



Saint Vincent de Paul Remote Learning and Blended Learning Policy

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

Article 28- Every child has the right to an education. Primary education must be free

Article 6- Governments must do all they can to make sure that children survive and develop their full potential



AIMS OF REMOTE LEARNING & BLENDED LEARNING POLICY

- To outline our approach for supporting pupils who cannot attend school due to the Coronavirus pandemic
- Outline roles and responsibilities for the whole school community for Remote and Blended Learning
- To provide structure, support and encourage the well-being of our children
- To provide opportunities for communication in a confidential manner if children are unable to attend school
- Provide appropriate guidance for data protection

WHO DOES THIS POLICY SUPPORT?

Pupils, staff and families should self-isolate in line with current government guidance if they have any of the following symptoms:

- A new continuous cough;
- A high temperature/fever; or
- Anosmia (a loss or a change in your normal sense of smell which can affect your sense of taste).

If children are unwell with any of the above symptoms or unwell generally, they should not come to school and stay at home. Pupils who are unwell should focus on getting back to full health so they may return to school. In these circumstances, school will not provide additional work to children. It is unreasonable to expect children who are unwell to complete work at home.

SHIELDING OR SELF-ISOLATING

Children who are **shielding** due to coronavirus (and who are in receipt of a medical letter from their GP or specialist), will be provided with additional work via our online learning platform and/or through our Home Learning Packs. Children who are shielding, provided they are well, should complete this work at home. The level of work provided to children who are shielding (or self-isolating), will not be of the same amount if they were otherwise in school. Teachers will provide literacy, numeracy and RE work as well as homework tasks as standard to pupils.

If a child is instructed to shield, parents should provide a copy of this letter of advice to school.

It must be recognised and accepted that teachers may still have a full teaching timetable and will not be available during class teaching time to respond to online queries.

However, if school is unable to open due to lockdown, teachers should provide a full breadth of activities and should be available to offer support to pupils between 8.45-2.45 pm Monday to Friday.

CLASS BUBBLE

In the event that a whole class or "bubble" of children are instructed to self-isolate due to covid-19, the full range of remote learning and Home Learning Packs will be delivered to this group. Children should complete these activities provided they are well enough. Should the teacher in the class "bubble" be unwell and not able to work, online activities will still be provided to the class group.

CLOSE CONTACT WITH A CONFIRMED COVID CASE

Children who have been in **close contact** with a confirmed case of Covid-19 must follow the latest PHA guidance and self-isolate. This does not automatically mean the entire class bubble is instructed to self-isolate. Where individual children are self-isolating, they will be provided with Literacy, Numeracy and a standard homework task.

FREE SCHOOL MEALS

Children who are eligible for free school meals and who are at home self-isolating will receive a School Lunch box from the EA. This will be delivered to the child's home.

ACCESS TO REMOTE LEARNING DEVICES

Where a family has difficulty providing access to Remote Learning Devices, the school may be able to loan such devices from a number of sources. The school is currently awaiting delivery of a number of devices. The parent/guardian/carer of the pupil to whom the IT Equipment has been loaned must read, sign and agree to terms and conditions associated with the lending of such devices.

HOLIDAY OR VISITING A RESTRICTED COUNTRY

Families who choose to visit a country which is on the quarantine list must follow PHA guidance and self-isolate for 14 days on their return to Northern Ireland. Holidays taken during term time are actively discouraged and are marked as an unauthorised absence. In these circumstances work will not be available online or via a Home Learning Pack for the period they are out of school.

WHAT IS REMOTE LEARNING?

"Remote learning describes any learning where the teacher and the learner are not physically together. The pandemic created the need for a period of emergency remote learning & teaching, where both teachers and learners had to adjust very quickly to a new way of communicating with each other." **DENI**

WHAT IS ONLINE LEARNING?

"Online learning is a generic term that refers to any learning that is done using digital resources. It encompasses both learning that is done entirely in a digital format as well as learning that is done digitally within a broader learning programme. Online learning can be completely self-directed, or it can be structured by someone other than the learner."

Education Authority, moving to Blended Learning in the Primary School.

***In Saint Vincent de Paul Primary School we currently use
See-Saw as our Online Learning Platform.***

WHAT IS BLENDED LEARNING?

"Blended learning takes place when the learning activity is structured to blend face-to-face learning and teaching with remote/online learning; this may involve using digital tools and other educational resources. In the current context, Blended Learning requires a child centric, pedagogical approach to maximize the impact of the remote learning, ensure continuity with the face to face session and retain children's engagement."

Education Authority, moving to Blended Learning in the Primary School.

In Saint Vincent de Paul Primary School, Blended Learning may occur if pupils are required to attend school on a part-time basis and engage in online learning while at home.

ROLES AND RESPONSIBILITIES

TEACHING STAFF WILL: -

- Share appropriate teaching and learning activities with their class through See-Saw other online learning platforms and Home Learning Packs
- Provide a weekly timetable/ Guide to learning during the period of school closure
- Continue teaching in line with current, extensive planning that is already in place for each year group
- Ensure that online learning tasks are differentiated according to pupil needs
- Where possible staff will avoid using personal devices and will be mindful of blocking their mobile numbers when contacting parents.
- Accept that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this
- Attend virtual school meetings as required
- Seek to keep in contact with children through See-Saw, phone calls home etc.
- SLT will take responsibility for providing additional support for those children identified as more vulnerable
- Provide flexible learning activities for children with consideration of individual remote learning environments which encourages both independent work and peer interaction
- Teachers should provide time for self-assessment and peer assessment as appropriate- See Feed Back and Assessment

PARENTS AND CARERS WILL: -

- Support and encourage their child's learning to the best of their ability
- Support their child to login to online learning platforms
- Check that work set online and/ or through the Home Learning Pack has been completed
- Encourage their child to access and engage with work set online and/ or through the Home Learning Pack
- Refrain from screenshotting or copying any information or sharing this on social media

CHILDREN WILL: -

- Complete and upload work set by their teacher
- Seek parental permission to use technology or other materials set out by the teacher
- Only send messages and queries that are in relation to tasks set by the teacher or in relation to questions the teacher may ask them directly
- Take regular breaks to maintain a reasonable balance between online engagement and offline activities

REMOTE TEACHING FOR STAFF WHO ARE SELF ISOLATING

Teaching staff are required to follow PHA guidance if they display symptoms of Coronavirus. If a member of staff is self-isolating they are expected to:

- Follow the normal procedure for an absence and inform the appropriate line manager. Follow PHA advice and obtain a test

While self-isolating, and able to do so. Staff will be given individual work which is in line with the School Development Plan. This work will be assigned by the Principal and be allocated on a case by case basis. Staff who are self-isolating will be asked to support online learning provision for individual children or a year group.

SETTING UP OF REMOTE LEARNING SYSTEMS/ACCESS/PASSWORD/LOGIN DETAILS

FOUNDATION/ KEY STAGE ONE/ KEY STAGE TWO

Teachers will enrol all children currently in See Saw and send information to parents about access this platform. Parents will also receive an information page containing the following:

- Children's C2K username and password to enable them to access C2K News desk.
- Reading Online information
- Oxford Reading Tree Reading Buddy Login
- Accelerated Reader Login (P4 to P7)
- Details of how to download the app for the school website
- Their Class Teacher email details
- Email details for Mrs McVeigh

However, if school is unable to open due to lockdown, teachers should provide a range of purposeful activities in addition to literacy and numeracy. Teachers should be available to offer support to pupils between 8.45-2.45 pm Monday to Friday.

**PLEASE NOTE ALL REMOTE SYSTEMS WILL BE AVAILABLE 24 HOURS PER DAY BUT
WILL BE MONITORED BY STAFF FROM 8.45-2.45 PM MONDAY TO FRIDAY
(EXCEPT HOLIDAYS)**

ASSESSMENT AND FEEDBACK

"Schools and teachers recognise a focus on feedback is key. E-learning tools provided opportunities to give whole class and individual feedback to pupils whilst they are learning remotely."

Education Authority, moving to Blended Learning in the Primary School

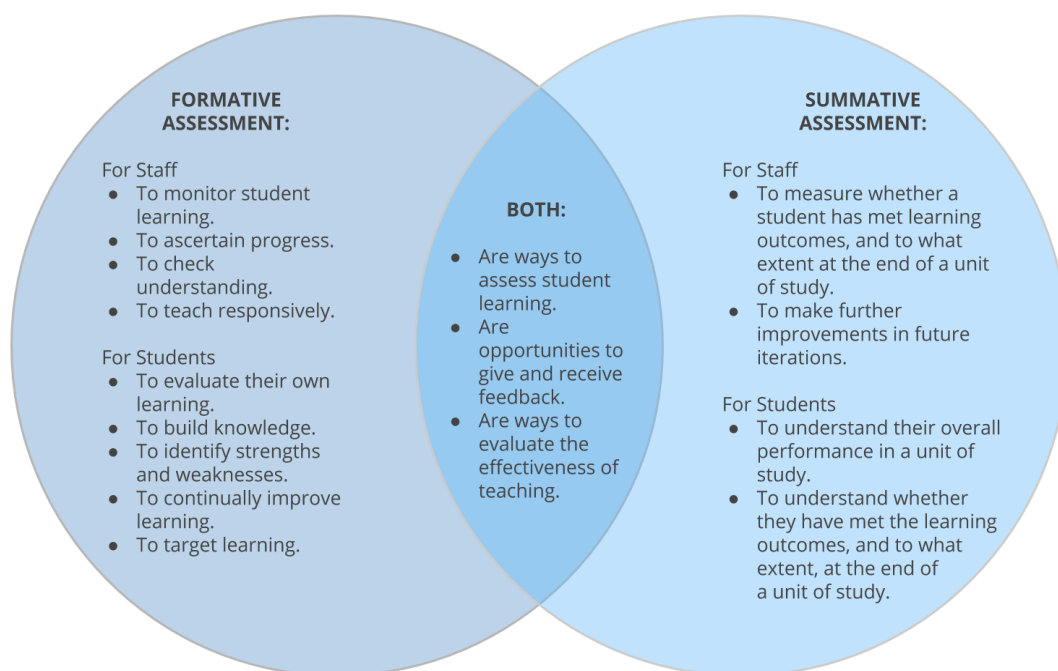
Pupil engagement is vital and at a basic level work must be completed. The Teachers will provide activities that are clear with defined goals and expectations. Work will be differentiated to allow every child to be able to complete the task and learning set.

At Saint Vincent de Paul we recognise that children need self-motivation and good time management skills when working remotely.

Teachers will endeavour to:

- ✓ Provide good feedback in order to keep children motivated and enthusiastic about their learning,
- ✓ Regular look and feedback to the work being completed
- ✓ Keep lines of communication open between the child and the teacher
- ✓ Enhance their learning by providing opportunities for progression or consolidation
- ✓ Look at forums to give feedback e.g. comments on work uploaded to See Saw, celebrate the children's achievements e.g. Promotion on Newsletter through Google SWAY
- ✓ Use other tools e.g. Google forms to create quizzes, questionnaire which will also provide opportunities for qualitative feedback

We recognise that feedback needs to be specific to allow learners to know what they have done well as well as ways to develop further. Assessment can be both Summative and Formative.



DIGITAL LITERACY SKILLS

- ENGAGE- hook children
- EXPLORE - explore the topic prior to formal instruction
- EXPLAIN - lesson objectives through direct instruction
- APPLY - children create based on learning
- SHARE - children share creations
- REFLECT - reflect and engage in self/peer assessment □
- EXTEND - differentiate for extended learning

ONLINE SAFETY

To keep both staff and children safe we should follow the guidelines set out in our Online Safety Policy and other key documents including:

- ✓ *Safe use of Social Media*
 - ✓ *Internet Safety Guidelines for Parents*
 - ✓ *E-Safety Top TIPS*
 - ✓ *Safe Use of the Internet*
 - ✓ *Use of ICT Permission outlined on the Annual Capture Data form*
- Children and staff should only use their C2K username and password
 - Children should never share details of their online class with anyone outside school
 - Children are reminded that our school rules also apply during online learning sessions. Kind words and Kind actions.
 - All Seesaw users must also comply with the user agreement provided by Seesaw.
 - Children and staff are not to share on social media except through Mrs McVeigh or Ms Glover.

Date:

Date of Next Review:

Signed:

Chair of Board of Governors

Principal

ICT Co ordinator

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10 TOP TIPS

REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a 'mock classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



8) Don't share passwords or other sensitive information

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.



10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher's will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

