



***Remote Learning Policy***

**Article 28**

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

**Curriculum Leaders: Mrs Bell**

**Policy Updated: March 2021**

**Approved Date:**

 **Mission Statement**

Spires Integrated Primary School strives to promote primary education of the highest quality for all children, in an integrated and caring environment.

***What is Remote Learning?***

*Remote learning is where the student and teacher is not physically present in a traditional classroom environment for a specified period. Educational resources, information and support for pupils is provided through hard copy learning resources and/or online including through e-learning platforms.*

*The nature of remote learning provision will vary across schools who need the flexibility to plan and provide remote learning that is suitable for their particular circumstances. This includes considering the age and learning needs of pupils, as well as the content of particular subjects or areas of learning. Remote learning for younger pupils 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.*

*One key learning point that has emerged worldwide during the current pandemic is that schools should not expect to make similar progress to taught lessons in any given period of remote learning. It will be necessarily to identify key learning priorities, without necessarily sacrificing breadth across the curriculum. School will wish to take a pragmatic approach to delivering the curriculum, prioritising key knowledge, understanding and skill in each area of learning.*

*The Department recommend that all schools aim to engage with pupils on an ongoing basis through the wide range of e-learning platforms available rather than provide hard copy or emailed resources alone, if at all possible.*

*(DE Circular Number:2021/01)*

**Rationale**

This policy has been created in response to the Covid-19 pandemic.

* To outline procedures for pupils that, from September 2020, will not be attending school as a result of government/PHA guidance.
* To outline 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.

**This policy applies to;**

Pupils, staff and families who display any of the following symptoms and in line with government guidance have been requested to self–isolate.

* A continuous, dry cough.
* A high temperature above 37.8℃.
* 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.
* A child’s parent has been contacted by Test and Trace and told their child must self-isolate for 14 days.

**Role of staff**

Spires IPS will provide remote learning in the form of online activities and/or paper booklets for pupils who cannot attend school due to the reasons provided above.

 *If an individual pupil cannot attend school.*

Staff will make available to parents, paper copies of work taught each week on the Friday after the class work has been taught in school. Parents should make arrangements for collection of this work which will be left outside the school office building. The person who collects the work should not be self-isolating nor have received a positive test result for Covid-19.

*If a class group or bubble cannot attend school.*

Staff will provide online activities by 9.00am each morning for the duration of the absence, this will be in the form of;

1 Literacy Activity (daily)

1 Numeracy activity (daily)

2 The World Around Activities (for the week)

1 Additional Activity e.g. Art/Music/P.E/PDMU. (for the week)

*If there is a lockdown for several weeks*

Staff will provide the above work but it may be in the form of one week or a few weeks’ work given on the Monday morning of each week or daily by 9.00am.

**Role of parents/carers**

Where possible, it is beneficial for young people to maintain a regular and familiar routine during home learning. Should anything be unclear in the work that is set, parents can communicate with class teachers via info@spiresips.mfelt.ni.sch.uk or by telephoning the school office **028 796 31014** (if the school is opened), stating clearly what the issue is.

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.

**Teacher expectations**

In addition to their in-school work, teachers from Spires IPS will continue to support children that are unable to attend.

* 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. Videos may include for example, demonstrating a new focus in a curricular area, reading a story or Jolly Phonics.
* To respond, within reason, promptly to requests for support from families at home. This should be done via info@spiresips.mfelt.ni.sch.uk 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 Mrs Henry, ICT Curriculum Leader, who will ensure that support is given promptly.

**Remote teaching/work for staff who are self-isolating**

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 should 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 expected to provide work for their class if class also cannot attend school due to isolating. They may be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for other year groups.

**Remote Learning Forum**

We will be using Seesaw as a medium for home learning and homework. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website.

The school has made children aware of the Seesaw guidelines for children, agreed by all children and staff. Children are reminded of these guidelines regularly. We have also developed a number of guidelines for parents.

Guidelines for Parents/Carers

* Talk to your children about appropriate icons and images to use for their profile picture. The school recommends children use a profile photo of their face, a family pet, or their initials.
* Parents should call the school or email info@spiresips.mfelt.ni.sch.uk if they need to send a message to the class teacher. Staff will not respond to any messages through Seesaw. All communication continues to be carried out through the school office or email.
* Teachers will not use Seesaw after 3.45pm each day when a child/class group is isolating or cannot attend school for the reasons listed at the beginning of this policy. Therefore, all classwork should be forwarded by this time daily. Teachers will acknowledge all work that is posted before 3.45pm.
* Parents should not screenshot or share any information from Seesaw on social media or any other forum outside of Seesaw.

Guidelines for children using Seesaw

* Post your work in a responsible and sensible manner.
* Don’t tag any other students in your work.
* Do not change your name or any of your details which have been set up by your teachers.
* Your profile picture can only be your initials, a screenshot of only your face or a pet.
* Tell an adult straight away if you have any problems with the app.
* Do not give your sign up details to anyone except your parents/carers.
* Only post up pictures of your homework sheets or Seesaw Activities.
* If you have to take a photo or video for your homework, please do it in a room with your parents/carers present.
* Show your homework to your parents/carers before you send it to your teachers.
* Content on Seesaw should not be shared on any other apps or on social media.
* Anything that is done which doesn’t follow the guidelines will result in parents being contacted.

**Links with other policies**

This policy links to several policy documents, in particular, Online Safety, ICT, Anti-bullying, Pastoral Care, Homework, Positive Discipline, Code of Code and Curriculum Policies.

**Monitoring and Evaluation**

The Governors, Principal and Vice-Principal will monitor and evaluate the delivery and effectiveness of the Remote Learning Policy.

**School Development Plan**

The school’s action planning for Remote Learning will identify and prioritise areas for development on our School Development Plan.

**Review**

This policy will be reviewed in September 2021 or beforehand if any changes are implemented by DENI.