Remote Education Policy for SRSCMAT Schools:

St Philip Howard 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.

- Partial closure of school due to restrictions/ lockdown measures.

- 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 MLTV for Live Lessons
- Use of the VLE for setting and marking work
- Use of My Maths and Century for Core learning and revision
- BBC Bitesize and Oak Academy
- Printed learning packs
- Phone Calls to Parents

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

- Structure for remote learning and tiered approach (School website: Academic Life, Curriculum, Teaching and Learning, Remote Learning Plan).

- Curriculum Plans (School website: Academic Life, Curriculum, Remote Learning, Curriculum outline).

- Safeguarding, Teacher and Student Codes of Conduct (School website: School Information, Safeguarding at SPH, Safeguarding Policy, Online Learning Policy, Codes of Conduct).

- End User Agreements for Century, VLE, MLTV stored on Staff Shared Area.

5. Home and School Partnership

St Philip Howard CVA is committed to working in close partnership with families. This means we will monitor all aspects of home learning and ensure that students are cared for with regards to their well-being and learning, as well as their social and emotional development. Parents will be invited to support Students in engaging with all aspects of their normal school life: pastoral, spiritual and academic.

St Philip Howard CVA will provide online meetings/ training sessions for parents on how to use the VLE, MyMaths, Seneca and Century. All parents will receive their own login for the VLE and can monitor their child's use and completion of work.

St Philip Howard CVA would recommend that each 'school day' maintains structure. This is by Students following their usual timetable and starting 'school' at the usual time. Students will attend Form/ Assembly with Tutors/Head of Year to set them up for their remote learning each day.

St Philip Howard CVA encourages 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.

St Philip Howard CVA recommends 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. Students should only contact their teacher through the VLE message function or by using their school email address.

At **St Philip Howard CVA's**, 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.

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 using Staff emails/ the Covid 19 email.

Parents are asked to monitor their child's engagement in home learning and support/ guide/ reassure them wherever they may need support. However, Parents may wish to contact class teachers using the email system or Students can contact their teachers through the message function on the VLE.

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 Head-teachers 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 Head-teacher and Senior Leaders are responsible for:
- Co-ordinating the remote learning approach across the school including daily monitoring of engagement. (This will be through regular Learning Drop-Ins and tracking of VLE and Century data to monitor the quality and engagement of learning).
- Monitoring the effectiveness of remote learning and updating/ adapting as required.
- Ensuring 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 Head teacher 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 suggested responsibilities below relate to where a whole class/bubble is isolating.

St Philip Howard CVA will provide a refresher training session, online training on the VLE, MLTV, Century, Seesaw and Office Teams where required and initial training for new staff on how to use the above online platforms.

When providing remote learning, teachers must be available between 8.30 and 3.15.

If teachers 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:

- o Teachers will set work for the pupils in their classes.
- o The work set should follow the usual timetable for the class had they been in school, wherever possible
- o Daily lessons will be shared on the school's VLE. (The resources for these can be found in the class files). Students will submit their work in response to lessons in the Class Files or Homework.
- o Teachers in Core Subjects, will be setting 'Homework' on Century as directed through the VLE.
- o Teachers in all other subjects will be setting 'Homework' on the VLE, incorporating Seneca or Oak Academy as applicable.

Providing feedback on work:

- o All work submitted following a lesson and as Homework, will receive feedback in the two week marking cycle. (As per the marking policy).
- o Feedback can either be through the traffic light system on the VLE with percentages/ formative comments or verbally/ written on Century.

Keeping in touch with pupils who are not in school and their parents:

- o If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to access whether school intervention can assist engagement.

- o All parent/carer emails should come through to covid-19@sph,academy

- o Any complaints or concerns shared by parents or pupils should be reported to a member of SLT and for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

Teaching assistants must be available between 8.45 and 3.10 pm.

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 Assistants 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.

Admin Staff

- Updating attendance figures/ information.
- Liaison with parents re the options for accessing learning for pupils at home.
- Creating physical resource packs where required.
- Completing admin tasks as required.
- Completing other tasks as guided by the Head-teacher's PA.

Pupils and parents

Staff can expect Students 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:
  Learning
  Safety and well-being:
- Be respectful when making any complaints or concerns known to staff.

7. Links with other policies and development plans

This policy is linked to our:

- Safeguarding Policy
- 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 Microsoft Teams, Century, VLE

School plans for leading remote learning are consistent across all departments. Where there may be additional provision, these will be explained to Students on the VLE.