Our Lady and St Edward Academy
Remote Learning Policy

Aims & Ethos; Governors and staff at Our Lady & St Edwards Catholic Primary & Nursery School value each child as a unique individual made in the image and likeness of God with a range of individual gifts and talents. Therefore, we aim to provide every child with access to a broad and balanced education and to ensure their continuous progress to meet their full potential. For all children to enjoy their time at school, learning in a happy and caring environment, free from worry and disruption.

OLoL CMAT schools are now fully open to all pupils and operating a full timetable of lessons.

Should any pupil test positive for Covid, Our Lady & St Edward will provide any work via Teams but not on-line if the pupil is unwell. Should any pupil be off for a period of isolation with or without Covid but are fit and well, parents may contact the school to request access to 'on-line' lessons; it will be at the discretion of Our Lady & St Edward as to the number and frequency of on-line lessons that can be provided during the pupil's absence.

In the case of any future lockdowns, where Our Lady & St Edward is required to fully or partially close, staff will revert to the timetable as set out in this Remote Learning Policy.

Aims
➢ Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality Online and offline resources and teaching videos
➢ Provide clear expectations members of the school community with regards to delivery high quality interactive remote learning
➢ Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
➢ Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
➢ Support effective communication between the school and families and support attendance

Who is this policy applicable to?
➢ A child *(and their siblings if they are also attending OLSE)* is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
➢ A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
➢ Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week.

Content and Tools to Deliver This Remote Education Plan
Resources to deliver this Remote Education Plan include:
➢ Microsoft Teams Online tools and www.olseacademy.org.uk for EYFS KS1 KS2
➢ Use of Recorded video (*or Live Video if used*) for Start Day registration, instructional videos and assemblies
➢ Phone calls home
➢ Printed learning packs
➢ Physical materials such as story books and writing tools
➢ Use of BBC Bitesize, TT Rockstars. Rodocodo, Sound Advice

Home and School Partnership
➢ Our Lady and St Edward's 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.
Our Lady and St Edward's School will provide support for parents on how to use Microsoft Teams and access resources on the school website as appropriate and where possible, provide personalised resources.
Where possible, it is beneficial for young people to maintain a regular and familiar routine. Our Lady and St Edward's School would recommend that each 'school day' maintains structure
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 work with good levels of concentration.
➢ Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

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- ➢ We would encourage parents to monitor what their children are accessing on their devices and ensuring this is age appropriate.
- ➢ All children are aware of how to stay safe online whilst at school and this applies when children are working on computers at home.

Roles and responsibilities
Teachers
To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.
Will Ottowell will provide a training session for staff on how to use Microsoft Teams.
When providing remote learning, teachers must be available between 8:30am and 3:30pm
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.

When providing remote learning, teachers are responsible for:

- Setting work:
    - ➢ Teachers will set work for the pupils in their classes.
    - ➢ The work set should follow the usual timetable for the class had they been in school, wherever possible
    - ➢ Weekly/daily work will be shared

- Providing feedback on work:
    - ➢ Reading, writing and maths work, all completed work submitted via email by 12pm to be guaranteed teacher response and comments by the next lesson.
    - ➢ All curriculum tasks submitted by 3.30pm and teachers will comment by the end of the week.
    - ➢ Or as per the marking policy

- Keeping in touch with pupils who aren't in school and their parents:
    - ➢ If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.
    - ➢ All parent/carer emails should come through the school admin account (admin@olseacademy.org.uk)
    - ➢ 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 DSL

Teaching Assistants
Teaching assistants must be available between 8:30am and 3:30pm.
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 assistant must complete tasks as directed by a member of the SLT / class teacher.

Senior Leaders
Alongside any teaching responsibilities, 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 – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- ➢ Monitoring the security of remote learning systems, including data protection and safeguarding considerations

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

IT Technicians
IT technicians are responsible for:
- ➢ Fixing issues with systems used to set and collect work
- ➢ Helping staff with any technical issues they're 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

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 head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
> Identifying the level of support

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're 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 can't complete work
> Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
> Be respectful when making any complaints or concerns known to staff

Governing Board

The governing board 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

Links with other policies and development plans

This policy is linked to our:
> Safeguarding
> Behaviour policy
> Child protection policy
> Data protection policy and privacy notices
> Online safety acceptable use policy

This policy will be reviewed in line with guidance.

Signed_____

Dated_____