



Ardgowan Primary School

Remote Learning Policy

January 2021

‘Remote learning: vision for continuity of learning’

While the COVID-19 pandemic has changed many things, our commitment at Ardgowan Primary School is that providing learning experiences of the highest quality for our pupils remains at the heart of our vision.

We aim to:

- use a curriculum sequence that allows access to high-quality online and offline resources, including video lessons linked to the school’s curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use
- provide printed resources, such as workbooks and sheets, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with additional needs may not be able to access remote education without adult support and we will work with families to deliver a broad and ambitious curriculum

We aim to:

- set activities so that pupils have meaningful and ambitious work each day in a number of different subjects, with a focus on Literacy, Numeracy and Health and Wellbeing
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work



- adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent quality to the core teaching pupils would receive in school, including daily contact with teachers

Ultimately the health and wellbeing and safeguarding of our families are at the forefront, as well as equity for all.

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 both the 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."

Educations Scotland January 21



In Ardgowan Primary School learners can expect:

- daily check in / registration on Teams
- a weekly planner, group called to parents in advance of the new week and visible on Teams
- a daily guide to learning activities
- a range of high quality, progressive learning experiences delivered on Teams, including:
 - teacher recorded content
 - content from other platforms (e.g. ClickView, e-Sgoil, Oak National Academy, BBC Bitesize)



- live lessons
 - independent learning tasks
- remote learning packs will reflect planned learning activities on Teams
- daily dialogue on Teams
- regular live check ins (whole class and/or small groups)
 - pastoral
 - to support learning
 - reflection
- a detailed process for submitting work
- class teachers to assess learning and provide timely feedback
- support to develop independent learning
- support for wellbeing
- opportunities for engagement with other pupils

What is the role of 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.”

In Ardgowan Primary School the role of the parent is to:

- support your child each day, as best you can, to make sure that they have registered, accessed learning and submitted tasks on Teams, preferably between 9am and 3pm
- access the weekly planner, via email, and support your child to follow this
- encourage your child to follow the daily timetable and take regular breaks throughout the day
- promote a positive routine, with strategies that work for family life
- continue to promote a healthy lifestyle for your family
- collect remote learning packs from the school on a Monday (if required)



- read weekly Newsletters to keep you up to date with news, protocols and expectations
- contact the school if your child is unwell or unable to submit learning by phoning the Ardgowan office on 01475715683 or email the Ardgowan office @INArdgowan@glowscotlandonmicrosoft.com
- seek help from teachers using Ardgowan office email
- provide us with honest feedback on remote learning through online questionnaires, via the Parent Council and by emailing in your thoughts and opinions to help us improve
- use the parent club website for support <https://www.parentclub.scot/>
- log in to our Twitter feed to see class learning / news and updates
- log in to our YouTube channel to watch posts/videos/assemblies



What is the role of pupils?

The expectations of the pupils are to:

- follow the school charter / class charter online
- engage and communicate through Teams on a daily basis
- engage with the weekly remote learning timetable and daily activities
 - watch recorded lessons and complete learning tasks
 - access live lessons
 - complete online activities
 - complete offline activities
 - access activities and submit completed work as detailed by the class teacher (this may be through Assignments, Class Notebook, Complete work folders or through Channels)
- engage in live learning experiences on offer
- establish a routine which suits you and your family and ensure that regular breaks are in place to support health and wellbeing
- connect with your classmates on Teams during 'playtime' live meetings or 'playtime' chat channel
- contact your teacher for help if and when required through the chat function on Teams
- try your very best to show Ardgowan's dispositions of learning (communication, resilience, self-motivated, reflective and independent) throughout the remote learning approach
- try your very best and continue to submit high quality work that you would in school



What is the role of 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 are responsible for:

Delivering lessons live or recorded and setting learning activities for children in their class/year group on a weekly basis using Microsoft Teams.

Teachers may also set work that incorporates online platforms and materials recommended by Education Scotland and Inverclyde Council, as detailed above.

Teachers will continue on their professional learning pathway to ensure they are upskilled to deliver high quality learning and teaching remotely. This includes weekly staff meetings and training.

Teachers will:

Plan the curriculum

- plan progressive, relevant, differentiated lessons, with a focus on Literacy, Numeracy and Health and Wellbeing
- follow the whole school focus for other curricular areas
- share weekly plans, to be emailed to parents on a Friday and visible on Teams each Monday – this is the 'Big Picture' for the week
- communicate daily plans for activities and tasks
- these are the 'small steps'

Plan the inputs

- provide high quality interactive learning opportunities on Teams, including a mix of
 - self-recorded lessons / presentations
 - live lessons via Team meetings
 - pre-recorded lessons from other platforms (e.g. ClickView, Oak National Academy)
- provide paper based resources to accompany lessons and to enable learners to collect paper packs, if necessary

Check for engagement and understanding

- provide live check-ins, via Team meetings or dialogue on Channels
- check pupil engagement on Teams and report to HT/DHT if a pupil has not engaged on Teams for two days
- use a variety of ways to check for understanding; through work submitted, quizzes, questioning, chat questions, live sessions, digital whiteboards etc.



Plan student tasks

- plan relevant and appropriate tasks / activities to develop knowledge and skills
- provide a range and a variety of online and offline tasks; reading, writing, listening, research based, short response tasks, short written tasks, longer question sets and longer written tasks

Assess and Evaluate

- review completed work
- respond to pupil questions
- identify any issues/problems and follow up with pupils, where necessary

Provide feedback

- provide whole class, group and individual feedback when and where appropriate, e.g. during live Team meetings, on individual pupil Assignments, Class Notebooks
- provide verbal feedback during live lessons
- give written feedback when and where appropriate – please note, depending on the task teachers will require sufficient time to read and respond; feedback will be timely, but not instant!

The hub

- class teachers will teach in the hub one half day each week or a full day every two weeks
- RCCT teachers, catch-up teachers and SfL teacher will work in the hubs full time

Support staff will support learning and teaching in the hub and/or online in Teams.

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.

Teachers use Teams to track daily engagement and participation. As a school we track engagement through Insights on Teams and attendance at the hub. Mrs Cowan (PT for Digital Learning) monitors the engagement of the whole school in collaboration with the office staff and pulls together a table of the whole school's engagement every two days. This is shared with the SMT. If a child has not engaged on Teams or at the hub for two consecutive days, a member of the SMT staff will phone home. The SMT will offer support to our families in a variety of ways including access to technology, one-to-one tutorials on how to use Teams and hub placement, as well as support for external agencies if this is required.

If your child is unwell, we ask that a parent should let the school know when their child isn't able to learn at home due to illness, in the same way that they would if they were not able to attend school.



How will we ensure quality?

Staff	Role
<p>Head Teacher Mrs Picken</p>	<ul style="list-style-type: none"> ▪ Monitor the effectiveness of remote learning via feedback from SLT, teachers, pupils and parents. ▪ Monitor attendance and engagement ▪ Manage the hub placements and staff the hub • As designated safeguarding lead/child protection officer set out measures for keeping the school community safe • Monitor the security of remote learning systems, including data protection and safeguarding considerations. ▪ Co-ordinate the remote learning approach across the school - Liaise with DHT, PTs, Class Teachers to ensure provision for those affected by school closure/those individual pupils ▪ Liaise with office staff to publish online materials via the school website and / or through email • Co-ordinate access links, monitor and provide feedback on live lessons if and when appropriate ▪ Monitor and action remote learning emails / phone calls and provide support and guidance for families where needed. ▪ Provide a well-structured calendar / working time agreement for staff ▪ Ensure all staff have sufficient tools/skills/knowledge and training to work remotely ▪ Monitor the wellbeing of all ▪ Continue engagement with Parent Council and Chair ▪ Continue to use audit tools to self-evaluate the school community's voice on how to improve our remote learning systems and processes.
<p>Depute Head Teacher Mr McGowan</p>	<ul style="list-style-type: none"> ▪ Monitor the effectiveness of remote learning via feedback from SLT, teachers, pupils and parents. ▪ Monitor attendance and engagement ▪ Manage and rota the hub placements and staff the hub ▪ Support HT to work out measures for keeping the school community safe ▪ Monitor the security of remote learning systems, including data protection and safeguarding considerations. ▪ Support the HT to co-ordinate the remote learning approach across the school - Liaise with PTs, Class Teachers to ensure provision for those affected by school closure/those individual pupils ▪ Mentor 3 NQTs and continue to support them virtually and observe online lessons ▪ Liaise with office staff to publish online materials via the school website and / or through email ▪ Co-ordinate access links, monitor and provide feedback on live lessons if and when appropriate ▪ Monitor and action remote learning emails / phone calls and provide support and guidance for families where needed. ▪ Support the HT to ensure all staff have sufficient tools/skills/knowledge and training to work remotely ▪ Support the HT to monitor the wellbeing of all ▪ Commentary on remote learning within the annual Standards and Quality Report



	<ul style="list-style-type: none"> ▪ Engagement with the council’s Education Services team including focused meetings about remote learning ▪ Continue to update and self-evaluate our SIP plan (Jan – June 2021)
Principal Teacher Mrs Cowan Digital Champion / Co-ordinator	<ul style="list-style-type: none"> ▪ Support Teams with creating accessible remote learning content ▪ Collate class details for Twitter/website ▪ Collate engagement data on Teams for all classes and liaise with office staff ▪ Liaise with Teachers and Additional Adults: co-ordinate and monitor remote content, including the engagement across the school. ▪ Continue to be the Digital Champion ▪ Represent school at Authority digital strategy meetings ▪ Provide in-house CPD for staff ▪ Provide information and links to external CPD for staff
Principal Teacher Mrs Boyd	<ul style="list-style-type: none"> ▪ Support Teams with creating accessible remote learning content ▪ Collate weekly planners and group call to parents ▪ Liaise with office staff to produce weekly remote learning packs for collection on Mondays ▪ Provide quality learning and information around mental health and wellbeing for our families

Further reading / related documents:

- Inverclyde’s Remote Learning Guidance, January 2021
- Inverclyde digital safeguarding guidance, revised January 2021
- [Education Scotland Remote Learning](#)
- Maximising Engagement during lockdown – Inverclyde Attainment Challenge 2021