



Remote Education Policy for SRSCMAT Schools

Saint John Houghton Catholic Voluntary Academy

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:

- Use of Satchel One (Show My Homework) online communication platform for all students – to deliver specific teaching class instructions to students and links to MS Teams live events.
- Use of Live MS Teams Event for Tutor Registration and Act of Worship and delivering key student information
- Live MS Teams Event/meeting for lessons and small group tutorials.
- Phone calls home
- Printed learning packs
- Use of BBC Bitesize and Oak Academy for subject specific content.
- Student link through school email to One Drive shared documents.
- Use of school online subscriptions to: Hegarty Maths, Kerboodle, Tassomai, and subject specific Dynamic Learning logins.

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

<https://www.sjhcva.co.uk/student-resource-centre/>

- Timetable and structure for remote learning by Year group.
- Downloadable Printable Documents and timetable for isolating students.
- Curriculum resources.
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- End user agreements for Satchel One (Show My Homework) <https://www.sjhcva.co.uk/show-my-homework/>. Kerboodle, Hergarty Maths and Dynamic Learning.

5. Home and School Partnership

Saint John Houghton 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.

Saint John Houghton CVA will provide a refresher online training session and induction for parents on how to use Microsoft Teams and Satchel One (Show my homework) as appropriate and, where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Saint John



Houghton CVA would recommend that each 'school day' maintains structure: some suggestions for this can be found <https://www.sjhcva.co.uk/student-resource-centre/>

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 school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis.

In line with Saint John Houghton's 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)

The DSL is responsible for managing and dealing with all safeguarding concerns. 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. This is achieved through regular meetings with all Curriculum and subject Leaders, where feedback from individual staff and subjects can be collated. All on-line MS Teams Lessons record their attendance and key information in a central One Drive document.

Parental feedback is encouraged through the use of PupilSupport@sjhcva.co.uk email address, found on the Remote learning area of the school website.

- 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

The 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.

Saint John Houghton CVA will provide a refresher training session, online training on Spongy Elephant and induction for new staff on how to use Microsoft Teams.

When providing remote learning, teachers must be available between 8:45 am and 3:15pm

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.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Work is shared with students daily to fit the student timetable requirements.
- All teachers will set all work, to all year groups and classes through the on-line platform of Satchel One (Show My Homework).
- The school website Student Resource centre will have a full timetable of work for each isolating year group/class, with links to daily tutor time and what format lessons will take.

Providing feedback on work:

- All curriculum tasks submitted through Satchel One (Show My Homework) will be commented upon/graded if applicable, by teachers, within 5 working days.
- Written work returned to school after a period of home learning, will be marked according to the subject marking policy at Saint John Houghton CVA.

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 should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through PupilSupport@sjhcva.co.uk
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT.
- Safeguarding concerns, refer immediately to the DSL. Parents and carers can also use the email: Safeguarding@sjhcva.co.uk and for mental health and wellbeing support from SJH staff, email: MindsMatter@sjhcva.co.uk



Teaching Assistants

Teaching assistants must be available between 8:45am and 3:15pm

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.

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

Office Staff

Updating attendance figures/ information.

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

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 by initially visiting the school website: <https://www.sjhcv.co.uk/student-resource-centre/>
- Be respectful when making any complaints or concerns known to staff.
- Emailing school PupilSupport@sjhcv.co.uk



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 Satchel One (Show My Homework) Kerboodle, Tassomai, Hegarty Maths and Dynamic Learning.
- The whole school Teaching and Learning policy.