

**St. Joseph's
PARK HILL SCHOOL**



Remote/Blended Learning Policy

Mission Statement

**We prepare our children for the challenges of the future
in a nurturing and stimulating environment
built on Catholic foundations.**

March 2022 MW

Introduction

During the school closures in response to the coronavirus (COVID-19) outbreak in the UK, schools found they had to quickly adapt to providing pupils with learning opportunities they could access from home. Over the course of the subsequent lockdown period, school leaders and teachers had to develop systems for delivering home learning to their pupils for a significant amount of time. Now that schools have reopened to all pupils and classroom learning is returning largely to 'normal', it is more important than ever to have a plan in place to support any potential home learning for classes, year groups or the whole school, should a need to isolate or close again happen during the ongoing pandemic.

To be fully prepared in the event of future closures, partial closures or isolation of bubbles, St Joseph's Park Hill School has carefully considered, and developed this policy for remote learning. The overarching goal is to enable pupils to access high-quality teaching and learning even when they are unable to attend school. The policy outlines how teachers and other school staff will work to provide remote learning, whether they are delivering blended learning through the provision of both in-school and online lessons, or only accessing online home learning.

Aims

The aims of this policy are in line with current government guidance to schools. The specific aims are:

- to plan and outline how and when the remote learning policy will be implemented in St Joseph's Park Hill School;
- to support all pupils in their access to high-quality remote teaching and learning;
- to provide a clear remote learning strategy, including how and when learning should be assigned remotely, how it will be communicated, how pupils will submit work and how they will receive feedback on submitted work;
- to anticipate, identify and address any concerns associated with remote learning, relating to safeguarding, data protection, and health and safety;

- to make staff roles and responsibilities clear in relation to remote learning;
- to declare the software and online tools approved for use by St Joseph's Park Hill School to support remote learning;
- to declare how and when our school will support the delivery of home learning by staff, including the possible provision of hardware

Equal Opportunities

At St Joseph's Park Hill we ensure that no child is excluded from this policy irrespective of:

age, race, religion, gender, language, sexual orientation, disability or family background.

Remote Learning Strategy

Circumstances where this policy will become operational

The systems and procedures outlined in this remote learning policy will come into effect under any of the following circumstances:

- a pupil, groups of pupils, class or bubble are required to self-isolate at home
- in the implementation of a local/ national lockdown and subsequent school closure
- if a member of staff is required to self-isolate but able to work from home

Systems and digital workspaces

We use Tapestry to deliver remote learning opportunities to our Pre-school children. We use Seesaw and Zoom as the main platforms to deliver online learning to our Reception and Year 1 Pupils.

We use G Suite for Education which incorporates Google Classroom and Google Meet as our main remote learning platform for years 2 to 6.

We may provide parents with log-in details for educational learning sites such as Phonics Play, Twinkl, Oxford Reading Tree, and Pear Deck to access e-resources for their child.

Planning and Organisation

We aim to deliver a broad and balanced curriculum through our remote learning and offer pupils a full timetable of lessons daily.

Weekly timetables of learning are emailed to parents directly by the class teacher.

Teachers plan remote learning using their existing Long and Medium term plans. Our remote learning provision is a mixture of consolidation of existing learning and the teaching of new content.

Lesson delivery

Teachers use a variety of media to teach their class remotely.

This may involve 'live' lessons on Zoom or Google Meet; video lessons which are pre-recorded and uploaded onto the learning platforms with accompanying differentiated tasks for the pupils; videos or powerpoint presentations; differentiated worksheets.

We may also send home reading books, text books, exercise books and worksheets as part of our remote/blended learning offering.

Communication and visibility

School communicates with parents via the secure email provider Parentmail or from teachers' school email accounts.

Teachers can contact parents via Seesaw or Tapestry or direct to email addresses.

In some instances, contact may be via telephone or a posted letter.

Teachers communicate with pupils using their learning platform – Tapestry, Seesaw, Zoom, Google Classroom and Google Meet.

Pupils have the opportunity to communicate with each other in 'live' lessons on Zoom or Google Meet. Pupils using Google Classroom also have the option to type messages to both teachers and peers. This communication is monitored by the teacher at all times.

Teachers communicate with each other using their school email account and also using Google Meet.

Teachers will be available during school hours to answer questions directly to any pupil who may require assistance.

Marking, assessment and Feedback

Pupils are asked to submit their work on a daily basis unless otherwise instructed by their class teacher. This is then marked, assessed and returned with feedback to the pupil. Pupils may be asked to correct their work and resubmit it.

Teachers will pursue with both pupil and parents any work which is not submitted by the expected deadline.

Feedback may also be given orally during a Zoom or Google Meet session with the teacher.

Teachers send a weekly email to parents detailing how their child has progressed within their remote learning that week.

Supporting Pupils with SEND

Pupils with SEND may have difficulties engaging with remote learning. Teachers will take the needs of each pupil with SEND into consideration when planning lessons and tasks. Pupils with SEND will be offered a place in school during periods of local/national lockdown which enforce school closure.

The SENDCo may contact the parents of pupils with a wave 3 Targeted Learning Plan and offer support/intervention.

Teachers will communicate regularly with parents and the SENDCo to ensure the pupil's needs are being met, and teaching and learning will be adapted accordingly.

Pupil and Parent Engagement

Addendums for KS1 and KS2 can be found at the end of this policy document which outline the school's expectations for pupil behaviour and engagement online. The class teacher will explain the behavioural expectations for remote learning to the children and they will sign the Acceptable Use Agreement annually. We also ask parents to sign this agreement. We ask that parents also go through the remote learning addendum with their child at the start of any period of remote learning. Pupils are taught online safety in Computing lessons, which covers the use of the internet for work in school and at home.

Roles and Responsibilities

The Headteacher is responsible for overseeing the remote/blended learning provision of the school and has access to the different platforms used by staff to provide remote teaching and learning. The Headteacher will ensure that all children have access to the technology and other resources they need in order to fully engage with their remote learning at home. This may involve the loan of a computing device such as a laptop, or the provision of an alternative type of home learning

which is paper-based. The Headteacher and staff will collaborate with parents to ensure that the learning needs of each pupil are met as far as reasonably practicable.

The Headteacher will keep the Governing Body informed about the school's provision of remote learning and any periods of closure necessary.

It is the responsibility of the Computing Subject Leader to manage the GSuite accounts of staff and pupils; he can restrict access to certain GSuite applications.

The teaching staff are responsible for planning and delivering a full timetable of teaching and learning for their class. They are also responsible for providing feedback to both pupils, parents and the Headteacher.

It is the responsibility of parents to liaise with the class teacher about their child's learning. Communication will normally be by email, but staff may choose to contact parents by telephone or visit the home in person should that be deemed necessary.

Parents should also review their own security settings for internet use in the home.

The pupils are responsible for engaging fully with the teaching and learning provided for them by school and submit their work in a timely manner.

Safeguarding, Security and Health and Safety Considerations

School only uses safe and secure learning platforms for online learning. We use G Suite for Education in the Juniors and Seesaw/Zoom in KS1 and Reception. Pupils are known by first names only and no other personal data is available.

Pupils only have access to the lessons their teachers upload for them. They cannot access any other pupil's work. All staff utilising remote learning platforms access them by using their school laptops. This is to ensure that certain firewalls and filters are in place in accordance with our school equipment requirements and our safeguarding and online safety policies.

No data or details will be shared or passed on from any remote learning platform. If parents are provided with their child's class teacher's email address, this means the member of staff has given their consent for this to happen, however, it cannot be passed any further in line with data protection regulations.

Staff will not share the email address of parents with any other parties.

If conversations on the remote learning platforms are automatically saved, they will not be shared and will be monitored and deleted regularly.

Any online resources used during the remote teaching sessions will be from reliable, educational websites and the material and content used will have been thoroughly checked by the class teacher to ensure it is relevant and appropriate to use to enhance pupils' learning.

When using the remote learning platforms, pupils will be able to identify who they are communicating with and will only be able to communicate with their class teacher and their classmates. When a teaching session on Zoom or Google Meet goes live, the pupils will be able to see the name of their class teacher so they can identify who it is that is contacting them. They will also be provided with a passcode that will be sent by their class teacher to allow them access to the remote teaching session.

As all pupils will be using personal devices, it is vital that before they access any remote learning platform, parents check the firewalls, filters and security to ensure all children are as safe as possible during their remote learning session.

In accordance with our safeguarding policy, pupils will only be able to contact and be contacted by their class teacher during school hours, Monday to Friday. Pupils will

only have face to face contact with their class teacher during their remote teaching sessions and only while the video call is live. Once the online teaching session has ended, pupils will be unable to contact their class teacher, however, parents can email teachers using their school email address.

If any class teacher feels the need to contact a parent, they will do so by emailing them individually on the email address provided on school contact information.

During the remote learning sessions, the pupils are provided with opportunities to share with their class teacher their views and opinions or any worries or concerns they may have. This can be done discreetly on Zoom and Google Meet via an instant chat facility which allows the pupil to chat with the class teacher.

If parents or pupils have a concern or are aware that an incident has taken place while using the remote learning platform, then parents may report it or ask for advice, by contacting either:

- Their child's class teacher via their email address.
- Mrs Whitehead via email at headteacher@parkhillschool.co.uk
- Phoning school on 01282 455622
- Deputy DSL Miss Grillo via email at charlotte.grillo@parkhillschool.co.uk

All concerns will be dealt with promptly and in line with the relevant school policy/procedure.

Promoting Good Digital Citizenship

Pupils are taught how to stay safe online in Computing lessons, in PSHE lessons and during the whole school Online Safety Week. They are also taught how to use their remote learning platform in a safe and responsible manner. We ensure pupils maintain their digital skills by using the relevant platform for homework and some classwork in school so they can easily make the switch to remote online learning should the need arise. At the beginning of every academic year, all pupils and staff are given an 'Online Acceptable Use' policy which is explained and discussed with them. They then sign the Acceptable Use Agreement to show that they understand acceptable behaviours online, including the addendum covering remote learning. Any concerns regarding peer on peer abuse while using the remote teaching platforms including any online bullying behaviours will be dealt with in accordance with our Anti-Bullying, Safeguarding and Online Safety policies.

Any other unacceptable online behaviour will be dealt with in accordance with policies previously mentioned.

Pupil Well-being

Pupil well-being is of the utmost importance and we would not recommend that any pupil is isolated on their computer/device for any long periods. Ideally online learning should take place in a family room, not alone in a bedroom or study.

All pupils should take regular breaks for exercise and refreshments. PE lessons will form part of the remote learning timetable and may take various forms. These should promote pupil health and well-being while learning at home.

When pupils are accessing live sessions on their remote learning platforms, they must be appropriately dressed, not wearing pyjamas, but fully clothed. We ask parents to consider the location that the video stream is being taken, for example in a family room or study.

Pupils will have the facility to message and talk to peers on their platforms in order to minimise feelings of isolation and promote good mental health. Live sessions will be interactive, and pupils encouraged to talk/discuss with other pupils and their teacher. Regular newsletters will be emailed to families to help them keep in touch and Headteacher's Awards will be posted out on a weekly basis by the Headteacher to celebrate excellent effort and work. Weekly Virtual assemblies with the Headteacher will be uploaded onto the platforms and pupil effort, engagement and participation with their remote learning will be celebrated along with the usual mix of news, prayer and reflection.

The Headteacher and staff monitor the platforms daily and act immediately should there be any unacceptable comments or material or behaviour which would adversely affect pupil well-being.

Staff workload and well-being

All requests for staff to work from home while providing remote teaching will comply with the Institute's Homeworking Policy. The Headteacher, School Business Manager and the Head of Juniors will liaise with staff to ensure that they have the equipment, software and training they need to provide remote teaching and learning for their class of pupils. Communication will be regular and may include phone calls, emails, or live sessions on Zoom or Google Meet. The Headteacher will contact staff individually at least once a week to check on their well-being and ensure that their workload is manageable. The Headteacher will endeavour to remove any unnecessary workload in order to protect staff health and well-being.

This policy has regard to:

The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.

DfE Guidance on Remote Education Good Practice March 2021.

Schools Covid-19 Operational Guidance February 2022

This list is not exhaustive as Government guidance is provided by the Department for Education on a regular basis and the Headteacher will amend this policy in accordance with the latest guidance. Amendments will be communicated to all Governors, Staff and Parents if necessary.

This policy should be read in conjunction with:

The Safeguarding and Child Protection Policy

The Antibullying Policy

The Behaviour Policy

The Online Safety Policy

The Acceptable Use Agreement and Covid Addendums

The Homeworking Policy

The Staff Code of Conduct

Appendix 1

Addendum to the Online Safety and Acceptable Use Policies regarding Remote Learning KS1

When we use remote teaching online to help broaden curricular provision for our pupils during local or national lockdown or self-isolation for Covid-19 related reasons, we want to ensure that the safety and wellbeing of our pupils remains our priority and that procedures set down in applicable policies should be followed as far as is reasonably possible.

Throughout school we have introduced remote teaching platforms which will enable our pupils to be taught remotely and have regular communication with their class teacher. In KS1 we use the video conferencing call app/website Zoom, which enables the pupils in KS1 to participate in daily lessons taught remotely by their class teacher. Zoom also provides opportunities for the pupils to communicate with their class teacher and their peers through structured video calls and instant chat facilities. Seesaw will be used to upload video lessons, work and resources for KS1 pupils. In Year 2 Google Classroom/Meet may also be used.

Remote learning platforms are very effective and beneficial for the pupils and teachers while they are working from home, however, we need to ensure that we maintain the safety of the children during their remote learning experience. In order to do this as safely and securely as possible, there are some areas of safety which we need to consider. These are as follows:

Practical Issues

- All staff utilising remote learning platforms will be accessing these by using their school laptops. This is to ensure that certain firewalls and filters are in place in accordance with our school equipment requirements and our safeguarding and online safety policies.
- Any online resources used during the remote teaching sessions will be from reliable, educational websites and the material and content used will have been thoroughly checked by the class teacher to ensure it is relevant and appropriate to use to enhance the pupils learning.
- If parents experience problems with Wi-Fi or internet service while trying to access the remote learning platforms, contact the class teacher via their school email address if possible or ring school and we will sort out an alternative way of getting work to the child. In KS1, the pupils will be given a work pack which will include a timetable for each week. If any pupil is struggling to utilise Zoom/ Google Meet, there will be an alternative activity scheduled on their timetable.
- When using the remote learning platforms, pupils will be able to identify who they are communicating with and will only be able to communicate with their class teacher and their class mates. When a teaching session on Zoom/ Google Classroom goes live, the pupils will be able to see the name of their class teacher so they can identify who it is that is contacting them. They will also be provided with a passcode that will be sent by their class teacher to allow them access to the remote teaching session.
- As all pupils will be using personal devices, it is vital that before they access any remote learning platform, parents check the firewalls, filters and security to ensure all children are as safe as possible during their remote learning session.

Communications and Support

- In accordance to our safeguarding policy, pupils will only be able to contact and be contacted by their class teacher during school hours, Monday to Friday. KS1 pupils will only have face to face contact with their class teacher during their remote teaching sessions and only while the video call is live. Once the online teaching session has ended, KS1 pupils will be unable to contact their class teacher, however, parents can email teachers using their school email address.
- If any class teacher needs to contact a parent, they will do so by emailing them individually on the email address provided by them in their school contact information.
- During the remote learning sessions, the pupils are provided with opportunities to share with their class teacher their views and opinions or any worries or concerns they may have. This can be done discreetly on Zoom via an instant chat facility which allows the pupil to chat with the class teacher.
- If a parent or child has a concern, or an incident has taken place while using the remote learning platform and parents would like to report it or ask for advice, they can do this by contacting either:
 - The child's class teacher via their email address.
 - Mrs Whitehead via email at headteacher@parkhillschool.co.uk
 - Phoning school on 01282 455622
 - Deputy DSL Miss Grillo via email at charlotte.grillo@parkhillschool.co.uk

We will then follow the correct procedure in accordance with our policies in order to deal with the incident or concern.

Teaching

- As with any lesson, we have certain behavioural expectations which apply whether it is a lesson in school or during a remote learning session online. It is important that the pupils know what is expected of them and that the same level of behaviour should be apparent in both situations. Therefore, our school rules and our school values need to be reinforced to the children so that they are aware that when they are using Zoom or Google Meet, appropriate boundaries and behaviour still apply. Here is a copy of our school rules which should be followed where applicable remotely:

BEHAVIOUR FOR LEARNING I should
be ready for the lesson
sit up straight
look at my teacher
listen to my teacher without interrupting
follow her/his instructions
have a go
stay on task
show respect to the teachers
show kindness to others
tell the truth

BEHAVIOUR IN THE CLASSROOM I should ...
try my best at all times
stay in my seat
put my hand up and wait to be asked to speak
put my hand down when others are speaking
listen respectfully to others' contributions
not mess with things on my desk
stop when asked
line up quickly and quietly
go to the toilet at break times
come into class quickly and quietly

- When pupils are accessing their remote learning, parents should ensure that their child is appropriately dressed, not wearing pyjamas, but fully clothed. They also need to consider the location that the video stream is being taken, for example in a family room or study.

Personal Data and Data Protection

- No data or details will be shared or passed on from any remote learning platform. If parents have been provided with their child's class teacher's email address, this means the member of staff has given their consent for this to happen, however, it cannot be passed any further in line with data protection regulations.
- Staff will not share the email address of parents with any other parties.
- If conversations on the remote learning platforms are automatically saved, they will not be shared and will be monitored and deleted regularly.

Online Peer-on-Peer Abuse

- Any concerns regarding peer on peer abuse while using the remote teaching platforms including any online bullying behaviours will be dealt with in accordance to our Anti-Bullying, Safeguarding and Online Safety policies.

Online Behaviour

- All pupils have received online safety lessons throughout their time at school. These lessons have been taught through their weekly computing lessons, during PSHE lessons and during a yearly whole school 'Online Safety Week'. At the beginning of every academic year all pupils and staff are given an 'Online Acceptable Use' form and policy which is explained and discussed with them and then they sign it to show that they understand acceptable behaviours online.
- Any unacceptable online behaviour will be dealt with in accordance with policies previously mentioned.

Pupil Well-being

- Pupil well-being is of the utmost importance and we would not recommend that any pupil is isolated on their computer/device for any long periods. Ideally online learning should take place in a family room not alone in a bedroom or study.
- All pupils should take regular breaks for exercise and refreshments.

Appendix 2

Addendum to the Online Safety and Acceptable Use Policies regarding Remote Learning KS2

When we use remote teaching online to help broaden curricular provision for our pupils during local or national lockdown or self-isolation for Covid-19 related reasons, we want to ensure that the safety and wellbeing of our pupils remains our priority and that procedures set down in applicable policies should be followed as far as is reasonably possible.

Throughout school we have introduced remote teaching platforms which enable our pupils to be taught remotely and have regular communication with their class teacher. In KS2, pupils are already utilising the remote learning platform Google Classroom, which allows class teachers to schedule daily, structured lessons and also provides teaching and learning materials to help pupils complete their assigned work. Google Classroom enables the children in KS2 to have regular contact with their peers and their class teacher who provides instant support and feedback on their work. KS2 children will also use Google Meet to enhance their learning experience.

Remote learning platforms are very effective and beneficial for the pupils and teachers while working from home, however, we need to ensure that we maintain the safety of the children during their remote learning experience. In order to do this as safely and securely as possible, there are some areas of safety which we need to consider. These are as follows:

Practical Issues

- All staff utilising remote learning platforms will be accessing these by using their school laptops. This is to ensure that certain firewalls and filters are in place in accordance to our school equipment requirements and our safeguarding and online safety policies.
- Any online resources used during the remote teaching sessions will be from reliable, educational websites and the material and content used will have been thoroughly checked by the class teacher to ensure it is relevant and appropriate to use to enhance the pupils' learning.
- If parents experience problems with their Wi-Fi or internet service while trying to access the remote learning platforms, they should contact the class teacher via their school email address if possible or ring school, and we will sort out an alternative way of getting work to the child.
- When using the remote learning platforms, pupils will be able to identify who they are communicating with and will only be able to communicate with their class teacher and their class mates. When a session on Google Meet goes live, the pupils will be able to see the name of their class teacher so they can identify who it is that is contacting them. Mr Bailey will send separate full instructions on how to access Google Meet to parents.
- As all pupils will be using personal devices, it is vital that before they access any remote learning platform, parents check the firewalls, filters and security to ensure all children are as safe as possible during their remote learning session.

Communications and Support

- In accordance to our safeguarding policy, pupils will only be able to contact and be contacted by their class teacher during school hours, Monday to Friday. Pupils will only have face to face contact with their class teacher while the Google Meet video call is live.
- If any class teacher needs to contact a parent, they will do so by emailing them individually on the email address provided by them in their school contact information.
- During the remote learning sessions, the pupils are provided with opportunities to share with their class teacher their views and opinions or any worries or concerns they may have. This can also be done discreetly on Google Classroom via an instant chat facility which allows the pupil to chat with the class teacher.
- If a parent or child has a concern, or an incident has taken place while using the remote learning platform, and they would like to report it or ask for advice, they can do this by contacting either:
 - The child's class teacher via their email address.
 - Mrs Whitehead via email at headteacher@parkhillschool.co.uk
 - Phoning school on 01282 455622
 - Deputy DSL Miss Grillo via email at charlotte.grillo@parkhillschool.co.uk

We will then follow the correct procedure in accordance with our policies in order to deal with the incident or concern.

Teaching

- As with any lesson, we have certain behavioural expectations which apply whether it is lesson in school or during a remote learning session online. It is important that the pupils know what is expected of them and that the same level of behaviour should be apparent in both situations. Therefore, our school rules and our school values need to be reinforced to the children so that they are aware that when they are using Google Classroom/Meet, appropriate boundaries and behaviour still apply. Here is a copy of our school rules which should be followed where applicable remotely:

BEHAVIOUR FOR LEARNING I should
be ready for the lesson
sit up straight
look at my teacher
listen to my teacher without interrupting
follow her/his instructions
have a go
stay on task
show respect to the teachers
show kindness to others
tell the truth

BEHAVIOUR IN THE CLASSROOM I should ...
try my best at all times
stay in my seat
put my hand up and wait to be asked to speak
put my hand down when others are speaking
listen respectfully to others' contributions
not mess with things on my desk
stop when asked
line up quickly and quietly
go to the toilet at break times
come into class quickly and quietly

- When pupils are accessing Google Meet, they must be appropriately dressed, not wearing pyjamas, but fully clothed. Parents also need to consider the location that the video stream is being taken, for example in a family room or study.

Personal Data and Data Protection

- No data or details will be shared or passed on from any remote learning platform. If parents have been provided with their child's class teacher's email address, this means the member of staff has given their consent for this to happen, however, this cannot be passed any further in line with data protection regulations.
- Staff will not share the email address of parents with any other parties.

- If conversations on the remote learning platforms are automatically saved, they will not be shared and will be monitored and deleted regularly.

Online Peer-on-Peer Abuse

- Any concerns regarding peer on peer abuse while using the remote teaching platforms including any online bullying behaviours will be dealt with in accordance with our Anti-Bullying, Safeguarding and Online Safety policies.

Online Behaviour

- All pupils have received online safety lessons throughout their time at school. These lessons have been taught through their weekly computing lessons, during PSHE lessons and during a yearly whole school 'Online Safety Week'. At the beginning of every academic year all pupils and staff are given an 'Online Acceptable Use' form and policy which is explained and discussed with them and then they sign it to show that they understand acceptable behaviours online.
- Any unacceptable online behaviour will be dealt with in accordance with policies previously mentioned.

Pupil Well-being

- Pupil well-being is of the utmost importance and we would not recommend that any pupil is isolated on their computer/device for any long periods. Ideally online learning should take place in a family room not alone in a bedroom or study.
- All pupils should take regular breaks for exercise and refreshments.