



# HRB Remote Learning Policy

**Head Teacher:** Marie Dyche



## Remote Education Policy for SRSCMAT Schools

### Holy Rosary CVA

#### 1. Statement of Philosophy

*The St Ralph Sherwin Catholic Multi Academy Trust strives to be creative and innovative, helping schools to devise robust digital support plans to further support parents and children across the 25 schools within its family. The Trust's Strategic Plan has 5 core aims, within which there is recognition of the importance of remote learning in the current climate of Covid-19, taking into account national and local contexts.*

#### 2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning, through use of quality online and offline resources and teaching videos, for all pupils (including those with SEND) who are not present in school
- Provide clear expectations to members of the school community with regards to the delivery of high quality, interactive remote learning, and where possible, live online teaching
- Support the continuous delivery of the school curriculum, as well as motivation for learning, PSHE (Personal, Social and Health Education) and Well-Being, as well as helping parents when children are learning from home
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families, including a focus on attendance.

#### 3 This policy is applicable when:

- A child is absent because s/he is awaiting test results and the household is required to self-isolate, where the rest of the school bubble is attending school and being taught as normal
- A child's whole bubble is not permitted to attend school because s/he, or another member of the bubble, has tested positive for Covid-19
- An emergency, for example, significant damage to the school building causes the closure of the school building.



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

Resources to deliver this Remote Education Plan include:

- Teaching and Learning Plans for all stakeholders
- Class dojo
- MS Teams
- Holy Rosary TV will be used for recorded content: Listening hour, Liturgies and Assemblies
- Phone/video calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of Century Tech, TT Rockstars, Numbots, Spelling Shed, Read Theory, Bug Club, BBC Bitesize, Oak Academy and the Spongy Elephant Pupil Homepage.

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

- Covid-19 Support for Parents page - <https://www.holyrosaryacademy.co.uk/covid-19-support-for-parents/>
- Teaching and Learning Plans for all stakeholders - <https://www.holyrosaryacademy.co.uk/curriculum/>
- Model Timetable and structure for remote learning - <https://www.holyrosaryacademy.co.uk/covid-19-support-for-parents/> - <https://www.holyrosaryacademy.co.uk/covid-19-support-for-parents/>
- Holy Rosary Learning Hub - <https://bit.ly/HRBLearningHub>
- Downloadable Printable Documents through Class Dojo - <https://www.classdojo.com/en-gb/?redirect=true>
- Bite-size resources on the SRSCMAT [Spongy Elephant](#) subscription
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video and End User IT Agreements - <https://www.holyrosaryacademy.co.uk/policies/>

## 5. Home and School Partnership

Holy Rosary CVA is committed to working in close partnership with families and recognises that each family is unique; because of this, remote learning may will look different for different families in order to suit their individual needs.

Holy Rosary CVA will provide a refresher online training session and induction for parents on how to use Microsoft Teams and Class Dojo as appropriate and, where possible, provide personalised resources.



Where possible, it is beneficial for young people to maintain a regular and familiar routine. Holy Rosary CVA would recommend that each 'school day' maintains structure: some suggestions for this can be found at [Holy Rosary CVA](#) within the 'Parents' and 'Children' tabs.

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 engage with good levels of concentration.

We recommend that a separate user profile for each child is created on home devices to ensure any files (word processed documents, presentations etc.) are kept safe and secure. Where you have been provided with a username/email and password for your child, please always encourage them to use these credentials when completing any work. Please do not share these credentials with anyone, including other children in the family.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact their child's class teacher through Class Dojo promptly and alternative solutions may be available. These will be discussed with leaders on a case-by-case basis. If you have other concerns, please contact: [office@holyroary.staffs.sch.uk](mailto:office@holyroary.staffs.sch.uk)

In line with Holy Rosary CVA's '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; this applies when children are working on computers at home.

## 6. Roles and Responsibilities

### The Trust

The Trust is responsible for:

- 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.

Directors of Performance and Standards (DoPS) are responsible for:

- Monitoring and quality assuring home learning.
- Ensuring schools are equipped to deliver a high-quality remote learning offer.
- Advising and supporting Headteachers and staff during periods where remote learning is necessary.



## Local Governing Board (LGB)

The LGB 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.

## Designated Safeguarding Lead (DSL) // Deputy Designated Safeguarding Lead (DDSL)

The DSLs – Mr Brogan and Miss Hook - are responsible for managing and dealing with all safeguarding concerns. Where Mr Brogan and Miss Hook are unavailable, the schools DDSLs - Mrs Dyche, Miss Mulligan, Mrs Thomas and/or Mrs Faircliff - should be contacted. For further information, please see the Safeguarding and Child Protection Policy.

## Senior Leaders

Alongside any teaching responsibilities, the Headteacher and senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning *through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents (including during the Holy Rosary Parent, Staff and Governor Working Party meetings).*
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 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, IBPs, IEPs etc.

Identifying the level of support for pupils.



## Teachers

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

Holy Rosary CVA have provided training sessions and online training for Class Dojo, Century, Spongy Elephant and the use of Microsoft Teams.

When providing remote learning, teachers must be available between 9 am and 3:30 pm.

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.

If teachers are self-isolating and well, they are expected to teach remotely.

When providing remote learning, teachers are responsible for:

### Setting work:

- Teachers will set work for the pupils in their classes. Teachers in Rec – Y3 will complete a daily check in at 9:30 to explain tasks uploaded to dojo for the day.
- The work set will follow as closely as possible to the usual timetable for the class had they been in school.
- Work will be shared either daily by a teacher or in one plan by Friday afternoon. Classes using MS Teams will not share planning.
- All class teachers will set work through Class Dojo and/or MS Teams – they will use other programmes to support the work set including Office 365, Century and other online platforms.

### Providing feedback on work:

- RE, Reading, Writing and Maths: where appropriate, teachers will give feedback on completed work which is submitted by pupils. Some tasks will be self-marked by pupils. Work submitted by 1pm, which requires a teacher response, will be responded to / commented upon by teachers by 9 am the next morning. Feedback could be a comment on how to extend learning, how to improve further, something positive or a like using the 'like' feature on Class Dojo.
- Where appropriate, teachers will give feedback on non-core work completed which is submitted by pupils. Some tasks will be self-marked by pupils. Non-core work submitted by 3.30pm on Monday to Thursday, which requires a teacher to response, will be responded to / commented upon by teachers by Friday morning. Feedback could be a comment on how to extend learning, how to improve further, something positive or a like using the 'like' feature on Class Dojo.

Keeping in touch with pupils who are not in school and their parents:



- If there is a concern around the level of engagement of a pupil/s, parents will be contacted via Class Dojo or by phone by the class teacher and/or Family Link Worker - Mrs Wells – or other school staff including the Business Managers and/or SENDCo, to find out whether school intervention can assist engagement. If no contact is made after 3 attempts, this will be classed as a Safeguarding concern and teachers and/or other members of staff will complete a 'My Concern' referral. This will then be followed up by one of the school's Designated Safeguarding Leads or Deputy Designated Safeguarding Leads.
- All parent/carer emails should come through the school admin account: office@holyrosary.staffs.sch.uk or coronasupport@holyrosary.staffs.sch.uk
- Any complaints or concerns shared by parents or pupils should be reported in the first instance to the class teacher through Class Dojo and the opportunity should be given for the class teacher to respond/act on the feedback. This will then escalate to a member of the SLT if a positive resolution is not met. Any safeguarding concerns, must be referred immediately to one of the school's DSLs/DDSs.

## Academic Support Staff

Teaching assistants must be available between 9am and 3:30pm. Teaching assistants will support teachers by adding positive comments to pupil profiles. When support staff are not working in school, they will be directed by senior leaders, the SENDCo or class teacher to provide targeted support to identified pupils. This may take place remotely using MS Teams.

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.

## IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they are 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.

## Business Managers

Updating attendance figures/information.

Liaison with parents re the options for accessing learning for pupils at home.

Continuing with the day to day management of their areas of leadership.



## 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 are 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 cannot complete work.
- Seek help from the school if they need it. Further resources to support parents can be found at: [Holy Rosary CVA](#) website within the 'Parent' tab.
- Follow the Parent Code of Conduct and be respectful when making any complaints or concerns known to staff.

## 7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy and Procedures.
- 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 Microsoft Teams, Class Dojo and other online platforms.