely, we set meaningful and ambitious work each day in an appropriate range of subjects. We also provide teaching that is equivalent in length to the core teaching pupils would receive in school.

Remote Learning Timetable

Daily required (2h)	Morning teacher briefing (5-10 min) English lesson – a video lesson and independent activity to complete Maths Lesson – a video lesson and independent activity to complete
Scheduled sessions	Collective Worship teachers (5 x 20 min) Rev. Ann (1 x 30 min) PE (3 x 30 min) Music (15 min daily)
Daily required skills work – children choose from a selection each day (1h plus)	Class novel video and questions to respond to (30 min) P4C Hometalk (20 min) Arithmetic questions (30 min) Times Tables Rockstars (15 min plus) Reading: Fiction Express (30 min plus)

	Spelling Shed activities (15min plus) Maths Shed activities (15 min plus)
Daily required other subject (1h)	The children have a grid based on the topics they are learning. Children will be asked daily to complete one of the lessons on the grid that include: Art/DT Computing French Geography/History RE Science

As government guidelines state that online video lessons do not necessarily need to be recorded by teaching staff at the school, we use Oak National Academy and White Rose Maths video lessons. We ensure that frequent, clear explanations of new content are delivered through high-quality curriculum resources. The templates pupils use to respond provide scaffolded practice alongside opportunities to apply new knowledge.

Engagement & Feedback

Children are expected to complete the required 4 hours of learning each day, which totals 20 hours of learning across the week. We understand that these are challenging times for parents, so class teachers and support staff will be in contact with parents on a daily basis via messages on SeeSaw, telephone and/or email to offer support.

As there are different circumstances in each household, we are working with families to try and make remote learning as successful as possible. We understand that the hours of 9:00am to 3:30pm may not be appropriate for parents to concentrate on remote learning with their child. Therefore, we have a flexible approach to remote learning and expect that the total requirement of assignments for the week are posted by Sunday evening.

We check whether children are engaging with their work on a daily basis. Most children will have their work checked by their class teacher and teaching assistant.

Teachers and support staff will contact parents:

- Weekly, as a wellbeing call, to discuss how they are doing and problem solve any issues that have arisen. They will also speak with the child.
- If work that is expected has not been posted on SeeSaw staff will contact parents to problem solve any barriers to learning.
- Staff will reply to messages on SeeSaw or e-mail on a daily basis as required.
- Any wellbeing concerns will be passed onto Miss Mason
- Children continually disengaging from online learning will be contacted by the Senior Leadership Team by telephone.

At St Francis', our written feedback policy is that children should receive quality marking with specific praise for what they have achieved. They will be given further challenges to support and move on their learning three times per week in writing and three times per week in maths. We have the same expectation of feedback during remote learning. Teachers and support staff may give whole-class feedback via Student Announcements on See Saw, they can provide group feedback by messaging groups of children and individual feedback can be commented on child assignments. Staff have the option to type written feedback, voice record their message or design a Kahoot quiz as a means of assessing child knowledge and understanding on a given topic.

We are only issuing printed learning materials in exceptional circumstances. Where printed materials are used, teachers are unable to provide daily feedback. Parents will be asked to collect these resources from the school office and return them through the school post box once completed. Once returned they will be quarantined for 48h before being marked. Therefore, feedback is less effective than when work is posted online.

SEND

We also recognise that some pupils with Special Education Needs and Disabilities (SEND) may not be able to access remote education without adult support and so expect schools to work with families to deliver an ambitious curriculum appropriate for their level of need. We recognise that some pupils, for example some children with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils. We differentiate assignments for children with significant SEND. If the child is unable to access their learning remotely they are allocated a place in school, where they will receive the support they need.

Firstly, we have adapted the way we communicate we have with children with barriers to learning involving processing and cognition. We record instructions in small sections to allow children to digest the information and carry out tasks in shorter bursts.

We appreciate that sitting at a computer for the duration of a lesson is not what our children are used to and so sessions are amended to accommodate for dipping in and out of the lesson and responding to content over time.

See Saw has a 'Draft' option whereby children can save work as drafts and return to it after a short break. After the child selects the draft button, child work is then visible to the teacher/support staff working with the pupil. Staff can then give further information, verbal communication or encouragement to support the child in completing said task. If needed staff will telephone the child in order to give them further teaching.

We have further expanded on our provision in each subject during remote education in **Remote education provision: information for parents.**

Phased Response to COVID-19

When the school returns to higher attendance levels for class-based learning, our provision will return to the following stages:

Stage 1 - If an individual child or a small number of children need to isolate

The school will endeavour to:

- provide immediate access to our online learning platform (Seesaw)
- provide individual login details for each of the learning platforms
- provide / signpost families to online, high quality lessons, videos and resources daily
- ensure all resources and lessons provided link to current curriculum objectives within their classroom
- ensure work for each day is uploaded in a timely manner (as agreed with parent)
- carry out a welfare call to discuss remote learning, following three consecutive days absence, with subsequent calls as required
- provide immediate access to a device, if no access to a device at home

- provide WIFI dongle or Vodafone data card to ensure internet access

Parents/Carers are requested to:

- inform school as soon as the child needs to isolate
- inform school of any test results (by texting school) as soon as possible, the same day
- inform school on the first day of absence, if they would like to loan a device
- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first day of absence
- complete online/offline daily learning
- ensure work is completed according to the class timetable
- contact school if they have any concerns relating to the work provided
- submit / hand in the completed work in the agreed way
- inform school when the child will be returning

Stage 2 – If one or more class bubbles need to close

The school will endeavour to:

Fulfil all of the above criteria and in addition:

- inform parents that the bubble will close as soon as possible
- provide daily videos on the online learning platform to review the previous day's learning and address any common misconceptions
- provide timely feedback to all children
- respond to parents' messages (that confirm to the messaging protocol) within school working hours 8:15am – 3:30pm
- adapt upcoming lesson provision (on the school website) based on the children's work submitted the previous days
- contact parents/carers weekly
- contact parents/carers following no work submission or contact through messaging after one day

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like to loan a Kindle /iPad/ laptop device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- complete online daily learning tasks for Maths, English and one other subject
- access remote learning resources immediately, on the first full day of absence
- endeavour to submit completed work by the end of every day
- send messages to teachers, adhering to the messaging protocol, should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher

Stage 3 – If the whole school closes or goes into local/national lockdown

If the school limits attendance to all but vulnerable children and children of critical workers, we will continue to build on our existing remote education provision. We will fulfil all of the criteria outlined above in relation to the whole school.

Further Support Available

If parents have any questions or concerns about remote learning, they should contact the following:

Issues in setting work – contact the relevant class teacher via direct email/phone call

Issues with behaviour – contact the relevant class teacher via direct email/phone call

Issues with IT – contact the school office

Issues with their own workload or wellbeing – contact the Positive Futures Worker and see the relevant information on the school website

Issues/suggestions regarding remote learning – contact Miss Cail on

stfrancis@durhamlearning.net

Concerns about data protection – contact Mrs Lakey (Data Protection Officer) on

stfrancis@durhamlearning.net or by phone call

Concerns about safeguarding – contact Mrs Lakey, Miss Mason or Mrs Hockaday (Designated Safeguarding Leads)

While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.

Appendix 1 – Letter home to parents/carers on remote learning and log-in information

Dear Parent/Carer of _____

Here at St. Francis, we are very committed to your child's progression in learning. As part of our remote learning offer, we have a selection of digital resources that are to be accessed online. We will be communicating all remote learning via **See Saw**.

Go to <https://app.seesaw.me> on a computer or install the See Saw Class App on an iOS or Android device. Choose "I'm a Student" and type in these letters to access your account **ABC DEF GHI JKL**

Additional Learning:

- **Maths** can be accessed on Times Table Rock Stars. Each week we will conduct 'Battles of the Classes' where teamwork in the children's class will earn them points to win the battle. We will also have a class battle winner, the number of coins earned and the speediest Rockstar celebrated in each class each week.
- **Reading** will consist of logging into Fiction Express. On Fiction Express, children can read one chapter of a novel and then vote to decide what happens next. Your child can also read a range of library books available on Fiction Express. Please read with your child as often as possible and comment on their reading via See Saw. Reading four times per week earns your child a raffle ticket, which may win them a prize at the end of term.
- **Spelling** will include a word list of the words taught this week, a decoding activity, a word jumble and to apply the word into sentences. These can be typed straight onto See Saw as a comment or handwritten on lined paper, photographed and uploaded onto See Saw.

Please find the necessary log-ins for your child to complete their remote learning:

	Fiction Express	Times Table Rock Stars	Espresso	Edshed	BLOG
Username	smithjohn	smijoh	espresso	john1234	John.smith
Password	password	password	password	password	password

We can't wait to see what fantastic work your child uploads to See Saw,

Names of Class Teachers