**St Macartan’s Primary School Remote Learning Policy**

**Specific Aims**

* To outline our approach for pupils that, from September 2020, will not be attending school as a result of government guidance or the closure of a school bubble.
* To outline our expectations for staff that, from September 2020, will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

**Who is the policy applicable to?**

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

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

**Remote learning for pupils that are not able to attend school due to self-isolation or in line with government guidelines**

Saint Macartan’s Primary School will provide remote learning for pupils that are not able to attend school so that no-one need fall too far behind. The following policy will outline the provision which will be made, and some guidance given on the role of pupils, teachers and parents. The staff of Saint Macartan’s Primary School 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 home learning in a way which suits their individual needs.

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

* Where possible, it is beneficial for young people to maintain a regular and familiar routine. Saint Macartan’s Primary School would recommend that each ‘school day’ maintains structure.
* Should anything be unclear in the work that is set, parents can communicate with class teachers via email, Google Classroom or contacting the school office **02885548350**
* 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 on Google Classroom, but school cannot guarantee that the chosen platform will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available (e.g. paper copies of work, loan of computer equipment, etc.) These will be discussed on a case to case basis.
* Please be mindful of mental well-being of everyone in the household. Take regular breaks, play games, get fresh air and relax when working at home.

**Teacher expectations**

In addition to their in-school work, teachers from Saint Macartan’s Primary School will continue to support children that are unable to attend.

* To respond, within reason, promptly to requests for support from families at home. This should be done via email, Google Classroom or phone call.
* Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to provide video clips and tasks for home learners.
* To respond, within reason, promptly to requests for support from families at home. This should be done via your school email or by telephone.
* Should a staff member require support with the use of technology, it is their responsibility to seek this support in school from Miss Mc Connell, ICT leader, who will ensure that support is given promptly.

**Remote teaching for staff who are self-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.
* School will ask staff about their intention to 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, staff will be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Principal and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.
* If unwell themselves, teachers will be ideally covered by a substitute teacher and another staff member will act as support with online provision and sharing of activities. Communication and planning during this time will not be undertaken by the class teacher until they are fit for work.

 **Guidance on using Google Classroom**

This will be the main forum for communication between school and home during the pandemic.

* Ensure each child is signed up and is accessing Google Classroom.
* Please read information regarding the use on Google Classroom on the school website
* Parents should not screenshot or share any information from Google Classroom on social media or any platform outside of Google Classroom

**Appendix 1**

**Guide to remote learning**

This information is to be used as a general guide and parents can expect further details of remote learning for their child as and when it is required. We aim to implement remote learning from your child’s *second* day of absence. There are two general scenarios outlined below; the first being if your child is self-isolating and the second in the case of a whole bubble not being allowed to attend school/school closure.

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| **Circumstance** | **Remote Learning Arrangements** |
| My child is absent because they are awaiting test results and/or our household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. | Staff will make available to parents, paper copies of work to be taught each week on the second day of absence. Parents should make arrangements for collection of this work which will be left outside the school building. The person who collects the work should not be self-isolating nor have received a positive test result for Covid-19 |
| My child’s whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.We enter another ‘lockdown’ with total school closure. | *Foundation Stage P1/2**Numeracy** A weekly schedule of learning objectives with related activities and learning videos will be uploaded to Google Classroom.
* Practical materials will be sent home, if required, for tasks.
* Worksheets/workbooks will be provided, if required.

*Literacy** A weekly schedule of phonic learning objectives, with related activities and learning videos will be uploaded to Google Classroom.
* Literacy activities (Talking and Listening/Reading/Writing)
* Reading books/ workbooks will be sent home, where possible.
* Access to Lexia Core 5 Reading Programme

*WAU/RE/PE/PDMU** Activities related to topic work will be uploaded to Google Classroom.

Some activities may be required to be ‘handed in’ virtually on Google Classroom.*KS1/2 P3-7*Staff will provide a weekly timetable at the beginning of each week or daily by 9.15am1 Literacy daily1 Numeracy daily1 Additional activity daily (The World Around Us/RE/PE/PDMU* Children will be provided with textbooks/workbooks and any practical materials required
* Mathletics tasks will be set to match learning objectives
* Mental Maths homework will continue as normal
* Learning videos, where necessary, will be uploaded as required
* Library books (2) will be sent home in the appropriate AR colour. Accelerated quizzes can continue to be completed at home
* Access to Lexia Core 5 Reading Programme

\*if your child usually has access at school |

***Why is the provision different for children who are isolating whilst their bubble are still in school?***

Whilst a child’s bubble are still in school, throughout the day, all teachers will be teaching their classes. The time teachers have to prepare high quality lessons and meaningful feedback along with their other duties in finite. Therefore it will not be possible for teachers to provide the level of work they would in the case of a bubble closing or during lockdown.

***Is my child expected to do work at home when they are ill?***

If your child is ill, they must take the time to rest and recover and are not expected to work from home. However, if a child no longer feels ill, but are still considered contagious (10 days after the onset of symptoms), parents and carers must let the class teacher know that they can begin posting work to the child’s account.

***How will my child with Special Needs be supported?***

All children who have identified special educational needs will have additional personalised support and resources posted onto their personal Google Classroom account. Teachers will respond to children on an individual basis and therefore plan appropriately to ensure every child is able to achieve.

***Will my child receive a phone call from their teacher whilst they are isolating?***

The standard period for isolation is 10 days. As teachers are able to interact with their pupils through Google Classroom, staff will not be making phone calls to children unless they are pre-arranged or exceptional circumstances. However, if a full lockdown occurs and children have to receive remote learning for more than two weeks, well-being calls will be arranged.

***How do I keep my child/ren safe whilst accessing remote learning?***

Parents need to make sure that children are supervised whilst using the internet to ensure they are only accessing content that is appropriate to them. Children have had online safety lessons in school and should be aware of how to keep themselves safe online and what to do if they don’t feel safe (remind them of the SMART rules)

It would be a good idea to ask your child to tell you ways in which they can keep themselves safe while using the internet so that you as a parent can ensure that they understand. It is also important that you consider the amount of time that your child is spending online and sitting at a tablet/computer screen. Make sure you build in time for breaks so that children are not looking at a screen for long periods of time.