

St Michael's CE Primary School Sydenham



Remote Learning Policy

Shared with Governing Body on: *January 2021*

Signed (Chair): *Beryl Fielder*

Review Date: *Spring 2022*

This policy is written in line with the following policies:

- Online Safety Policy
- Safeguarding Policy

When will my child need to learn from home?

- If your child has to self-isolate because of coronavirus;
- If there is a local or national lockdown and the school is advised to partially close or your child has to shield;

Our remote learning platform

Our remote learning platform is called Clasdojo.com and this can be accessed via the following website www.Clasdojo.com. Clasdojo was used during the March 2020 lockdown and was chosen because it had already been used in school and is intuitive and easily accessible for all ages. Teachers and staff can communicate directly with their class, assign activities and provide a range of feedback. Students can respond and demonstrate their understanding using a variety of mediums - photos, videos, drawings, text and audio. Children cannot see each other's work unless it is shared by the teacher.

In order to keep children familiar with Clasdojo and for new starters to build up their skills, we are now also using Clasdojo for setting home work. In the event of a bubble closure or lockdown, children will also be provided with an exercise book and access to reading books and stationery (upon request).

How to access Clasdojo

Every child has a Clasdojo login details, including a QR code, which will give access to their online learning page. The home learning codes last for one year. If you do not have your child's home learning code or if this has been mislaid, a new home learning code can be requested from admin via our school email: schoolmail@stmichaels.lewisham.sch.uk

What if you do not have access to Clasdojo?

If you do not have access to the Clasdojo platform at home, i.e. you do not have an IT device for your child to use at home or you do not have internet access, then you will need to email schoolmail@stmichaels.lewisham.sch.uk. The school may be able to loan an IT device to the family for a fixed period, or alternatively, the school will provide a learning pack in printed form. If a learning pack is provided, the expectation is for the children to complete these packs and the parent to mark the work. The completed work should then be sent back to the school, so that the class teacher has the opportunity to assess the child's progress and to acknowledge and reward as appropriate.

Individual isolation

If your child is isolating with COVID-19 symptoms or awaiting a test, our primary channel for communication and setting work will be Clasdojo. Your child(ren) will be assigned a set number of tasks on this platform. If a child does not have access to a suitable device, please contact the school. The expectation is that your child should be completing their home learning for the day, unless they are not well enough to complete school work. If there is no response to the activities that have been set, without any explanation, further contact will be made to discuss the pupil's engagement with online learning.

National lockdown, local lockdown or bubble isolation

In the event of a bubble closure, all communication regarding learning for children will transfer to Classdojo.

If the whole school is required to close due to an outbreak of coronavirus or a regional/national lockdown, daily learning activities will be posted on Classdojo and there will also be live lessons via Zoom. Teachers will use this platform to communicate with children and parents. We will also use the school blog, which can be found on the website, as well as emails and text messages, to communicate key whole school messages to parents. The amount of remote education provided should be, as a minimum:

- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
- Key Stage 2: 4 hours a day

In line with Government guidelines the school building will remain open for the children of Critical Workers and Vulnerable Children. If a child does not have access to a device to access their learning, the school may be able to loan one to the family for a fixed period. Alternatively, a physical learning pack can be provided if parents and school staff feel this would be more beneficial.

Pupil engagement

To ensure the best learning outcomes, it is essential that your child engages with home learning and this includes responding to feedback. Pupil engagement will be monitored on a weekly basis and children who are not keeping up will be called by their teacher or teaching assistant to see if we can help. If low engagement continues, the family will receive a follow up call by a member of the Senior Leadership Team.

If you are concerned about your child's engagement with remote learning, please do not hesitate to contact the class teacher via your child's Classdojo account, or email to the school account (schoolmail@stmichaels.lewisham.sch.uk) and we can get in touch via a phone call or Zoom meeting.

Vulnerable children will also receive additional contact. If we are concerned about children's safety and mental health and well-being, a member of the Safeguarding team will contact the family.

Supporting SEND children

Support for children with SEND, including children with an Education, Health and Care Plan (EHCP), will be overseen by the Inclusion Manager, Ms Asante, who will ensure that children with SEND receive the support needed to enable them to continue to make progress in their learning.

Differentiated work will be set and weekly phone calls will be made to parents of children with who are not attending school under the 'vulnerable child' provision. Where appropriate, children will continue to receive support either on a 1:1 or small group basis to ensure they are meeting the targets set in their EHCP.

Please do not hesitate to contact her via the school office to discuss any queries or concerns. It is vital at this time that we all work in partnership to give our pupils the best possible outcomes for the future.

What are the expectations of our teaching team, the children and parents/carers?

Teaching staff are expected to:

- Post lessons of daily online learning (Maths, English and one 'Wider Curriculum'), which are broadly in line with the school's curriculum, by 9 am, on the class story, each day. Each 'lesson' will include a video element in order for teachers to clearly communicate the teaching of the main concept.
- Hold daily live teaching sessions twice a day via Zoom check (during national lockdown)
- Continue to attend school and teach the pupils of Critical Workers/vulnerable children.
- Make contact with a parent if there has been a request from the parent to speak to the teacher.
- Teachers will assess the learning by commenting and communicating with the children on the pupil portfolio, and they are encouraged to do so in the working hours of 8.30am and 4.30 pm.
- Teachers will keep track of children's engagement each day and will call pupils who are not regularly posting work. This is to ensure children are accessing the learning and it is also the schools safeguarding obligation.
- Ensure there are stationary and exercise books available for collection, if it has been requested by the parent.

Children are expected to:

- Attend all virtual lessons unless a parent has informed us that they are unable to do so, with a reason provided.
- Complete all their daily tasks to the best of their ability.
- Complete their learning in neat handwriting and check their work and correct mistakes as appropriate, just as they would do in school.
- If they have any questions about their learning, first check with an adult at home.
- If they are still unsure they can check with their teacher using their portfolio or ask their parent to message them through Classdojo.
- Keep all posts on Classdojo appropriate and school related, this platform is about learning!

Parents are expected to:

- Inform the school if your child is unable to engage with remote learning and provide a reason.
- Distinguish between weekdays and weekends, to separate school life and home life.
- Help your child to create a daily timetable and stick to a routine, as this is what your child is used to at school. For example, eat breakfast at the same time each morning and make sure they're dressed before starting the 'school' day. Designate a working space if possible, and at the end of the day have a clear cut-off to signal school time is over.
- Support your child with their online learning.
- Show them how to access their daily learning on Classdojo.
- Mark and discuss any work with your child.
- Message teachers if your child has a question about their learning (via your child's dojo account).
- Understand that teachers are still teaching and planning, as well as supporting their own families.
- Ensure messages or emails to teachers are respectful and appropriate.

In order for remote learning to be successful, working in partnership with parents is essential. We realise that parents are not teachers and have endeavoured to organise timetables in such a way that parents do not feel as if they need to become the teacher. Staff are available to answer children's queries through Classdojo and they are always on hand to provide advice and guidance if parents need to ask questions regarding their child's learning or the activities that have been set. This can be done emailing schoolmail@stmichaels.lewisham.sch.uk and we will do our best to help.

Safeguarding & online safety

We will continue to follow our Child Protection and Safeguarding and E-safety Policies with regard to all aspects of remote learning.

GDPR

When accessing personal data, all staff members will only use their official school email account and connect to the school network using their school laptop or iPad.

Staff members are unlikely to need to collect and/or share personal data for the purposes of remote learning. However, if it does become necessary, staff will only collect and/or share as little personal data as necessary online. All data collection and processing will be compliant with the school's Data Protection Policy and General Data Protection Regulation (GDPR) guidelines.

All staff will take appropriate steps to ensure their devices remain secure and that screens are locked if left inactive for a period of time.

Support

If you have any further questions or problems regarding access to the platform or the school's online teaching and learning please email schoolmail@stmichaels.lewisham.sch.uk or the school office on 0208 778 8407 and we will do our best to help.