Remote Education at St Mary and St Giles

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Date to be reviewed:	October 2023 *This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.*
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Remote education provision: information for parents / carers

This information is intended to provide clarity and transparency to pupils and parents / carers about what to expect from remote education where national or local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

The remote curriculum: what is taught to pupils at home

What is remote education?

There are different definitions out there but at St Mary and St Giles a learning community these are the definitions we will use:

- Remote education: a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.
- Digital remote education: often known as online learning, this is remote learning delivered through digital technologies.
- Blended learning: a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where the main input happens remotely (for example through video), while practise and tutoring happens in class.
- Synchronous education: this is live.
- Asynchronous education: this is when the material is prepared by the teacher and accessed by the pupil at a later date.

With children unable to attend the School for physical lessons, we still have a duty to ensure that they have access to high quality learning so they do not fall further behind. All pupils have been issued with a login to MS Teams meaning remote education will be available for pupils from the first day of absence. Parents / carers have been issued with a timetable detailing the allocated slots for their child's live learning sessions.

If a staff member is unwell, their role will be covered within the Year Group bubble. Each team will have a plan for pre-recorded or live lessons and share activities via MS Teams so that remote learning can be put in place for those children who are not on the critical workers or vulnerable list.

Parents / carers need to give consent for their child to access the Teams lessons. A register will be taken for each individual lesson so we can monitor which pupils are accessing lessons. Follow up telephone calls will be made for any pupil who has not attended the live lesson in line with our Safeguarding Policy and to identify any barriers to access.

If pupils encounter any difficulties in relation to remote learning, parents / carers are being asked to email office@smsg.uk.com

Daily lessons

We will be offering daily remote learning in two ways:

- KS1 – Three hours of daily live or pre-recorded lessons (Phonics, Mathematics and Topic) via Teams.

- KS2 – Four hours of daily live or pre-recorded lessons (English, Maths, Topic and one additional subject) via Teams.

- All children are expected to engage in remote learning. Devices and routers can be sent out to families who are unable to access the remote content. Home Learning packs will be sent home in exceptional circumstances and a place will be offered in the School if none of the above can be accessed.

- All children will have access to the Teams lessons. Live or pre-recorded lessons will last for 20-30 minutes per lesson, with follow up work set to enable pupils to apply their learning independently. Remote teaching mirrors the learning that pupils would receive if they were attending the School. A range of pre-recorded material will be provided to enhance the teaching received through live lessons.

Home Learning packs for children in KS1 and KS2 without internet access

- Our intention is to provide an appropriate device for all pupils who do not have access to their own. Where pupils do not have an appropriate device parents / carers will need to make contact with the remote learning team at the following email address: office@smsg.uk.com

- In exceptional circumstances, agreed by the Headteacher, home learning packs will be provided for pupils. These packs will mirror the curriculum being offered in the school and remotely.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

Remote education, as described above, will be available for pupils from the first day of absence. All pupils have been provided with logins to access learning online. If pupils are experiencing difficulties logging in / misplaced their login details, parents / carers will need to make contact with the School via the following email: office@smsg.uk.com

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in the School?

We teach the same curriculum remotely as we do in the School wherever possible and appropriate. However, we may need to make some adaptations in some areas of the curriculum where subject specific resources are required.

Accessing remote education

How will my child access any online remote education you are providing?

To access remote learning, pupils will be required to sign in to MS Teamsso that access to Microsoft Teams can be made.

Teams can be accessed through your browser using the following link:

https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software

Teams works much better, and allows a greater range of features, when using the app instead of accessing through a web browser.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app

Further guidance and support for using MS Teams can be found using the following link:

https://support.microsoft.com/en-us/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

As a parent / carer should you have any questions about remote education, technical issues, lending devices, gaining printed materials then email the remote education team using: office@smsg.uk.com

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

- live teaching (online lessons)

- recorded teaching (e.g. Oak National School lessons, video/audio recordings made by teachers)

- printed paper packs produced by teachers

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents / carers should provide at home?

- Pupils must only join Teams following the link placed within their class page.
- Parents / carers must be in the room with the child but not visible (in a video call) or audible at any point in the session.
- Pupils must only join the lesson at the time specified by the teacher beforehand and when the teacher is on the call.
- Pupils must mute their microphones and keep their video on unless asked to unmute by the teacher.
- If a pupil has a question, they can raise their hand ✋ in the call and type the question into the comments box. The teacher will try to answer it when appropriate.
- All comments made by pupils must be focused on the work and be relevant to the lesson being taught.
- Pupils must wait to be addressed by the teacher and for their turn to speak in a video call (if asked).
- Pupils must not talk over the teacher or their classmates (if asked to speak).
- Teachers can see the comments so pupils must write in an appropriate way at all times i.e. use academic English at all times.
- At no point should pupils or parents / carers take any form of recording or photo of the session. If it is found that this has happened, it will immediately be referred to the SLT and the pupil will face serious consequences in line with our behaviour policy.
- Pupils and any parent / carer in view must be in appropriate clothes and have a neutral (where possible) and appropriate background.
- Pupils must not be in a bedroom or have any siblings or other family members in the background – parents / carers are responsible for ensuring this is adhered to and pupils will not be able to join future sessions if this fails to happen.

Behaviour System to Support these Protocols

Any pupil who does not follow our protocols will be subject to one or more of the following consequences:
- The pupil(s) in question will be muted in the lesson by the teacher.
- The pupil(s) in question will be removed from the lesson by the teacher. The SLT member on call will be notified and we will also contact home.
- If necessary, the lesson will be stopped and closed.
- Consequences will follow the School's behaviour policy Live Lessons addendum.

St Mary and St Giles Live Lessons Behaviour Guidance

This Behaviour guidance is for use during the arrangements for education of children accessing learning resources from home during Covid-19 partial school closures. It is to be used in conjunction with, and read alongside, the full Behaviour, Anti Bullying and Exclusion policy alongside our Child Protection policy.

Category	Dealt with by	Concern examples	Possible Action(s)
Stage 1	Virtual class teacher	· Minor disrespect or inappropriate behaviour below the expectations of acceptable behaviour within school during normal operation. · This could include rudeness, disrespect or not following instructions in a Teams lesson	· Child should be given a warning and reminded of behaviour expectations while accessing remote study. · Telephone/email home. · Concern logged on CPOMS.
Stage 2	Assistant Headteacher	Repeated instances of "Stage 1" or: · A single use of offensive language (not towards staff) in a Teams lesson. · Abruptness towards staff in a Teams lesson or during a home phone call.	· Telephone/email home. · Concern logged on CPOMS. · Temporary suspension from accessing school email. · Posting privileges removed from Teams. Child no longer allowed to post in the stream/comment on posts. Work is still able to be submitted. . Removed from Teams lesson and not allowed to re-join.

Stage 3	Vice Headteacher	Repeated instances of "Stage 2" or: · A single use of offensive language towards staff. · Inappropriate comment about any member on any online platform or in a Teams lesson. · Any use of racist, homophobic, discriminatory, or bullying language/behaviour. · Any attempt to contact or "friend" staff on social media. . Any attempt to record a live lesson. . Any attempt to share photos or video recordings of lessons eg on social media platforms.	SLT may adopt one or more of the following actions: · Phone call home. · Temporary suspension of child access to emails/learning platforms/Teams lessons. · Temporary daily contact via telephone to parent by SLT. . Online safety work to be undertaken by the DSL with the child in question before attending any future live lessons. · Logging of incidents on to CPOMS as applicable. · Implementation of personalised behaviour plan where necessary. · Referral to Headteacher if: 1) The issue would usually result in a fixed term exclusion. 2) If SLT believes that a referral to the police or another agency (MASH) is necessary. 3) Any comments towards a member of staff that could be construed as inappropriate or sexualised. 4) A continuation of problematic behaviour after SLT intervention.

| Stage 4 | Headteacher | Repeated instances of "Stage 3" or:

Referral to Headteacher if:

· Issue would normally result in a fixed term exclusion.

· If staff have indicated that a police or social services referral is necessary.

· Any comment towards staff that could be construed as inappropriate or sexualised – no matter how minor it may seem. | SLT will carry out one/several of the following, in consultation with the Headteacher.

· Phone call home to discuss the issue with parent/carer and child.

· Temporary/longer term/permanent suspension from learning platforms, emails or Teams lessons.

· Work printed and paper copies sent home.

· Daily contact via telephone to parents by the SLT.

· Review with parents and agree an action plan before reinstating learning platforms and re-issuing school email access.

· Log incident on CPOMS.

· Implementation of personalised behaviour plan where necessary.

· Referral to police and/or other key agencies such as social services. |

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Registers will be taken for every live lesson.
- Teachers will be engaging with pupils and a telephone call made to home if there are any concerns.
- Weekly welfare calls are being made by the Safeguarding Team.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. As in lessons within the School we use a structured approach using professional judgements

made on whether the intended outcomes have been met based on the National Curriculum. Our approach to feeding back on pupil work is as follows:

- Blend of verbal feedback in live lessons.
- Written feedback for marked assignments (age appropriate).

Plans will be adjusted accordingly for the following lessons / weeks planning.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents / carers to support those pupils in the following ways:

- Live lessons will provide differentiated content to support access.
- Our SENCo will contact families to discuss a personalised approach.
- Our trained SEND Teaching Assistants will deliver remote provision based on programmes in place within the School e.g. Speech and Language interventions.

Our SENCo can be contacted by email jatkins@smsg.uk.com

Within our Early Years and Year 1 there will be:
- Pre-recorded sessions to support the children's learning.
- Elements of short live lessons to support contact with key familiar adults and to stay in touch.
- Ideas and tasks set to challenge the children to undertake, further developing their knowledge, skills and understanding.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peers group remains in the School, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in the School.

If my child is not in the School because they are self-isolating, how will their remote education differ from the approaches described above?

At the current time, during Lockdown, unless the pupil is unwell, pupils are expected to join remote learning sessions timetabled for their Year Group / Class via MS Teams. This, as described earlier, will be a blend of live and pre-recorded lessons. In exceptional circumstances, agreed by the Headteacher, Home Learning packs will be provided to support learning.