**St Mary’s Primary School,**

**Altinure**



**REMOTE LEARNING POLICY**

**JANUARY 2021**

**Introduction**

In the event of long term closure, or self-isolation, staff at St. Mary’s P.S. Altinure will continue to provide education and support to our pupils using remote learning.

Teachers will only engage in remote learning when:

* DENI have stated that schools must close due to COVID 19 and move to remote learning for pupils
* The entire class are self-isolating as they have been identified as being a close contact of a positive case of Covid-19
* An individual pupil is self-isolating long term, due to individual circumstances (teachers will be unable to respond through Seesaw/Google Classroom during teaching hours but will communicate with parents between 3 and 4pm in this case)
* Teachers are well enough to do so. If a teacher is sick during a period of remote learning, the school will endeavour to ensure a sub teacher is appointed to take over remote learning - however this may not always be possible or practical.

All remote learning in St. Mary’s P.S. Altinure will be conducted using Seesaw (P1-3) or Google Classroom (P4-7). This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning will be tailored, changed and updated as time progresses in order to reflect classroom activity where possible. In all communications, we will prioritise the wellbeing of our children.

**Flexibility of Learning**

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 the following reasons.

* Parents may be trying to work from home so access to technology as a family may be limited;
* Parents may have two or more children trying to access technology and need to

prioritise the needs of young people studying towards accredited examinations

* Teachers may be trying to manage their home situation and the learning of their own

children;

* Systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success and for us to continue the positive working relationships between home, school and our community.

**Expectations**

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, no deadlines will be set. It must be noted that the work children engage in during a period of closure will be part of our current planning and so *cannot* be considered as optional. Children and parents should consider the arrangements as set out in this document as *highly recommended*.

**Teaching and Ancillary Staff will work together to:**

* During normal working hours, adequately plan and prepare resources for home learning
* Share teaching and activities with their class through Seesaw (P1-3) and Google Classroom (P4-7);
* Continue teaching in line with current, 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 regular contact with children through Seesaw or Google Classroom apps;
* Communicate with pupils and parents and set activities during normal

working hours 9.20am - 3pm;

* 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

* Provide pupils with regular, meaningful feedback
* Contact families by phone call during long periods of school closure to check in with pupils and their families and provide support as appropriate
* Adhere to the school’s safeguarding policies.
* If unwell themselves, be covered by another staff member for the sharing of activities. In this case, follow up messages on Seesaw or Google Classroom will not be undertaken until the teacher is fit to work.

**Children should:**

* Be assured that their wellbeing is of paramount importance and they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
* Potentially work a day behind what has been shared through Seesaw or Google Classroom if it is only possible to access technology in the evenings. Learning can be accessed and completed then.
* Only access the material shared by the school and ask for parental permission to use technology for anything beyond that.
* Read daily, either independently or with an adult.
* Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or be creative.
* Adhere to the school’s relevant safeguarding policies which can accessed on the school website or on request from the school office.

**Parents should:**

* Support their child’s learning to the best of their ability;
* Encourage their child to access and engage with Seesaw or Google Classroom posts from their teacher;
* Not screenshot or copy any information, messages or posts to share on social media or any other platform outside of Seesaw or Google Classroom
* Adhere to our school’s Social Media Policy
* Know they can contact their class teacher through Seesaw or Google Classroom during school hours (during remote learning only) if they require support of any kind. *All communication should be via the school office at any other time.*
* 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;

* Respond to any ‘Check-in’ phone call from your child’s Teacher, Principal or Classroom Assistant in a supportive and constructive manner.

**Review**

This Policy will be reviewed and updated on a regular basis.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remote Learning- What You Can Expect From Our School**

***A Checklist for Parents and Carers***

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| ***All pupils will be provided with a hard copy of learning materials to be used in remote learning. Parents will be contacted by text message regarding collection. Other optional activities may be available only online.*** |  |
| ***Parents will be provided with support on how to access Seesaw***  ***or Google Classroom and how to stay safe online. They will also be signposted to other helpful websites through our website and the St. Mary’s P.S. Altinure Facebook page.*** |  |
| ***School will offer additional support to pupils without devices or internet connections. Please contact school to find out more.*** |  |
| ***Online lessons will observe safeguarding protocols at all times.*** |  |
| ***Teachers will set at least two core activities daily. It is highly recommended that pupils log in at some point each day (if possible) to access online learning. No deadlines will be set so that families can access learning at their own pace and share devices as necessary.*** |  |
| ***Teachers will plan lessons that pupils can do both offline and online.*** |  |
| ***Answers will be provided where applicable and parents should mark pupils work if possible. Parents are encouraged to submit photographs or emails of pupils’ work. Feedback to pupils will be provided by teachers on an individual, group or whole class level.*** |  |
| ***Teachers will be available to communicate with pupils and respond to queries within teaching hours of 9.20am to 4pm. We will aim to respond within 24 hours. If a teacher is ill, messaging and feedback will be suspended temporarily.*** |  |
| ***Seesaw or Google Classroom will only be used as a means of communication with teachers during the period of remote learning. The main way to communicate with school at all other times is through the school office.*** |  |
| ***Teachers will have group conversations with learners/parents to see how pupils are getting on. Pupils (or for younger pupils, their parents) are encouraged to get involved in these conversations.*** |  |
| ***Staff will contact parents/ pupils by telephone regularly to check in on pupils from a safeguarding perspective and see if any support is needed.*** |  |
| ***Classroom Assistants will keep in contact weekly***  ***with individual pupils whom they support*** |  |
| ***Learners who are not engaging will be contacted by staff members***  ***to see if problems can be overcome*** |  |
| ***If a teacher is ill, sub cover will try to be provided but if this cannot be organised, remote learning may have to be temporarily suspended*** |  |
| ***There will be periodic checks that the agreed approaches, routines and structures are working well for all involved (pupils, parents and staff)*** |  |
| ***Children of Keyworkers and/or Vulnerable Children may attend school during a period of Remote Learning, if directed by DENI.*** |  |
| ***If parents/carers have any concerns regarding pupils’ wellbeing or their learning, they should contact the class teacher via Seesaw/Google Classroom and the teacher will pass any safeguarding concerns onto a member of our safeguarding team. You can also contact Mrs Redmond by email at*** [***mredmond460@c2kni.net***](mailto:mredmond460@c2kni.net) ***or through Private Messaging on the St. Mary’s P.S. Altinure Facebook page.*** |  |
| ***We will monitor and evaluate our Remote Learning practices and adapt where appropriate.*** |  |