Remote Learning Policy

Policy Name	Remote Learning
Policy Group	Curriculum
Policy Produced By	L Hamilton
Date Policy Updated	September 2024
Date SLT Agreed	
Date of Next Review	September 2025
Linked or Related Policies	Online Safety Policy, Child Protection Policy, Behaviour Policy
Named Persons in this Policy	None

Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education in circumstances when in-person attendance is either not possible or contrary to government guidance. This might include:

- occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government;

- occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, e.g. pupils with an infectious illness.

For details of what to expect where individual pupils are self-isolating, please see the final section of this document.

Reference throughout has been made to the [DfE: Providing remote education - guidance for schools](#).

The remote curriculum: what is taught to pupils at home

Remote education as outlined below will commence on day one of any period of closure. Pupils should follow their normal timetable. This will apply to all pupils and all year groups. At St Bernard's we teach the same curriculum remotely as we do in school.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We will consider providing remote education equivalent in length to the core teaching pupils would receive in school and including recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently. Pupils will follow a very similar structure to that which they would if they were in school. From September 2024, the timing of the day are as follows:

Lesson 1	9.10am – 10.10am
Lesson 2	10.30am – 11.30pm
Lesson 3	11.30am – 12.30pm
Lesson 4	1.10pm – 2.10pm
Lesson 5	2.10pm – 3.10pm

Pupils should be working during their lesson time either with their teacher or on independent study set by their teacher. This will amount to approximately 5 hours per day.

In addition to this time they will have an assembly each week which they can watch at a time which suits them. There will be other optional activities posted through their year group classrooms each week.

Homework will not be set but extension activities will be made available and pupils can email their teachers if they would like additional work to be set for them.

Accessing remote education

How will my child access any online remote education you are providing?

All of our remote education takes place through Google classroom. Pupils have been given an email address and password to access Google classroom with. They should not use their personal email address to access any of their school work.

On Google classroom pupils will be set their work each lesson. Their live lessons will be accessed at 8.55am, 10.55am and 1.40pm by going to the relevant subject page and clicking the Google meet link at the top. Pupils will submit their work directly through Google classroom and their teachers will provide feedback on this platform too.

If your child is having difficulty accessing Google classroom please email itsupport@stbernardsschool.uk.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home.

If your child does not have an appropriate device on which to access Google classroom please email itsupport@stbernardsschool.uk and we can arrange a loan of a device which you can collect or we will deliver to you.

If you do not have suitable internet access for them to work online please email itsupport@stbernardsschool.uk and we can arrange for the loan of an internet dongle or ethernet cable which you can collect or we will deliver to you.

If your child has a device which is damaged please email itsupport@stbernardsschool.uk and we can arrange for it to be fixed.

If we are unable to provide an appropriate device or internet access then your child can be offered a place in school so they are able to access their lessons.

Please note that there are absolutely no charges for any of the above services.

How will my child be taught remotely?

● Almost all lessons will begin with live teacher input through Google meet for between 30 - 60 minutes depending on the lesson and the content being taught.

● Some lessons will begin with recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers) where the teacher is unavailable live due to childcare or other commitments.

● After the initial teacher input pupils will be set independent activities to check, consolidate and stretch their understanding.

● Their teacher will remain available in Google Meet until the end of the lesson for pupils to come and ask questions if they need any help.

● If their teacher is not able to remain in Google meet due to childcare or other commitments they will be available instead via email during this time.

- Teachers will use a variety of activities to ensure pupils are engaged in their work. These will include some activities away from the computer screen.

- The DFE have advised against the use of extended project work and so our teachers will avoid this type of task where possible.

- At the end of the lesson pupils will submit a piece of work as directed by their teacher. This may be in the form of a Google quiz or other task . Pupils must submit this activity to allow the teacher to assess how well they have understood the material.

- Teachers may provide individual feedback on this work, or they will provide whole-class feedback at the start of the next lesson.

Behaviour Expectations

The following protocols apply for pupils joining live lessons:

- They should be in a non-private room where their parents can monitor them.

- They must disable their camera and mute their microphone.

- They should only unmute their microphone when directed by the teacher.

- Comments in the chat should be related to the learning and should be free from inappropriate language.

- They are not to take screen grabs or recordings unless told to do so by the teacher.

- Normal classroom rules apply and their teacher has the right to remove them if they fail to follow protocols.

- Parents will be informed if a pupil needs to be removed from a live lesson.

Live lessons may be partially recorded so that the recording can be uploaded to the class page for pupils to watch back at a later date. Because pupils disable their camera their image will not be visible in this recording.

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

We expect pupils to log on to Google classroom by 8.50 am each morning and follow their normal timetable for the day. They should be present for their live lessons, engage with the independent work which the teacher sets and submit whatever the teacher has directed them to.

Pupils will not be set homework but will be given extension material where appropriate. If a pupil wants additional work they should contact their subject teacher.

Pupils will be expected to interact with and respond to communication from the school (e.g. an email from a form tutor or assembly from the Head teacher) on a regular basis.

Pupils should email their teacher if they need support in a particular subject. If a pupil is struggling with their workload and is getting behind they should email their form tutor in the first instance.

Pupils should keep emails to office hours of between 8.30 am and 4.30 pm.

Pupils will not be expected to print resources at home.

To support your child you can ensure they have an appropriate device and internet connection. Where they do not please contact the school as detailed above so that arrangements can be made.

Parents or carers should encourage pupils to log on to Google classroom by 8.50 am each morning and then discuss with their child what they have learnt that day.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

Pupil engagement is measured each lesson. Teachers record a register of who has attended the live lesson as they would do if we were in school. If pupils are unable to attend the live session, but later complete and submit the work which is set, then their mark will be altered to present.

If pupils attend their lessons but do not engage with the work this is also recorded by teachers.

We will contact parents each week where there are concerns about attendance and engagement from the previous week. This will be via a phone call. If we are unable to make contact on the phone we may also contact you via text, email or letter. If we are unable to contact you at all then we may also make a home visit.

We will send certificates each week via email for pupils who attend all of their lessons.

We will write to all parents every 2-3 weeks to report a grading for pupil attendance and engagement as follows:

Grade	Description
1	Excellent engagement with remote learning
2	Good engagement with remote learning
3	Some engagement with remote learning but improvement is needed
4	Very little engagement with remote learning and urgent improvement is needed

How will you assess my child's work and progress?

Three key strategies will be utilised by teachers to assess pupil progress.

Real Time Accountability
This will occur in the live portion of the lesson where pupils will be asked to share ideas and answers either by unmuting themselves or by typing answers in the chat. This allows teachers to feedback and adjust their teaching accordingly in real time.

Implicit Accountability
Teachers will have regular pause points for pupils to consider something and then check to see if they were correct. This gives the pupils instant feedback on their understanding and helps them to pin-point errors or misconceptions themselves.

Lagging Accountability
Pupils will submit a piece of work each lesson. This may be a Google quiz, a written piece of work, a single question, a set of questions, a picture of something they have made etc. Teachers will review this piece of

work at the end of every lesson so that they are able to work out how well pupils have grasped the material. This allows teachers to adapt their future planning to address weak areas or misconceptions.

Feedback on this work can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via Google forms are also valid and effective methods, amongst many others. This approach will vary between subjects depending on the best approach pedagogically speaking.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- The option to access in school provision with additional support, email enquiries to furnesshub@stbernardsschool.uk.

- Regular communication home, with a designated key worker, to provide support for pupils and families in accessing remote learning and liaising with additional support services where needed.

- Direct access to in school support services via email and phone.

- Differentiating learning materials for pupils and providing resources to support pupils working remotely.

- Ensuring that pupils have access to appropriate technology and resources to access remote education.

Safeguarding

What should I do if I have concerns over safeguarding?

If any concerns over safeguarding arise these should be reported to our designated safeguarding leads by emailing safeguarding@stbernardsschool.uk.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

● Parents are expected to inform the school if their child is needing to self-isolate.

● Reception will email all staff to inform them of an infection-related pupil absence and will also log this on a central spreadsheet along with the expected length of absence.

● A letter will be sent to the pupil and their parents explaining that the pupil should engage with remote learning through Google Classroom if they are well enough; if they do not have access to the required technology they should inform the school.

● From day 2 of the absence the pupil will engage with their normal timetable on Google Classroom if they are well enough.

● Teachers will leave a message for students on their Google Classroom stream letting them know whether they will be doing a live lesson or whether they will be providing lesson materials.

● If a live lesson is happening then regular opportunities should be given for pupils at home to feedback either by unmuting their microphone, typing in the chat or showing / submitting work.

● Where live lessons are not feasible instead lesson materials will be provided to study during the time the pupil would normally have that lesson. Lesson materials will consist of a form of teacher input (presentation slides, video demonstration from YouTube etc.) pupil activities and a plenary activity which will be submitted for the teacher to review. There is not an expectation in this particular scenario that the lesson materials include video or audio of the teacher themselves.

● Pupils will as far as possible study the same content as those in school to allow for continuity of education.

● There will be cases where a pupil is unwell and cannot attend remote sessions. In this case the pupil should use the resources their teachers have provided when they are feeling better in order to catch up.

The following subject specific exceptions apply:

● For core PE a booklet of suggested activities will be uploaded to Google Classroom.