



# Remote Learning Policy

## September 2020

Sources for guidance	
Approved by the Governing Body on:	
Planned Review Date:	

Our Lady of Fatima Catholic Multi Academy Trust is a charitable company limited by guarantee registered in England and Wales under company registration number: 07696069 and registered address: St. Alban's Catholic Academy, First Avenue, Harlow, Essex, CM20 2NP.

## Remote Learning Policy

### Specific Aims

- To outline our approach for pupils that will not be attending school, as a result of government guidance or the closure of a class bubble or school
- To outline our expectations for staff that will not be attending school due to self-isolation but that are working from home and are able to continue supporting with the teaching, and planning for pupils.

### Who is the policy applicable to?

Every child is expected to attend school from September 1<sup>st</sup> 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- o A continuous, dry cough
- o A high temperature above 37.8°C
- o A loss of, or change to, their sense of smell or taste
- o Have had access to a test and this has returned a positive result for Covid-19

This policy for the closure of classes or partial school closure and individual pupils who are isolating. This could be for as directed by Track and Trace or due to health issues (based on government advice) and are unable to return to school. Each individual need will be supported on a case by case basis, primarily with the use of an IT overview which mirrors the work being taught to the rest of the class in school. (or 'paper pack' if absolutely necessary and they do not have internet data access).

We will not provide Remote Learning for those choosing to keep their child off school.

### **The DfE expectations:**

#### **The DfE expect schools to:**

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum

When teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

### **Remote Learning for Isolating pupils**

#### **Small Numbers:**

#### **Remote Learning Co-ordinator, RLC :**

We have a nominated member of staff (Remote Learning Co-ordinator, RLC) to be responsible for the learning of small numbers of individual children who are self-isolating. This staff member will co-ordinate the learning between the teacher and the pupil.

The RLC will provide links to appropriate remote learning for pupils that are instructed not to attend school.

The governors and Trust leadership team within Our Lady of Fatima Catholic Multi Academy Trust are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach Remote Learning in way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides.

For example,

- parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have other children trying to access technology and need to prioritise the needs of other studying;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should.

#### **Role of Remote Learning Coordinator**

- When a parent informs the office that a child is self isolating, the head of school and the Remote Learning Coordinator and the class teacher will be informed (and where necessary confirm). Bound by strict teacher protocols of confidentiality.
- The class teacher will prepare remote learning, differentiated according to need and personnel circumstance eg, online/offline learning, or physical resources.
- The RLC will ensure learning is sent by the class teacher/office.
- The RLC will make contact with the parents, introduce their role, and ensure that learning has been received.
- The RLC will make regular contact. Dependent on need, this could be a daily check-in, or every few days.

- The RLC teacher will respond, within reasonable time period, to requests for support from families at home. This should be done via email to the [remoteteaching@ourladyoffatimatrust.essex.sch.uk](mailto:remoteteaching@ourladyoffatimatrust.essex.sch.uk).
- The RLC will 'coach, support and guide the child's learning based on the plans/activities planned by the class teacher. The RLC, will request an 'engagement' report on the abacus/bug club remote learning.
- The RLC will monitor the child's emotional and mental health while providing support for Remote learning.
- The facilitation and support for Remote Learning will take priority over in school activities and will operate Monday – Wednesday with the class teacher providing essential support on other days where appropriate.

### **Class Closure**

#### **Class Closure (and the teacher is well enough to work)**

Teachers are to work within the parameters as set out by the DfE (above) therefore the Trust's expectations reflect this.

Teacher's will plan lessons that are relevant to the curriculum focus for that year group and supply online learning resources to support tasks for the children, (*"that is of equivalent length to the core teaching pupils would receive in school"*).

Depending on need these should include:

- A Remote Learning overview, containing all website links needed to access home learning resources (for all subjects) along with clear information about the learning for that week. This will be uploaded to the class page, under the remote learning TAB. This will include reference to daily tasks for relevant subjects
- Links to daily English lessons from a variety of sources
- Links to daily Maths lessons – from a variety of sources
- Resources to support other curriculum areas
- Activities to undertake which will accompany lessons
- A brief daily email to be sent, (reflecting the DfE's expectation of 'daily contact') via Arbor, referencing the daily tasks (as identified on the Remote Learning Tab on the website) with amendments based on assessment of the learning received. \*see below for set up.
- All resources offered, including websites, should be shared with children via the class Webpage, new tab Remote Learning with the time period. Teachers will add resources to the class webpage and it will be the responsibility of families to use these resources at home or contact the school to ask for a 'paper pack' Only for those who do not have internet data access as identified on the recent survey
- The class teacher will respond, within reasonable time period, to requests for support from families at home. A dedicated address will be provided to parents for effective communication. YearX (l or a, for St Luke's or St Alban's) [@ourladyoffatimatrust.essex.sch.uk](mailto:@ourladyoffatimatrust.essex.sch.uk). For example: for year 2 at St Luke's it will read [year2l@ourladyoffatimatrust.essex.sch.uk](mailto:year2l@ourladyoffatimatrust.essex.sch.uk)
- The class teacher will make regular contact (dependent on need) and at least weekly to check in and support the learning of the child. (see phone call protocol).
- Parents of SEN pupils may contact the Inclusion Lead for any other issues (not class learning based)

- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given.

\*setting up Arbor – In the event of a class closure – Arbor is to be used to send whole class messages. The email account will be used to respond individually by clicking reply.

On Arbor, change your email address to reflect the class email address. (Remember to change it back at the end of class closure)

At the end of class closure – set an auto reply to state this email box is no longer monitored please email [admin@ourladyoffatimatrust.essex.sch.uk](mailto:admin@ourladyoffatimatrust.essex.sch.uk)

### **Staff Protocol for those isolating**

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal reporting procedure for planned absence.
- Following contact with school, the HR lead may set up a referral to Occupational Health to support that individual.
- It is expected that staff get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, non-teaching staff will be given an individual project to work on which is line with whole school improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis.
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.
- It is up to the member of staff away from school to provide updates to the Senior Leadership Team or HR Manager on their progress or issues.

### **Family (pupil/parent/guardian) role**

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Our Lady of Fatima Catholic Multi Academy Trust would recommend that each 'school day' maintains structure.
- If a class bubble is isolated, the children will be sent home with their home reading book– this is so that work that children complete at home can be kept safe, ideally in their exercise books, and can be brought back to school when safe to do so. (Not possible if closure over a weekend/evening)
- Should anything be unclear in the work that is set, parents can communicate with class teachers via the class email address or by contacting the school office. They should make clear which year group and subject the question relates to.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.

- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be made available (e.g. using red dot tv, paper copies of work where internet access is not available etc). These will be reviewed on case-to-case basis.