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**All Saints Primary and Communication & Language Base**

**Remote Learning Policy**

**Remote learning: Keeping All Saints connected**

**Rationale:**

In December 2020 the First Minister announced that schools should provide remote learning from January 2021. This policy sets out to share expectations and establish a collective understanding of what remote learning means for our school community for this period of school closure and/or further closures.

**Aim**:

This remote learning policy aims to:

* set out the expectations for all members of our school community with regards to remote learning
* ensure consistency in the approach to remote learning for pupils that supports continuity of learning
* establish how we will implement and quality assure our remote learning offer
* provide clarity as to how our school’s approach to remote learning links to guidelines from Inverclyde Council and Education Scotland

**What is remote learning?**

*‘Remote learning is learning that is* ***directed*** *by practitioners and* ***undertaken*** *by children and young people who are not physically with the practitioner while instruction is taking place.’*

*Education Scotland January 2021*

**What will remote learning look like for learners?**

*“Learners should not engage in online learning for the entirety of the school day. Learning may include activities such as research tasks, project work, practical opportunities, discussions and other activities that can be carried out away from a digital device.”*

*Education Scotland January 21*

**All Saints Primary learners can expect:**

* High quality teaching and learning which is meaningful to learners, supports consolidation of learning and enables learners to progress with their learning.
* A balance of teaching and learning to encompass

 1. Consolidation of learning / skills previously taught.

 2. Teaching of new learning.

* Extension and progression of learning with opportunities to apply skills in new contexts/settings.
* Remote learning will aim to promote independent learning skills through the design of the activities and include a variety of learning activities, for example
	+ Research
	+ Reading
	+ Paper working eg jotter, worksheets
	+ Project work
	+ Practical activities
	+ Discussion Work
* Learning will be appropriate to the learner, ie in line with appropriate Curriculum for Excellence levels and differentiated as appropriate.
* Remote learning can be accessed online or through a hardcopy Learning Pack.

**Remote learning via Microsoft Teams will include**:

* + A weekly timetable/learning grid to assist learners and their parents with planning and organisation of remote learning. This will be uploaded / made available on Teams by 9am each Monday morning.
	+ Pre-recorded content made available on Teams eg Teacher’s own recorded content, ClickView, Oak National Academy… This allows learners to revisit taught concepts that they weren’t sure of and give ‘real’ examples of new concepts.
	+ Explanatory notes from teachers.
	+ Activities to motivate learners to practise learning.
	+ Teachers will be available online for a daily check-in/registration and thereafter for regular check-ins throughout the school day (9am – 10:30am, 10:45am – 12:15pm, 1pm – 3pm) to encourage and support learning, celebrate achievements, provide feedback and clarification of learning. Teachers’ may use the chat facility, assignments or video calls as communication with learners.
	+ Each Wednesday between 11:45am and 3pm teachers undertake their contractual non-class contact time for planning and preparation. Learners are given a range of health and wellbeing activities to engage with for Wellbeing Wednesdays at this time.
	+ A ‘breakout’ space is available within class Teams to allow learners to engage with each other in a virtual play-time.

Learners should be encouraged to post completed work online for teacher feedback, planning of next steps etc.

**Remote Learning via a hardcopy Learning Pack will include**:

* + Front Cover detailing class, teacher, week commencing date of learning pack.
	+ Weekly timetable/learning grid to assist learners and parents with planning and organisation of remote learning.
	+ Explanatory notes from teachers.
	+ Activities to allow children to practise learning.
	+ Directions for completion of paper working – eg worksheets, jotters etc
	+ Packs should contain everything that’s needed for the week’s learning so that access to online Teams is not necessary eg worksheets, stories needed, phoneme story, 100 grid…etc.
	+ Paper Learning Packs will be ready for collection from All Saints reception between 11am and 2pm each Friday.
	+ Completed Learning Packs should be dropped off in appropriate box at reception area when the next pack is collected. Packs will be quarantined and kept as record of completed work.

**N.B. Social distancing should be adhered to during collection/drop-off.**

**Weekly learning will include**

* + 5 x Literacy lessons
	+ 5 x Numeracy lessons
	+ Health & Wellbeing activities
	+ Weekly Religious Education theme including tasks/reflections/activities
	+ 5 x other curricular area lessons. For example this may include interdisciplinary learning, topic work, geography, art, rights respecting, Spanish, etc (N.B. This will be planned to ensure coverage of curricular areas week on week).

**All Saints parents**

*“Parents and carers want the very best for their children. It is important to stress that, in a period of remote learning, parents and carers are not expected to be teachers and we understand that many will be juggling work and childcare.”*

*Education Scotland January 2021*

* Parents can support their child(ren) to participate in remote learning by sharing and agreeing expectations, setting routines for learning and breaks, promoting the importance of health and wellbeing and celebrating achievements.
* Parents can receive support from the All Saints Hive which is accessible through Facebook (The Hive at All Saints Primary). Janey McDonald, our Senior Learning & Development worker can be contacted by phone or text message (07768 240408) to support parents with health and wellbeing, setting good routines and learning habits.
* Parental support can also be found on <https://www.parentclub.scot/> for national support and guidance.
* Our school office remains open with a member of school management on hand each day for support. Contact the school on 01475 715640. Our school Twitter account can be found @ASP180.
* Please remember children should not be constantly online. Remote learning should not be treated as a replacement to the school day. Space work out and remind children to take regular ‘screen’ breaks.
* Only All Saints pupils should use Glow login information and engage with staff via Teams. If a parent needs to contact a staff member please do so by calling our office between 9am and 3pm Mon – Fri.
* Regular newsletters will keep parents and learners up to date with school information.
* We will gather views and opinions with regular questionnaires to parents and pupils.
* We will continue to engage with parents via our usual groupcall, text and letter communications.

**All Saints pupils**

* We have high expectations and aspirations for all our pupils, all the time. We want our learners to achieve their true potential during Remote Learning.
* We ask our learners to keep our five values at the forefront of their thoughts and actions during this time: faith, family, ambition, respect, and kindness, now more than ever, we need these values.
* If a learner needs support for learning or wellbeing, please make contact with your teacher or Mrs Fisher by contacting our office on 01475 715640 or via Teams.

**All Saints staff**

*‘Class teacher retains responsibility for planning and organising children’s and young people’s learning, with learning supported by parents and carers’*

*Education Scotland January 2021*

* Teachers will track online engagement daily as they interact with learners. They will track engagement via Teams, First News, Sumdog and Bugclub alongside completed work which has been uploaded. They will also use the chat facility on Teams to track pupils engagement.
* Teachers will track engagement of Remote Learning via Learning Packs by examining completed packs once quarantining has taken place. This will provide teachers with tools for informing next steps and necessary revision etc.
* Teachers will be encouraged to take regular ‘screen’ breaks for their health and wellbeing. They will also be required to complete development work and planning for learning and next steps.
* Some teaching staff will also have a commitment within All Saints hub to support childcare and learning. When this is a class committed teacher, a teaching colleague will be available on Teams to support learners.
* Our support staff prepare Learning Packs each week alongside providing support within our hub.
* The health and wellbeing of our staff is important. They will be supported, and encouraged, to look after themselves by engaging in wellbeing activities including home/work balance, supportive conversations, engagement with Educational Psychologist, engagement with Occupational Health, collegiate working and professional development.
* All of our staff continue to engage with professional learning and development as part of our Working Time Agreement and Performance Review and Development goals.

**What will happen if pupils are not engaging?**

It is important that we track pupils’ engagement in remote learning to identify families who may need additional support to access the remote learning provision. As well as this tracking engagement in remote learning will be a key function of our safeguarding responsibilities to children as well as supporting pupil and family well-being.

* Senior leaders will track engagement weekly and communicate with those families where we note difficulties with engagement.
* Through supportive conversations we will offer a range of supports to enable learners to achieve improved engagement.
* Support for those learners experiencing difficulty in engagement of remote learning may include delivery of a Learning Pack, loan of digital device, access to free wifi, one to one support from senior leaders.
* If your child is sick and cannot engage with remote learning, please let the school know by contacting our office in the same way that you would if he/she were not able to attend school.

**How will we ensure quality?**

* Our Senior Leadership Team (SLT)will continue to monitor Remote Learning by engaging in professional dialogue with teachers, parents and pupils.
* Our SLT are members of class Teams and will engage with teachers and learners regularly as part of their tracking and monitoring processes.
* Our Hive will continue to gather views and ideas from parents and feedback to SLT.
* We will report on our engagement and feedback within the annual Standards and Quality Report
* We will continue engagement with the council’s Education Services team including focused meetings about remote learning.
* We will make use of audit tools provided by the council’s Education Services team

**Further reading / related documents:**

* Inverclyde’s Remote Learning Guidance, January 2021
* Inverclyde digital safeguarding guidance, revised January 2021
* [Education Scotland Remote Learning](https://education.gov.scot/media/hblh4yy0/cerg-remote-learning-080121.pdf)
* Maximising Engagement during lockdown – Inverclyde Attainment Challenge 2021