



ST. JOSEPH'S PRIMARY SCHOOL



**" A school at the heart of the community,
community at the heart of the school "**

Remote Learning Policy (Updated January 2021)

The key aim of this policy is to outline all our procedures and to provide clear guidance, as well as what is expected of each and every member of our St Joseph's family. In all communications we will adhere to our total commitment of maintaining the positive wellbeing of our entire school community.

Remote Learning in St Joseph's – a definition

Remote learning in St Joseph's is where the children and their teachers and other support staff are not physically present* in a traditional classroom environment for a specified period but will continue to provide support and learning through a variety of alternative communication platforms.

Educational resources, information and support for pupils will be provided through weekly 'hard copy' learning resources in combination with online e-learning platforms such as Google classroom and Seesaw. These resources will be in keeping with teachers' weekly planners for Literacy, Mathematics and WAU. Our Remote Learning policy will allow pupils access to direct weekly teaching through the use of pre-recorded tutorials linked to the weekly learning. The content of the paper pack will include daily self-paced learning activities that can take place independently of the teacher but with the support of the tailored tutorials. Children are encouraged to upload their work daily through their Class App Seesaw as and when they complete it thus enabling instant and meaningful teacher feedback and assessment. This will ensure that the needs of all our children are catered for and daily contact and interaction between pupil and teacher is taking place. Seesaw provides a two-way platform for learning and teaching, in a professional and confidential manner with each pupil in our school.

St Joseph's will be as flexible as possible to plan and provide remote learning that is suitable for our unique circumstances and we will consider the age and learning needs of all our

pupils, as well as the content of particular subjects or areas of learning. Remote learning for our younger children and those who may have additional learning needs will typically need more involvement from parents, whilst some older pupils may be able to learn more independently.

It is our aim that our teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. Teaching and learning can be tailored, changed and updated as time progresses, in-line with *DE circulars 2020/05, 2020/06* and *2021/01* allowing for replication of classroom activity to the best of our ability. This policy also takes into account the EA guidance, *Readiness for Continuity of Learning at Home*.

**It should be noted that in the event of, and for the duration of, any closure, our school will remain open and staffed daily on a rota basis to provide support and structured supervision for the children of 'key workers' and vulnerable children.*

Flexibility

Here in St Joseph's we recognise that the circumstances that have caused our school to adopt a 'blended learning' approach will affect families in a number of ways. In our planning and expectations we are aware of the need for flexibility from all sides: parents may be trying to work from home and so access to technology as a family may be limited; teachers may be trying to manage their own home situation and the learning of their own children, or the effective planning for both in-school and remote learning opportunities; 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.

Expectations

In the case of St Joseph's having to close for a specified (or unspecified) period of time, we believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, and understanding that work may at times be completed out of sync, the work that pupils engage in during a period of closure, is considered to be part of our current planning and therefore cannot be deemed as optional. Teaching staff will expect to receive all assigned home learning activities as and when they are completed. This will enrich the learning experiences of all our pupils as feedback will be instant and meaningful. Should families encounter any difficulties in this regard they should discuss these with the child's class teacher in the first instance.

Children unable to attend school due to a confirmed case (when school is fully operational)

Should individuals have to isolate as a result of a family member being a confirmed case, home learning will continue to be provided. However, as notification of individuals having to isolate can be at short notice some tasks already planned for the day may not be suitable for home learning. Every effort will be made to ensure alternative activities are assigned or adapted for home learning.

Content and structure of learning

During any period of remote learning differentiated work will be provided for all pupils daily.

Daily notes outlining lessons and additional information will be shared on Seesaw as and when necessary. Teaching and learning resources such as PowerPoint presentations, links (to online videos, games, animations etc) activity sheets etc. will be shared via Google Classroom and/or Seesaw. Parents and pupils will be directed to these additional resources by the class teacher when necessary.

Daily learning will include Literacy and Numeracy activities (linked to weekly planners) and all new concepts will be explained to the children at the beginning of the week through tutorials posted on Seesaw and/or Google Classroom. Enlarged texts will also be shared/read aloud to enhance Literacy learning outcomes. Bug Club digital reading books

will be allocated weekly with a related activity included in the weekly pack. Prim Ed Spelling workbooks will also continue to be completed weekly at home (one unit over two weeks) WAU activities linked to topics will be assigned within the pack also.

Teachers will prioritise key learning opportunities with an emphasis on developing transferrable skills whilst consolidating and building upon prior learning, knowledge and understanding.

All learning activities will aim to have clear purpose and explicit success criteria. Activities will be designed so that they can be completed at a location remote from the school. Individual printed 'pupil packs' will be available for collection from the school between 12.00 and 2.00pm every Friday negating the need for home printing. They will also be posted on Google classroom where requested. Completed work will be uploaded by the pupil/parent to the class teacher via the Seesaw Class App.

While videos of the teacher may form part of some lessons we feel that 'live lessons' are not always ideal as not all children will have access to the appropriate online communication platforms at set times throughout the day. So recorded videos in the shape of teaching tutorials, greetings and messages, story-telling etc.. will be pre-recorded and posted to the children to demonstrate learning. They can also be accessed at any appropriate time for the child.

Tailored short tutorials for individual/small groups of children may also be used from time to time for the purpose of further consolidation of specific new learning and/or for necessary differentiation.

Here at St Joseph's we recognise the importance of peer interaction. Therefore, opportunities to share learning will be provided through the use of challenges, eg KS2 'Wonder Wednesdays'(STEM Challenges), videos or slideshows, photographs etc, as well as the use of Seesaw blog or class discussions on Google Classroom.

Online Facilities:

Pupils have access to a range of online facilities and programmes that can be used whilst learning remotely:

Mathletics (P3-P7)

Seesaw (P1-P7)

Google Classroom (P1-P7)

Bug Club (P1-P7)

The teaching staff at St Joseph's will...

- Ensure all learners have internet access and laptop/ other device and if not will provide alternative methods.
- Place significant emphasis on pastoral development within the classroom.
- Prepare resources to meet the needs of each child.
- Share teaching and learning activities with their class through Google Classroom/Seesaw.
- Ensure that online learning protocols are clear to keep everyone safe (revised Online Safety Policy)
- Continue to provide work and support in line with the current and extensive planning that is already in place throughout the school and ensure there is a good balance of teacher-led, independent and collaborative learning as well as online and offline learning.
- Accept that learning remotely will be more difficult, so tasks will be shortened and supported in smaller steps to allow for this. Tutorials will also be recorded weekly.
- Ensure daily contact/dialogue with pupils through Google Classroom/Seesaw
- Reply to messages, set work and give feedback on learning/activities. Work will be submitted through Seesaw by uploading a photo of completed work alongside verbal recorded messages or video.
- Work will be marked using our well established 'Tickled Pink , Green for Growth' via Seesaw.
- Actively strive to maintain a relationship with their pupils through pastoral phone calls, videos or verbal messages.
- Make allowances for asynchronous learning, understanding that the circumstances may affect families in a number of ways.
- Inform Mrs Fitzsimons (if unwell) and ensure cover by another staff member for sharing of activities and keeping in touch with parents. This will be covered by another member of teaching staff within our school.
- Monitor and track progress and levels of participation in learning and make contact and support any children who lack engagement. Support will always be provided to ensure learning is accessible, clear and straightforward with additional guidance for parents provided where necessary. Surveys will be conducted with staff, pupils and parents to monitor the approaches, routines and structures in place and how well they are working for everyone.

Non-teaching Staff will...

- Support the class teacher in preparation and delivery of support/activities.
- Inform the Principal (if unwell).
- Support, where necessary, individual/small groups of pupils by providing tailored activities which can either be used in school or when learning at home.
- Ensure their communications have been shared with the class teacher and/or SENCO.

Our Pupils will... Adhere to all guidelines as directed by staff.

- Be assured that wellbeing is at the forefront of our thoughts and they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Undertake any tasks prepared for home learning.
- Endeavour to keep up-to-date with daily teaching and learning, either in-school or using Google Classroom/Seesaw.
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.
- Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.
- Read daily, either independently or with an adult.

Our Parents will..

- Support their child's learning to the best of their ability in line with our Home School Agreement.
- Ensure their child completes all assigned home learning activities and submits them to the class teacher regularly.
- Ensure their child engages with Google Classroom/Seesaw activities, set by their teacher.
- Not screenshot or copy any information, messages or posts to share on social media or any other platform outside of Google Classroom/Seesaw.
- Know they can continue to contact their class teacher as normal through the Google Classroom or Seesaw if they require support of any kind.
- Send messages and queries via Seesaw that are in relation to tasks set by the teacher and/or relating to any pastoral/ well-being concerns.
- 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 when working at home.

Appendix

Google Classroom – all codes have been sent out with a help sheet and an explanation video uploaded to Seesaw. Google classroom is our main platform for publishing homework on a weekly basis, in addition to the weekly paper packs. In the event of having to self-isolate for 14 days, class work will also be uploaded to Google classroom. We appreciate everyone having already signed up to Google classroom and since we used this during our last school closure, hopefully this is a straightforward method at least for viewing work, if not for sending it. Pupils/Parents then take a photograph of the completed work and submit it via the Seesaw Class App and teachers will mark the work and provide feedback.

Seesaw Parent and Family App- All communication will continue on Seesaw. Messages, news, letters and on occasion, some activities will be uploaded.

***During any class self-isolation the class teacher will be available via Seesaw between 9am – 3:30pm and can be contacted via the messaging service on Seesaw. Any work/messages submitted outside of this directed time will be marked/responded to on the next working day. ***

Class Isolation Work- During any 14-day class isolation period the class teacher will be setting one piece of Literacy and one piece of Numeracy each day for your child to complete. There will be instructions for each piece of work and this could include a short video clip of the teacher, an audio clip or a demonstration etc. For ‘Safeguarding’ reasons there will be no ‘live video streamed’ lessons. The work will be submitted via Seesaw that day for marking the same way it would in school for feedback. There will also be one other piece of work published daily e.g. WAU, Grow in Love, PDMU, the ARTS etc. Weekly spelling, mental maths and digital reading will also continue.

Online Platforms- We are continuing to use ‘Mathletics’ during this Academic year and pupils in P3 - P7 have already received their codes for this year.

Notification of Class Self Isolation- If a pupil has tested positive for COVID-19 it is crucial that you inform the school straight away by either ringing the school or emailing lfitzsimons119@c2kni.net (outside school hours & weekend). The parents of all the pupils in that class will receive a letter (sent via Seesaw) and a text message informing you that a member of the ‘class bubble’ has tested positive and that your child needs to self-isolate for 14 days, during which time it is important to monitor your child in case they display symptoms (your child does not need tested during this period unless they display symptoms). If you have another child in a different class they can still attend school (unless the child is a sibling of a pupil who has tested positive) as normal and other members of your household can still attend work etc.

The rest of the school community will receive a separate letter informing you that a ‘member of the school community’ has tested positive for COVID-19 and that the school are

working with the PHA. The letter again will be sent via Seesaw. All other classes can attend school as normal.

Current Measures- We continue to operate 'Class Bubbles' in school and the playground continues to be divided into 'Play zones'. Interaction between classes is kept to a minimum and everything is risk assessed in line with current guidance from Education Authority and Department of Education. This means that should a member of the school community test positive for COVID-19, we will seek advice from the PHA and advise all those who have been in close proximity to that pupil/staff member so they can initiate the self-isolation period (this will include everyone in that class bubble - pupils, teacher and classroom assistant). As already communicated, no details will be shared with PHA without your consent.