



## St. Andrew's Primary School

### Remote Learning Policy

The Covid-19 pandemic has changed many things, including where learning takes place. We put our learners' needs at the heart of what we do. Our staff are adapting where they teach and how they teach to reach out to our pupils in their homes and in our hub. We are all developing skills to help the children of St Andrew's Primary to continue to successfully learn as well as develop independence and confidence. Remote learning does not replicate face-to-face in school teaching in the style, approach or hours of delivery. It is also not intended that parents become teachers. We are all navigating the circumstances. By supporting each other, sharing our challenges and successes of this time, we strive to deliver an education that consolidates and enhances our children's knowledge understanding and skills.

#### **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."

Education Scotland January 21

## In St Andrew's Primary School learners can expect:

- **Daily Check in / Registration** every morning on Glow Teams-  
Pupils should log on to Teams and respond to the Check-In comment with either a 'thumbs up' or a comment.
- **Paper Learning Packs**, including required resources, are prepared weekly by class teachers. They are ready for collection from our school on Fridays. These packs accompany online learning activities. **Pupils access the online element through their class's Glow Team.** This includes



interactive elements of learning from online platforms such as e-Sgoil, ClickView and more.

- **Live Check-ins-** all classes have daily contact with their teacher using Teams. This may be an 'on camera' chat, a discussion of the day or week's learning, a feelings check-in or a live lesson/learning opportunity. Class teachers may also schedule check-ins to support specific elements of learning.

Check-ins are planned in advance and details are shared on weekly overviews (included in learning packs, by email and on Team pages).



- **Live Lessons/ Recorded Content**

Class teachers will share details of how to access live lessons/ pre-recorded lessons to support learning tasks. These lessons may be delivered by the class teacher, another teacher from the school or even from one of the online banks of teaching resources such as West OS, e-Sgoil, ClickView etc.

- **We are still learning, teaching and progressing.**

Class Teachers share a weekly overview of tasks for every pupil. These are included in the Learning Pack and posted in the Files section of the class Team. A suggested daily breakdown helps stagger the work for the week, however we understand that every family's circumstances are different and it may suit that the family work through the week's tasks differently.

- **Process for Submitting Work**

On Glow Teams there is an Assignments section. This area can be used to upload pupil work electronically. Work uploaded in this way is only seen by the class teacher. Completed tasks can be returned to the school on Fridays or Mondays when parents collect the new learning pack.

- **Class teachers plan a variety of curriculum tasks** with the main priority being Literacy and English, Mathematics & Numeracy,

Health & Wellbeing. There will also be inter-disciplinary learning from other curricular areas including Science & Technology, Expressive Arts, Social Subjects. Pupils are developing their IT skills throughout.

- **‘Stuck’ Strategies**

In class, pupils are used to using ‘Stuck Strategies’ to help them be independent in working out what to do if they are unsure. These strategies can be found later in this policy.

- **Feedback**

Class teachers will look at work uploaded and prepare feedback, via the Assignments section on Teams. As teachers are working in our school Hub and carrying out planning and other work they are not always available to give immediate feedback. However, they will respond as soon as they can.

- **Supports to Develop Independent Learning**

Weekly overviews with daily outlines of tasks help pupils stagger the tasks across the week.

Activities are planned with the understanding that pupils will be carrying out the tasks independently. Any relevant guidance is either included in the weekly overview, shared as a link to a relevant source of information or done as part of the Live Lessons/ recorded content. This is why it is important for your child to access the class Team.

- **Support for Wellbeing**

Every Wednesday afternoon is Wellbeing Wednesday. We suggest taking the afternoon for pupils to carry out Health & Wellbeing activities and take some time to be physically active. There are suggested activities shared weekly in a separate Channel in the class Team.

- **Opportunities for Engagement with Other Pupils**

Scheduled Check-ins are a time when pupils can interact online with their class teacher and their peers. We have a

whole school Team where children can interact if they wish and each class will have a Playground/Chat Channel for general catch-ups and news.

## 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.”

Education Scotland January 2021

## Parents can support their child's learning by

- ✓ Helping their child check they have what is needed (resources should be either online via Teams or in paper learning packs). If you require anything else, please ask.
- ✓ Having an area where the child can comfortably work – away from distractions as much as possible
- ✓ Ensuring that the child takes breaks from learning
- ✓ Praising their child's efforts



- **Parents can help their child manage their Glow e-mail and Glow Teams**, however these remain the pupil's own accounts and are only to be used by the pupil for communication.
- **Communication from school is shared via e-mail and/ or texts.** If parental contact details change, please inform the school office as soon as possible. Every class in the school has a Twitter page. The school also share some information on Twitter **@saintandrewsps**
- **Parents can contact the school via telephone or e-mail.** We are always happy to do what we can to support.

- **There are many online sources of extra help** – e.g.

<https://www.parentclub.scot/> ;

<https://education.gov.scot/parentzone/learning-at-home/covid19/>

Our school website is being updated with helpful hints and tips as well as even more links to useful websites.

- **Home learning reviews** are conducted by the head teacher, Mr Connick, via questionnaires sent out by e-mail. Parental views are important in helping us improve the remote learning experience for all. We have an 'open' Form where you can send any questions at any time.

- **Parents should remind their child to log on to Teams daily.**

There is a daily registration comment posted by the class teacher which pupils are expected to respond to. This can be done at any point in the day which is convenient, but is asked to be done every week day. As with a regular school day, if your child is unable to access home learning then please inform the school (i.e. sickness, other reason) as you would any regular school day.



## Contacting staff

- We want to stay in good contact with you and support you as quickly as we can.
- Phone during school hours. The office staff can organise a call back from someone who can help - 715806
- Email the school office  
[instandrews@glowscotland.onmicrosoft.com](mailto:instandrews@glowscotland.onmicrosoft.com)  
your email will be directed to the right person.
- Children's Glow accounts and the Glow address book are only for use by the children not parents, this is a national agreement across Scotland.

- Messages left on Teams are not private, other users can see these.
- Please remember that teachers are still working in the Hub, planning and assessing learning, in meetings and can't always answer a question immediately. Please be patient – we will get to you.



### **What is the role of pupils?**

- Pupils are expected to check-in on Teams daily.
- Pupils should take part in live check-ins if they are able to.
- Pupils who are having issues with Teams can contact their class teacher by e-mail.
- If a child is having issues logging in to Glow, then parents can contact the school by telephone or e-mail on their child's behalf.

### **Routines**

- You could encourage your child to maintain a routine while they are learning from home that fits in with your own circumstances.
- Sticking to a regular get up time and bedtime helps your child.
- Short bursts of learning may suit your child's circumstances. We suggest that you break the learning into chunks for the day with time away from the device.



Here is a suggestion –

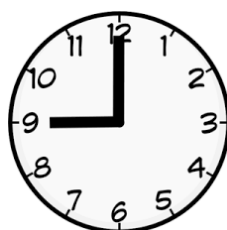
9am Literacy

Break

11am Numeracy

Lunch

1pm Health & Wellbeing

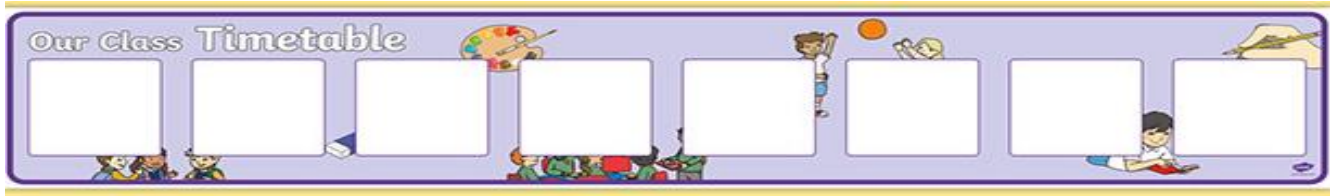




2pm Whole School theme

3pm Finish

Our classes use a timetable like this – maybe that can help you? Each picture is a new activity – including lunch. If you would like a copy please contact Mr. Connick (we have pictures you can use too).



Having breaks away from devices in between tasks is recommended. This could be achieved through

- Reading a book
- Drawing
- Watching BBC/Sky etc. lockdown learning programmes,
- Free play
- Writing a letter to their teacher
- Going for a walk with you
- Baking/cooking with supervision
- Helping with chores
- Personal project

### **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

- Class teachers spend their time engaging with pupils on Teams, providing feedback on previous week’s tasks and preparing for the coming week. Class teachers also spend



time supervising in the school hub. Class teachers are undertaking new learning to develop their skills to support the remote learning experience. There will be times that the class teacher is not available immediately on Teams, but between the hours of 9am and 3pm they will get back to you when they can.

- Classroom support staff are supervising children in the school hub and assisting in the preparation of home learning packs as well as developing their professional skills.

### **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.

- Class teachers take on online attendance daily; this is done by children logging in to Teams every week day to respond to the registration comment (by clicking the 'thumbs up' or adding a comment).
- School staff are also tracking how often pupils access Teams and other online learning activities.
- Pupils who have not engaged for two consecutive days will require a response from the school's management team. However, if schools are informed in advance of any reasons why a child might not be accessing learning that day then this will be recorded and contact from the management team will not be necessary.
- If a child is found to not be engaging online and there has been no contact from home to explain why, then parents will

initially be sent a text to alert them that their child has not engaged. If the child does not engage within then contact will be attempted by telephone.

- If we cannot contact a parent then we will work with our Home Link Worker, Mrs McPate.
- We want all of our pupils to have access to the digital element of learning. We can offer support regarding how to access.

Please do not hesitate to get in touch.



- Parents should be asked to 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?**

- Class teachers and school management teams are reviewing and discussing remote learning regularly to share good practice and identify issues, so that we can adapt to ensure the best experience for everyone.
- Our head teacher, Mr Connick, and depute head teacher, Mrs Shields, are members of all class Teams and so are able to see how the Teams are running.
- Our Parent Partnership Chair, Claire Regan, can be contacted through the Facebook page. She is in regular contact with Mr. Connick.
- Our Parent Partnership still have regular meetings via video calls. If you would like to join a meeting or have a topic discussed, please contact our Parent Group Chair, Clare Regan.
- Questionnaires are shared with pupils, staff and parents via e-mail to obtain opinions and help shape how we improve the remote learning experience. Pupils have the opportunity to

share their views via weekly Check-ins with their class teacher and peers.

- We want to make sure our Remote Learning suits our children and families, it might look and feel different from other schools but this is to suit St. Andrew's. We will be carefully monitoring how we do to report in the annual Standards and Quality Report.
- We are regularly engaging with the council's Education Services team including focused meetings about remote learning and sharing ideas with other schools.

## Keep in Touch

Please let us know if you are having any problems accessing the learning, completing tasks, getting online and anything else.

We have an excellent Barnardo's Family Support Worker, Amanda Holden, who can be contacted on 01475 728493 or 07795257696

School phone number is 01475 715806 and email is [instandrews@glowscotland.onmicrosoft.com](mailto:instandrews@glowscotland.onmicrosoft.com)



## 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



## Some help for when you're stuck.

What to do if I'm stuck...

**B**e **B**rave

I'll try my best!

Have a go!  
Don't let a lack of confidence hold you back, you might surprise yourself!

What to do if I'm stuck...

**B**e still

I've got it!

Stop and have a think!  
Sometimes if we pause and sit quietly, the solution comes to us.

What to do if I'm stuck...

**B**acktrack

Our learning objective today is...

Let's go back!  
Have a look at the learning objective/s or success criteria, they are there to help you understand what is trying to be achieved.

What to do if I'm stuck...

**B**uddy

No problem!

Help!

Ask a buddy to help.  
Can they explain it to you more clearly?

What to do if I'm stuck...

**B**its and **B**obs

Remember to use resources!  
Are there any tools on your desk or in the classroom that could help you?

What to do if I'm stuck...

**B**oss

Please can you help me?

It's time to ask the teacher.  
If you've explored all the other options and you are still stuck then it's time to put up your hand and ask an adult to help.

## And now, maybe more than ever before



"Every kid is ONE caring adult away from being a success story."  
- Josh Shipp -

@sylviaaduckworth