

Remote Education Policy for SRSCMAT Schools:

St Thomas More 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
- 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 MSTeams to support Live Learning
- Use of 'Show My Homework' for setting and marking work
- Use of Educake / Tassomai and Century for Core learning and revision
- BBC Bitesize and Oak Academy for supporting remote learning
- 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: Covid 19, Remote Learning Plan).
- Curriculum Plans (School website: Learning, Curriculum).
- Safeguarding, Teacher and Student Codes of Conduct (School website: About Us, Safeguarding at STM).
- End User Agreements for 'Show My Homework', MSTEams, online platforms stored on Staff Shared Area.

5. Home and School Partnership

St Thomas More 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 Thomas More CVA will provide online meetings / training sessions for parents on how to use the 'Show My Homework, Educake, Tassomai and Century etc. All parents will receive their own login for 'Show My Homework and can monitor their child's use and completion of work.

St Thomas More 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 Thomas More 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 Thomas More 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 'Show My Homework' message function or by using their school email address.

At **St Thomas More CVA**, 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 / enquires 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 'Show My Homework'.

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 Headteacher 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 'Show My Homework' and online provision data (e.g. Educake) 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 technician 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 Headteacher 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 Thomas More CVA will provide training for online platforms to help facilitate remote learning.

When providing remote learning, teachers must be available between 8:40am and 3:10pm.

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:

- 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 lessons will be shared on MTeams and Show My Homework. Students will submit their work in response to lessons on 'Show My Homework'.
- Teachers will be setting 'Homework' as well as revisiting learning via online platforms such as Tassomai etc. via Show My Homework.

Providing feedback on work:

- All work submitted following a lesson and as Homework, will receive feedback as per the marking policy
- Feedback can either be through acknowledgment via 'Show My Homework' with percentages / formative comments or verbally / written via other online platforms such as Century.

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

- If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through to enquires@st-thomasmore.derbyshire.sch.uk
- 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 8.40am and 3.10pm or if they are part time, their allocated 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 Assistants must complete tasks as directed by the SENCo or a member of the SLT team if the SENCo is unavailable.

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 Business Manager or another member of the SLT.

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 and Child Protection policy
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital and hardware Development Planning
- Staff Code of Conduct
- Safeguarding Dos and Don'ts for Online Learning
- Remote Teaching - Quick Guide for staff
- 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 via 'Show My Homework'.