OUR MISSION

"Together One Family, One Community in Christ."
St. Peter's Catholic Academy recognises that gospel values and the teachings of the church are central to the life of the school. The school aims to create an environment where children can develop physically, emotionally, socially and morally fostering co-operation and communication between home, school, parish and the local community. Together we hope to lead our children towards understanding, tolerance, justice and sensitivity to the needs of others.

St Peter's Catholic Primary Academy believes that every child in our care has the right for a rich, fulfilling learning experience that provides them with the skills and knowledge for future life skills.

It is important for our school to continue delivering high-quality education during periods of remote learning, whether for one pupil or many, and to ensure children's safety while not in school.

Remote Learning is an essential part of raising pupil achievement at all key stages. Remote learning is also essential in the current circumstances in order that learning can continue at home where it is not possible in school. Remote learning is in place to ensure there are no barriers to ensuring pupils can continue working with the curriculum. The aim is to ensure that all children can continue to follow the curriculum if they have authorised absence from school.

In line with current government policy, it is a requirement that every school creates a contingency plan in the event of a class or local lockdown. If this does occur, please be reassured that we would aim to move to remote teaching and learning swiftly, using Microsoft Teams. By using Teams we can provide a range of learning activities and as much virtual support to complete the activities as we can. Should a lockdown occur, our plan is to provide daily virtual lessons, assigning work and giving feedback digitally.

To this end, all children will be learning in class how to log on to their email account, how to access and use Microsoft Teams and complete tasks on there. Our aim is for children to be familiar and confident using these resources, so that the transition to remote learning would be as smooth as possible. Guides to using Microsoft Teams for learning will be sent home with your child, to enable you to assist in any technical difficulties.

In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that St Peter's Catholic Academy makes that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

What is Remote Learning?

Remote learning is where children cannot be physically present at school. As children cannot access school to learn, their learning will take place online. It is important that children attempt to complete all of the work set.

This is something new for all of us; we will endeavour to improve the service as we all get used to it. Work will be set by teachers using a learning platform- Microsoft Teams. Log in details will be in your child's reading diary/journal.

Teachers have created a bank of home learning tasks, ideas and resources. Some are in the form of worksheets or instructions on work to complete and others are instructions on where to access work. You will not be required to print out any worksheets if you are unable to do so. Worksheets will simply be used as a guide for presenting tasks. Children may need to complete their work by recording work on paper, their homework books can be used for this recording.

Some activities will be completed online and teachers will be able to see it. Sometimes a task might ask the child to carry out an experiment; growing seeds, organise tins and packets according to weight, or drawing or making a model. These would need to be photographed and can be emailed to your child's class teacher at homework@stpetersnewman.co.uk Teachers will be able to monitor children's engagement in activities and their understanding.

Children will be provided with a timetable for the week to ensure that they are given routines in order to learn at home. Children thrive off routine and structure so this may help when learning at home.

There will be set work for the children to complete. These will be on Microsoft Teams. You will also have access to the work in the Class Pages section on our website. This will give you a list of resources for further learning. Please note these are additional ideas, websites and videos that you child might like to explore. Please note that the remote learning activities must be completed and are not optional.

The Purpose of Remote Learning

- To enable all pupils to continue with their learning with as little disruption as possible.
- To provide access to lessons, resources and teacher feedback so that a pupil does not fall behind.
- To enable staff to continue to deliver high quality content and curriculum.
- To provide a platform that is accessible to all.
- To enable all pupils to make progress.
- To provide continuity and consistency.
- To maintain pupil engagement.
- To reinforce expectations and behaviours for learning.

Remote Learning should not be provided to any pupils with an unauthorised absence. This is the case as we acknowledge the best place for learning to take place is in the classroom.

<u>Aims</u>

If a child has an authorised absence for 2 days or less they will be given home learning packs to support their learning. These packs will not be marked and are in place to support learning. As soon as an authorised absence of over 2 days is confirmed schools will put remote learning in place as soon as possible and at least within 1 day of confirmation.

Should a local lockdown occur, we will provide:
- Daily Teams meetings for each class. Your child's teacher will deliver teaching and provide support for assigned tasks and activities.
- Activities related to the teaching sessions will be uploaded to the Teams 'assignments' area, in order for children to practice the new skills and knowledge shared by the class teacher each day.
- We will remain committed to teaching a broad and balanced curriculum.
- High quality teaching will be provided to ensure that new learning continues and that children continue to make progress.
- Other online resources that may be used are Oak National Academy, Ten Town, My Maths, White Rose Maths, TT Rockstars, Oxford Owl eBooks, Spelling Shed, BBC Bitesize. This list is not exhaustive and if your child needs to use a resource not listed they will be advised by their class teacher.
- All children will be expected to access and engage in the daily activities to ensure that they continue to make progress. Attendance will continue to be taken.
- If access to enough laptops/computers/tablets is an issue, please inform your class teacher that physical exercise books, activity packs and textbooks (where appropriate) will be required.

<u>Remote Learning Protocols: (Below Year 2)</u>

In the event of a child being asked to isolate:

- The child will be given home learning packs that follows the taught curriculum in school.
- Teachers may offer to do phonics/maths/story sessions through Microsoft Teams and our private school Youtube channel/

<u>Remote Learning Protocols: (Year 2 and above)</u>

Schools MUST put in place provision to ensure that all pupils have the technology to access Microsoft Teams. This may include; loaning laptops, 4G dongles for internet access and remote support.

In the event of a child being asked to isolate:

- All teachers will provide work on Microsoft Teams (with a hard copy where needed) of the work a pupil should complete if they are told to remain at home. This work should link to and support the work being completed in class.
- Pupils should be able to access the teacher input through Microsoft Teams and ask questions and join in discussions.

- The pupil can complete the work online, in their exercise book or on paper and submit it to their class teacher by uploading into Teams.
- All work will receive feedback in line with the school's feedback policy.
- Pupils can communicate with their class teacher through Teams or via school email.
- Pupils should follow their usual class timetable and have access to all learning that their peers have.

In the event of a teacher being asked to isolate who is well enough to work from home:

- Cover work must be sent into school no later than 8am of the day that it is due to be delivered.
- Where requested, a teacher may 'teach' their lessons 'live' through Microsoft Teams with a teaching assistant setting up the computer in the classroom and supervising the pupils.
- The teacher must ensure that the pupils still have access to the full curriculum.

In the event of 'bubble closure':

- The bubble must follow their full school timetable.
- Lessons will be delivered through Microsoft Teams. Links will set up by the teacher to the children's school email addresses. The link will be shared with a senior leader who will monitor the lessons.
- Staff should only use school equipment to stream any lessons.
- Pupils work should be submitted through Teams.
- Pupils can contact teachers through Teams or via school email.
- All pupils' work will receive feedback in line with the school's feedback policy.
- Teachers will continue to receive their normal PPA and the usual cover arrangements will ensure the children receive the cover lesson through Microsoft Teams.

The above guidance covers all lessons. Children should have support in all areas of the curriculum. For example; PE input can still be delivered and tasks given for pupils to perform in their gardens or other suitable area. All should be done to ensure technology is used to ensure pupil's leaning is not disrupted.

Should a class or local lockdown arise, we have created the following guidelines to ensure that these sessions run as smoothly as possible, we ask that you read them carefully.

VIRTUAL LESSON/TUTORIAL GUIDELINES
- School rules apply to all school related activities including those that are online. All children have a signed Acceptable Use Policy agreement and this is still in effect when taking part in remote learning.
- Though parents and guardians are not required to sit in on the teaching session with your child, it would be appreciated if you could be within earshot in order to assist with any technical issues that arise.
- Children will be given a timetable in advance to let them know the dates and times they are expected to join online lessons. They will also receive email invites on their school

email account. Children will be given appropriate time to complete tasks and upload or email their work.

- Children must be in a communal living area. Children must not be in their bedrooms.
- Children will be asked to mute their microphones, unless called on for a question, to help the management of sessions.
- Children will be asked to turn off their cameras.
- Children can use the raise your hand feature to gain attention or contribute to discussions.
- Children should not in any circumstances capture or use video of any of our staff.
- Children will need to have the appropriate equipment ready for the session (pen/pencil, paper/book)
- An expectations slide will be displayed at the start of every session to remind children of certain rules during Teams lessons.
- All children and staff will join Teams lessons using their St. Peter's email address and password that has been provided to them in their reading diary. No one will be accepted into the lesson if they are attempting to join as 'guest' or if they are using a different email address.
- Staff will follow the Teams checklist to ensure they are fully prepared to deliver remote lessons in an appropriate manner.

By taking part in remote learning, you confirm your understanding that:

- If a member of staff has any safeguarding concerns they will report these to the school's Designated Safeguarding Lead/Deputy Designated Lead.
- If you have any safeguarding concerns regarding an incident during a live tutorial, you should discuss these with the member of staff. If it is not appropriate to do so, please contact Mrs Snee (Designated Safeguarding Lead) stpeter@stpetersnewman.co.uk

This policy aims to help put measures in place to minimise disruption to education while children are working remotely, ensuring that all children have the provision they need to succeed. The policy also helps schools keep children safe while they work remotely and ensure that they have what they need to remain happy, healthy and supported at while learning from home.

Safeguarding

Our learning provision shouldn't just be limited to directed teaching time within the school but beyond the school gates, utilising the best technologies to provide this. Our core value, that wraps around our learning intentions, is 'safeguarding for all.' With any technologies, support services and content providers we engage with, we will strive for the very best safeguarding practices to be in place at all times, this extends to staff, governors, children, parents and other key stakeholders' use of such technologies. Preventative, proactive and transparent approaches in all that we do to safeguard our school community will underpin any decision-making processes.

Code of Conduct

Staff & Governors (Teaching, support, senior leaders, administrative staff)

- Every member of staff has a duty of care to our school community. If any abuse, concerns or malpractice is witnessed or believed to be happening, the staff member(s) concern must make immediate contact with the DSL (Mrs Snee) or suitable authority, contingent on circumstance. A full incident report must be completed without delay and follow up actions agreed.
- Every staff member must only use technology for the schools intended use "To enhance teaching and learning provision for all". All activities must be of valid use and in line with the delivery of providing education to our children and parents.
- All staff must keep login details safe and secure at all times. Any unauthorised use, loss or other security breach of their accounts of any systems/software used must be reported immediately to Mrs Snee and Alex Lynch and recorded on our infringement record.
- Content that is shared or transmitted including the use of communication formats such as email/blogs/forums, must have suitable and safe content. The following must be carefully considered by staff: Photos/video/other media, external URL links, content aptness and appropriateness for engaged audience. We strictly forbid images and videos of our children being shared on our platforms, whether closed or not, without the consent of parents.
- Copyright material: in regard to copyright materials, it is essential that no member of staff breaks any rules and ultimately this is their responsibility. Uploading and sharing of content from external published materials (audio, video, text, image) is strictly forbidden unless there is an opensource agreement or permission from the publishers.
- Sexual, violent, obscene, hate, racist, terrorist or any provocative content or material is strictly forbidden. This extends to sharing political affiliations or memberships of groups. Staff should always maintain neutrality and follow the school's ethos – We all love, respect and care for each other. Staff should be aware that their actions when online should only impact positively.
- Any content that is deemed inappropriate and has infiltrated school equipment/online subscription services or platforms must be reported immediately to Mrs Snee and Alex Lynch and an incident report completed.
- Staff will not allow others to use their school systems/technology or services and this includes other members of staff, people off site such as family members and friends. The permittance of this constitutes serious misconduct.
- Staff will educate children in their care in the safe use of digital technologies, acting on any online safety issues in accordance with the school's policies.

Data Protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use school devices and laptops rather than personal devices and will have encryption software installed on any memory sticks etc so that all data remains password protected.

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or usernames as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

- Making sure the device locks if left inactive for a period of time

- Not sharing the device among family or friends

- Installing antivirus and anti-spyware software

- Keeping operating systems up to date – always install the latest updates

Policy Review

This policy was reviewed in January 2021.