



# ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

## REMOTE LEARNING POLICY

Approved by	
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## **REMOTE TEACHING AND LEARNING GUIDANCE**

**This policy is for all stakeholders of St John Henry Newman Catholic School and has been written with the full consideration of staff wellbeing and workload implications. Staff consultation has also taken place.**

This guidance outlines the procedures and practice for staff, pupils and their parents to continue with the academic program if the school has to close due to advice from the Government and/or Public Health England or similar body. St John Henry Newman Catholic School is committed to providing continuity of education for its pupils in the event of an extended school closure or if pupils have to isolate. This policy is intended to ensure the provision of relevant work for each subject and year group to enable pupils to make continued progress during an absence.

Where a class, group or small number of pupils need to self isolate we will immediately offer them access to remote education. We will ensure remote education, where needed, is safe, high quality and aligns as closely as possible with in-school provision. This is no longer a statutory requirement but we feel that it is important to maintain pupil's education whenever possible.

### **Pupils who require remote learning**

If a pupil is self-isolating while school is open, parents are expected to contact school to inform us of their absence before 10:30am. They will be asked if they have access to the internet and ICT devices. If this is the case class teachers will be informed and will issue work via Class Charts with the heading Work for Isolating Pupils. This will also allow pupils who are absent for other reasons to complete the work. Work will be set daily. Staff are encouraged to use Oak Academy resources to reduce their workload.

Work may also be set on a number of platforms including Seneca, Kerboodle, Teams etc but the link must be shared via Class Charts. If the pupil has no access to the internet then teachers will provide work in a paper format to the admin team who will collate the work to be sent home. Selected pupils have been given laptops and internet access either through DfE schemes or donated from school. Pupils, parents and carers have their own individual account but the information can be accessed without a password via the school website.

The Newman Marking Policy should be followed as much as is possible with the same regularity as if we were in school. There is no need to provide in depth marking for every piece of work. Teacher's professional judgement should be used to determine how any feedback is given but this should be at least weekly, using digitally facilitated or whole-class feedback where appropriate. Staff will gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, any misconceptions or errors should be acknowledged or built into further planning. Staff are expected to record the submission of work on Sims so school can offer support to pupils who struggle to complete the tasks. Teachers will continue to set work for each lesson, even if no work is returned. Homework should still be set on Class Charts and all pupils, both in class or absent, are expected to complete it if able.

Subject Leaders are expected to sample the work set to ensure it is set in line with department schemes of work. Monitoring will also be completed by the admin team to ensure that pupils are being set work

on the correct day. Parents are expected to monitor the completion of work and inform school if they require any support.

The pastoral team will endeavour to contact absent pupils to offer support. Students who have a EHCP, those who are vulnerable, or have a social worker will be contacted twice a week. If there is no response then the safeguarding procedures will be followed.

### **Remote teaching and learning in case of enforced school closure**

If school is closed to pupils, work will be set immediately on Class Charts and pupils should complete the work set for that day. Work may also be set on a number of platforms including Seneca, Kerboodle etc but the details on how to access the work will be available on Class Charts. Pupils, parents and carers have their own individual account but information can be accessed without a password via the school website. If ICT support or equipment is required to allow access to remote learning then please contact [Office@newman.cumbria.sch.uk](mailto:Office@newman.cumbria.sch.uk) as school may be able to either source the devices needed or offer ICT support.

Work will be set in line with the pupil timetables and for the same lesson duration to match the full school day of five hours teaching. It is recommended that pupils complete the work in the order of their timetable so that staff can answer questions and provide support at the same time where possible. We teach the same curriculum remotely as we do in school wherever possible and appropriate following the same planned sequence. However, we may need to make some adaptations in some subjects. For example, in catering if the ingredients aren't available or in PE depending on the weather and necessary equipment.

Pupils will be taught in a number of ways following a school closure. There will be the opportunity to attend live lessons where a teacher will be present to deliver the content and to provide opportunities for student feedback. Other lessons may be delivered by a pre recorded video with supplementary resources. Lessons may also be delivered via other online applications such as Seneca. On other occasions resources will be provided for independent work and research. In line with school policy DEAR time will continue for KS3 pupils. Books are available to be downloaded free of charge if pupils have limited access to appropriate reading material via the library page on our website. The accessit link has a wide range of reading material free to access.

Teachers are recommended to access the resources on Oak Academy to help manage their workload. Teachers will endeavour to be available during scheduled lessons to answer any questions pupils may have via email but this may not always be possible due to family demands. There is no expectation for staff to broadcast audio or video using Teams, though the software has this functionality should some colleagues wish to use it. For safeguarding purposes staff will inform the safeguarding lead if this is their intention so that all live lessons are monitored.

It is recognised that it is not easy to estimate the time it takes for pupils to complete work and some pupils will work faster than others. Shorter tasks are preferred so pupils don't lose focus and can complete a reasonable amount of work per lesson in line with their capabilities.

Completed work can be uploaded to Class Charts or Microsoft Teams as per the teacher request. It can also be emailed as an attachment to the relevant member of staff. It is acceptable for a pupil to take a photograph of the completed work. If there is a problem submitting work electronically then please contact the school via the office email, [Office@newman.cumbria.sch.uk](mailto:Office@newman.cumbria.sch.uk)

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Subject Leaders are expected to regularly check the quality of work being set across the dept and to check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns. Their role is to provide support to colleagues in their teams to ensure that work is set to allow progress to be made.

The Pastoral Team will contact parents and pupils who have an EHCP, Social Worker or are vulnerable and may require additional support to check how they are coping with the home learning. They will provide a link between pupils, parents and relevant staff. They will run the submission of work report on SIMS daily and contact parents where appropriate. Arrangements can be made via these calls to submit work if no online access is available or if other learning resources are needed. School will provide stationery packs in reception for collection for families who need them. If collection isn't possible then arrangements for delivery can be made.

During this period of remote learning school will be operating a Hub for pupils who require additional support. Places will be made available for pupils who have no online access to complete or submit work.

### **Expectations of Pupils.**

Assuming they are well enough to work, pupils are expected to:

- Complete all work set and submit it on time.
- Check emails regularly and read and respond to communication from the school
- Communicate with school or their individual teachers if they are facing difficulties. This is also important if they require ICT support.
- Pupils are expected to uphold the same standards of conduct and behaviour online as they would be expected to in school.

### **Expectations of Parents/Carers.**

- Establish routines and expectations – help your child to plan their day and get into good habits from the start.
- Prepare a good place to learn which if possible is dedicated to learning only. Make sure it is quiet, free from distractions
- Stay in touch. If you have concerns, let school know as soon as you can so we can support you.

- Help students 'own' their learning. Provide support and encouragement, and expect your children to do their part. Don't help too much, encourage pupils to contact their teacher or class mates in the first instance when support is required.
- Monitor safe ICT practice. Ensure your child is keeping safe online and following the guidelines on the school website.
- Parents are expected to monitor the completion of work and inform school if they require any support.

### **Staff illness**

If staff are unwell and are unable to set work they should notify the school by emailing [cover@newman.cumbria.sch.uk](mailto:cover@newman.cumbria.sch.uk) and their Subject Leader. The Subject Leader will be responsible for setting work during the teacher absence.

### **Safeguarding**

During any period of school closure, the Safeguarding and Child Protection Policy still applies, as does the Staff Code of Conduct and the IT Acceptable Use agreement. Any live contact between pupils and staff must only take place through official school channels. This includes emails from pupils to teachers, which should only be sent from pupils' xxx@newman.cumbria.sch.uk email address. If a pupil sends an email from an external account, staff must let the pastoral team know and they will contact parents directly to inform them of the situation and to let them know we can't respond to the pupil.