

Policy Document

Remote Learning Policy



Garvagh Primary School

1 Coleraine Road, Garvagh, BT51 5HP

Empowering children for the future

Policy Updated by	Mr M Creelman
Date of Policy Update	January 2021
Date Approved by Governors	
Review Date	February 2021

Policy for Remote Learning

1. Introduction

At Garvagh Primary School, we pride ourselves on ensuring excellent communication between home and school. As part of this, we will be using the See Saw Class App as the platform-of-choice for assisting the teaching staff in their delivery of remote learning in the event of partial or whole school closure. See Saw will also be used on an increasing basis for the upload of homework and/or support activities.

2. Application

This policy applies to pupils, staff and families who display any of the following symptoms or who have been instructed to self-isolate in line with government guidance.

- A continuous, dry cough °C
- 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.

Aims

- To outline our approach in using online learning for pupils or class 'bubbles' that are unable to attend school as a result of government guidance (self-isolation) or whole school closure
- To outline expectations for staff who are unable to attend school due to the class 'bubble' self-isolating but are otherwise fit and healthy and able to continue supporting the teaching, marking and planning for pupils
- To outline expectations of staff during whole school closure
- To outline the role of parents/carers in supporting remote learning at home

Part School Closure

If a positive case has been confirmed within a class 'bubble', it will be necessary for all close contacts (the entire class) to self-isolate for a period of 10 days, as recommended by the Department of Education and PHA(NI).

Whole School Closure

See Saw will be used in the following way:

- The class teacher will provide a daily greeting which is primarily intended to maintain a link between the class teacher and pupil. This will be posted by 9:00am each morning.
- The daily outline will typically include spellings, guided reading, a Numeracy task, a Literacy task.
- The daily outline may also include one or more of the following curricular tasks:
 - World Around Us activities
 - Art/Craft/Drama/Music activities
 - PDMU activities
 - RE activities
 - PE Activities
- Teacher videos may be included to demonstrate a new focus or skill
- Links may be provided to websites for reinforcement, supportive or extension activities.

Role of Staff

- Provide a combination of online and written work in the form of a paper-based learning pack to facilitate recording of written work. This may also include the use of a remote learning jotter or exercise book for independent recording.
- Ensure that the weekly planning template is available for inclusion in all learning packs for each work of its duration.
- Ensure that all elements of the agreed Remote Learning Contingency Plan and Remote Learning Policy are actioned and followed.
- Plan lessons that would otherwise be completed in class
- Continue to cater to various abilities by differentiating learning activities appropriately
- Provide feedback to the children when necessary
- Ensure frequent engagement and participation of class via See Saw
- Contact parents/carers:
 - **Apart from children whose parents/guardians have demonstrated to the school the need for exceptional circumstances***, pupils are expected to submit work, ideally, on daily basis but at least every two days.
 - Where pupils do not make contact on See Saw for two days, the class teacher will post a message to the pupil concerned. Where no response has been given, an email to the parent from the school office will follow.
 - Where pupils have not demonstrated learning activity for more than three

days, the class teacher will follow-up with a phone-call to ensure that everything is progressing well or to address any queries or concerns.

- Where no communication can be established with home via See Saw, email or phone, the Principal will be informed and appropriate guidance from EA or Education Welfare Service (EWS).

*Exceptional circumstances will be granted in extreme circumstances where a parent's work pattern is such that they cannot support their child within the minimum two-day deadline. ***The school is mindful that parents will be under some pressure to manage work commitments, IT devices, in addition to new routine of remote learning. If you are experiencing any difficulty, please contact the school and arrange to speak to your child's class teacher as a first port of call.***

Work Commitment

It is widely accepted that, despite the fact that remote learning is a second-best option to face-to-face learning, the workload demands on teachers during remote learning is significantly larger than in normal (face-to-face) teaching. Teachers will refer to the directed time budget as to the hours expected to prepare and upload work or provide feedback during those times.

Teachers will be available for consultation with pupils and/or parents between 9am and 2pm each day. Teachers will not respond to queries submitted via See Saw after 2pm until the following day. In order to protect the mental health and well-being of teaching staff, teachers should avoid checking assignments on See Saw in the evenings or at weekends.

In the highly unlikely event of a parent/carer sending an aggressive message or a complaint via See Saw, discuss this with the Principal or Senior Teacher before contacting the parent.

Parents/Guardians/Carers

Where possible:

- Provide and maintain a regular routine for the completion of your child's school work – it is strongly recommended that each 'school day' at home maintains structure
- Provide a quiet, comfortable working environment for your child
- Closely monitor your child's use of internet when working online
- Should anything need further clarification **regarding work set**, parents/carers/pupils can communicate with class teachers via their journal within See Saw. Any other queries or concerns not related to class work should be addressed by emailing the school office on info@garvaghps.garvagh.ni.sch.uk or by phoning the school mobile between 9am and 2pm (07707205777)

- Parents/carers should not screen shot, records or share any information from See Saw on social media

Guidelines for children using See Saw

- Post your work in a responsible and sensible manner.
- Tell an adult straight away if you have any problems with the app.
- Do not give your sign-in details to anyone except your parents/carers.
- Only post up pictures of worksheets or work related to See Saw Activities.
- If you have to take a photo or video for your homework, please do it in a room with your parents/carers present or with their permission.
- Show your homework to your parents/carers before you send it to your teachers.
- Content on See Saw should not be shared on any other apps or on social media.

Links with other policies

This policy links to the following policy documents: Appropriate Use of See Saw, Safeguarding and Pastoral Care, Positive Behaviour, Acceptable Use of Social Media.