



St. Mark's Catholic Primary School



Fir Avenue, Halewood,
Merseyside, L26 0XR

Headteacher
Mr. R. Coakley

Tel: 0151 288 8910
Website: www.stmarkshalewood.org.uk

Remote Learning Policy for St Mark's Catholic Primary School

The provision of high quality teaching and learning is at the core of everything we do at St Mark's Catholic Primary School. Our remote learning policy seeks to ensure that this remains to be the case in the event of (i) single pupil self-isolation (ii) classes or bubbles being required to work at home, or (iii) whole school closure due to Covid-19.

1. Policy Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (inc. SEND pupils and disadvantaged pupils) who aren't in school through the use of quality online and offline resources
- Provide clear expectations of members of the school community with regards to the provision of high quality remote learning
- Secure continuous delivery of the school curriculum
- Support effective communication between school and families and support attendance

2. Who is this policy applicable to?

- A child (and their siblings if they are also attending St Mark's Catholic Primary School) - if absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble - if not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at start of week.

3. Content and tools to deliver the remote education plan

Resources to deliver this remote education plan include:

- Online tools for EYFS KS1 KS2 (Seesaw)
- Phone calls home
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Mathletics, IXL, Reading Plus, TT Rockstars, etc.

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4. Home and School Partnership

St Mark's Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning may look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine, we would recommend that each 'school day' maintains structure.

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.

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 and alternative solutions may be available. These will be discussed on case-to-case basis.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

5. Safeguarding During a School Closure

In the event of a school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

- The DSL will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The DSL will arrange for regular contact with vulnerable pupils, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be logged and suitably stored.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

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6. Roles and Responsibilities

Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

When providing remote learning, teachers must be available between 8.45am to 3:15pm. Teachers will arrange a lunch break of a reasonable length.

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.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the pupils in their classes.
 - The work set should follow the usual timetable for the class had they been in school, wherever possible
 - Daily work will be shared in line with the timetable.
 - Teachers in all year groups will set work on Seesaw.
 - We will follow Government guidelines as below
 - Reception - 2 hours per day
 - KS1 - 3 hours per day
 - KS2 - 4 hours per day
- Providing feedback on work:
 - Timely feedback will be given for work completed, as and when appropriate.
- Keeping in touch with pupils who aren't in school and their parents alongside class TA:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (stmarks@knowsley.gov.uk), until teacher email addresses are circulated during a period of home learning.
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT- for any safeguarding concerns, refer immediately to the DSL.

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Teaching Assistants

Teaching assistants must be available within their normal working hours.

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 assistant must complete tasks as directed by a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans, IEPs and Health Care Plans.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're 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 can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

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Governing Board

The governing board 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

7. Links to other policies

This policy is linked to our:

- Child Protection and Safeguarding policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy

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Annexe 1: Contingency Planning

Scenario 1: In the event of an individual pupil going in self-isolation.

- Step 1: Parent/carer phones school to notify of self-isolation / waiting on a test.
- Step 2: Home learning booklets will be available for collection or delivered home.

Expectation of the parent/carer

We expect parents/carers to support their child's education at home. Appropriate activities can be found in the home learning booklet.

Scenario 2: In the event of a bubble lockdown or whole school lockdown

- Step 1: Pupils will be given/sent additional copies of online learning platform passwords.
- Step 2: Daily activities will be uploaded to Seesaw.

Scenario 3: In the event of a class teacher in self- isolation (well and able to work from home)

Children will follow their usual timetable in school. A qualified adult will take classroom responsibilities with the support of the TA if available.

Scenario 4: In the event of a class teacher being unwell and unable to deliver remote learning during full school opening

A qualified adult will take classroom responsibilities with the support of the TA if available.

Scenario 5: In the event of a class teacher being unwell and unable to deliver remote learning during a bubble closure or whole school closure

In the event of this happening the school would set age appropriate learning via Seesaw.

Scenario 6: In the event of a self-isolation / closure, when the child will not engage in home learning tasks.

If this happens, we would urge parent/carers to contact school via telephone 0151 288 8910 or email stmark@knowsley.gov.uk A member of staff will contact you to discuss barriers to learning. The Learning Mentor may become involved with the family to support the well-being of the child. This will be done via telephone conversations.

We understand this can happen for a number of reasons. We will try and work with the family to encourage the child to re-engage. Seesaw activities can be completed by the child at any time of the day, at a time suitable for the family. The mental well-being of both parent/carer and child is also of importance to the school. We know there may be difficulties and we just ask everyone to do their best in supporting the learning the school is providing.

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Self- Isolation Letter

Date - September 2020

Dear Parents/Carer of

We understand that your child / children is / are currently self-isolating awaiting test results as a result of possibly coming into close contact with a suspected COVID case.

Remote learning is in place so your child / children can continue to learn during their period of self isolation. We expect all pupils who are physically well to complete the work they have been set by their teacher, these can be accessed at any time of the day however we would recommend trying to follow normal class routines for example completing English and Maths in the morning.

Teachers will then upload tasks for children to complete using Seesaw. All pupils have been given a log in for Seesaw. These set learning tasks will follow the learning sequence in class, are progressive and will support your child to continue their learning ready for a return to school. Children can respond to the set tasks in various ways by writing in the notes option, writing out a response on paper, taking a picture and uploading or in some cases using a voice recording. These tasks will be assigned on the first day of self-isolation for children to complete.

Please email school if you are having any difficulties accessing learning.

Best wishes

Headteacher

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