



St Francis Primary School and Nursery Class



Remote Learning Policy

January 2021

'Remote learning: To ensure a consistent, high quality learning experience for all pupils, providing positive interactions, feedback and valuable support leading to pupil progress.

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 and ELC 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 and ELC'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.'*

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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."

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For ELC, learning at home should continue to be based on the pedagogy of play and offer a range of opportunities that can be undertaken both indoors and out. It should reflect the curriculum offer that would be available within the setting.

In St Francis Primary School and Nursery Class, learners can expect:

School

- Planned weekly learning experiences for pupils in both Remote and physical formats.
- Daily “Live” check-ins to support learning with Staff being available during the school day (9am – 3pm) on TEAMS.
- Live, face to face check-ins – pastoral check-ins will be carried out via a TEAMS Meet session at least once per week.
- Remote learning can consist of pre-recorded or live lessons for Literacy and Numeracy with follow up activities.
- Lessons can be a mixture of videos, which may be from the Class Teacher or from a bank of resources provided by, or recommended by, Education Scotland and Inverclyde Council Education Department. This could include the ClickView Platform, accessible via Glow, or via websites such as <https://www.thenational.academy>, e-Sgoil site or YouTube.
- Live lessons may be provided to support pupil learning where another suitable resource such as recorded content is not available.
- Notice will be given in advance for all “Live” sessions.
- Process for submitting work – pupils can upload their work to their **own named Channel** on **TEAMS**, or on the **Assignments feed** or using **Class Notebook**. The class teacher will inform children of the preferred method to submit work.
- The curriculum will focus on the continued development and progression of Literacy, Numeracy, Health & Wellbeing and other curricular areas.
- Feedback on pupil learning – staff will provide written feedback on pupil learning via TEAMS Channels, assignments and Class Notebook – this will ensure pupils can receive the support they need during the day and week.
- All pupils have resources to support learning at home. Teachers encourage pupils to use known strategies that they would use whilst in the classroom.
- Pupils will develop independent learning skills as they complete learning activities.
- Opportunities for engagement with other pupils will be provided in the Playground/Child Chat Channel within the pupils’ TEAM – this provides an excellent space for pupil to engage informally with one another. Staff will monitor this Channel to ensure pupils are following the “Inverclyde Digital Safeguarding in Education Policy.” Pupils should be respectful at all times within this Channel.
- Wellbeing Thursday afternoon will give pupils the opportunity to focus on Mental Health and Physical Activities. Our Health and Wellbeing Sports Coach ensures there are a wide variety of activities for all pupils.
- Pupils’ wider achievements can be posted through Twitter @StFrancisPG

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.”

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- Parents can support their child to participate in remote learning in a variety of ways either on-line in conjunction with using the learning packs or if this is not possible using the physical learning packs.
- Parents will be able to view the **“Inverclyde Digital Safeguarding Policy”** on the school website to ensure the safety of all accessing GLOW/TEAMS.
- There is no expectation that parents will support their child from 9am – 3pm accessing pupil learning either on line or via the physical packs. There needs to be regular breaks as this would be the case at school.
- If your child is unwell or unable to engage in remote learning, you must inform the school following normal attendance procedures (Tel -01475 715725) before 9.30am. We will then update our system accordingly.
- Awareness that although teachers are working remotely they have many other tasks to complete (*Supporting all pupils within the class, Planning future learning experiences, Supporting in-school learning at the Hub and attending meetings*) They will therefore respond timeously but not necessarily immediately!
- Parents can support their child accessing the learning experiences for that week, which have been uploaded to TEAMS. This is complemented with a Weekly Learning pack which can be uplifted from the school each Friday after 11am.
- Parents should continue to encourage, support and motivate pupils to engage in the remote learning activities, reinforcing the key message that we want the very best for them.
- Parents should identify a daily routine to support pupils accessing learning experiences – this will ensure pupils know the expected level of their engagement. Routine is very important to pupils as it provides them with the security of structure. This routine must suit your own lifestyle and context.
- Parents should ensure that time is identified to support activities which encourage a positive frame of mind and a healthy body – Taking care of the Mental Health and Wellbeing is vital during Remote Learning periods
- Parents can access support from the school by following the regular methods of communication. **(email: instfrancis@glowscotland.onmicrosoft.com, phone: 01475 715725)** A member of the school staff will respond either via email or phone call.
- Regular and supportive communication with parents/carers will continue via Newsletters, emails and Twitter. Phone calls to families will also be a valuable method of communication.
- Further information to support Parents can be found at the following places:
 - <https://www.parentclub.scot/>
 - School Website
 - School/Nursery Twitter
 - Education Scotland
 - Care Inspectorate
 - Microsoft Glow supports websites
- Remote learning will be reviewed every 3/4 weeks via Forms questionnaire for parents/carers to submit. This will support improvements in the offer of Remote Learning and allow us to plan more effectively.

What is the role of pupils?

- To engage and try their best in their daily learning, showing our school values and learning dispositions.
- To engage in TEAMS online learning alongside the physical packs to continue their learning.
- To use their class learning (stuck) strategies whenever they encounter a challenge or problem.
- To use self-evaluation strategies to help improve their work. Eg Core targets for writing activities.
- Pupils should contact their teacher through TEAMS or email whenever they come across a problem they cannot resolve themselves.
- To be respectful of other classmates and staff when engaging in remote learning.
- To accept and respond to feedback.
- To continuously reflect upon their learning each week to allow them to make progress.

What is the role of staff?

'Class teacher (ELC practitioner) retains responsibility for planning and organising children's and young people's learning, with learning supported by parents and carers'

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Teaching Staff:

- Teachers will plan pupil learning for the week ensuring progression and quality of experiences. Teachers will provide differentiated learning experiences for pupils who require additional support.
- Class Teachers will share expectations for learning on a daily basis with learners.
- A termly newsletter for each class will be shared with parents.
- Teachers will post learning for pupils on TEAMS in the form of a weekly overview which will include Numeracy & Maths, Literacy & English, Health and Wellbeing and other curricular areas. This weekly plan is also included in the learning packs.
- Teachers will be providing feedback via TEAMS as well as being available for pupils to ask questions between 9am and 3pm.
- Teachers will monitor the engagement of pupils online and this will be shared with Senior Management Team.
- The whole school will engage in **Wellbeing Thursday** afternoon where we will encourage pupils to focus on Mental Health and Physical Activities. Our Health and Wellbeing Sports Coach will post activities in which all pupils can take part. Teachers will not be online between 11.45am and 3pm on this day as they will be planning and preparing for the week ahead.
- Please be aware, your child's Class Teacher will be available during the school day (9am -3pm) for any questions or concerns. They will be more than happy to give advice or guidance.
- Each Class Teacher will spend a half-day supporting In-School Learning in our Hub for Key Worker pupils. Other staff will be managing the online class during these times.
- Teachers will attend quality professional learning sessions to support their professional development and attend Staff meetings working collegiately with colleagues.

Support Staff:

- Clerical Staff will support the organisation of the Remote Learning process.
- Support Staff will support in-school learning in the Hub.
- Support Staff will assist in the creation of the physical Remote Learning packs.
- Support Staff will engage with pupils in their TEAMS to support learning and Health & Wellbeing.
- Support Staff will attend quality professional learning sessions online.

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.

- Staff will monitor attendance/engagement on a daily basis.
- SMT will share attendance at the Hub with Staff to ensure attendance/engagement data is accurate.
- SEEMIS (Our system for recording daily school attendance) is being used to input attendance data using the correct codes to ensure we are aware of any issues whereby pupils cannot engage. i.e pupil illness
- We will collate information from TEAMS using "Insight" data, pupil engagement on Bug Club, Sumdog and Education City to identify pupil engagement in learning.
- We will collect this information over the course of each week, however we will contact parents/carers after 2 or more days of non-engagement from pupils without a reason being provided – this will be a supportive contact.

How will we ensure quality for ELC and school?

- SMT will engage with the council's Education Services team including focused meetings about remote learning.
- School will use the audit tools provided by the council's Education Services team to support quality in Remote Learning.
- SMT will view all learning packs for quality and consistency.
- SMT will engage with all TEAMS groups with a focus on pupil engagement as opposed to pupils just logging on.
- Staff will work collegiately and take part in a moderation exercise to discuss the learning packs and learning experiences on offer.
- SMT will engage in Professional Dialogue – 1-1 with staff to discuss planning and pupil engagement.
- SMT will arrange a TEAMS Meeting for small groups of pupils to discuss engagement and learning.
- SMT will engage with parents/carers via Parent Council Meeting to agree a shared understanding of Remote Learning Policy
- Forms questionnaire to be used to gather information around quality of Remote Learning offer – this will be completed every 3/4 weeks.
- ELC – questionnaire will go out in learning packs to gather the views of the children.
- Evaluation of the remote learning experience will be included within the annual Standards and Quality Report.

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.
- [Learning at Home](#) – Parentzone Scotland resources.
- [Read, Write, Count](#) - a national initiative which aims to improve the literacy and numeracy skills of Scotland's children.
- [PlayTalkRead](#) - encourages parents and families to include easy and fun reading, writing and counting activities in their everyday lives.

GUIDANCE FOR ELC REMOTE LEARNING AT HOME.

In St Francis Primary Nursery Class, learners can expect:

Nursery

- Planned weekly play based approach at home suggestions from parents and children linked to Literacy, Numeracy and Health & Wellbeing – also other curricular areas
- Differentiated physical resource pack to support play activities.
- The pack contains suggestions and ideas (Not compulsory) – Children in Early Years learn best through play.
- Planning in the moment sheets have been provided with guidelines/suggestion on how to complete to all parents. These will be brought back to the nursery and put into each child's folder.
- Access to pre-recorded videos from staff supporting learning experiences.
- Weekly Check-in phone calls from Key Workers.
- Celebrating pupil achievements on Twitter.(Supplied by parents)

Role of the parents for ELC

- Parents can support their child to participate in learning at home ensuring that they make this **fun and enjoyable** – packs are filled with a variety of ideas and resources.
- Parents should promote a daily routine where possible, and review what strategies help them be successful, ensuring they are mindful of their child's wellbeing.
- Parents should use Twitter to read daily updates about what is available for them to use with their child. There will be signposting to a variety of websites.
- Parents will be contacted on a weekly basis by their child's Keyworker to discuss their wellbeing, their child's wellbeing, interests at home and what resources are required to facilitate this.
- If any parent requires support out with these times they can contact the nursery or via Twitter. Other helpful information can be found in learning packs and in the Nursery Tab on the school website.
- Questionnaires will be used to monitor and evaluate the engagement of children at home.

Role of the Nursery Staff:

- Nursery Staff will plan weekly learning activities and create resource packs to support Remote Learning. These will be differentiated for numeracy and literacy.
- Nursery Staff will carry out weekly check-ins with parents.
- Nursery Staff will support in-school learning in the Nursery Hub.
- Nursery Staff will collate responses from the Forms questionnaire (1 every 3/ 4 weeks) and feedback to SMT and parents and also monitor the uptake of physical Learning Packs.
- Head Teacher will present at the Parent Council Meetings providing updates on Remote Learning.
- Each member of staff has been given professional learning information that can be accessed on line. This will support their SSSC registration.

How will we encourage engagement for ELC children?

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

- Staff will track engagement/participation through weekly communication with parents.
- Staff will discuss any issues with parents to offer support and will if necessary deliver packs to homes.
- If your child is unwell or unable to engage in remote learning, please treat this the same way that you would if your child was not able to attend ELC. Please contact the nursery (Tel -01475 715735) before 9.30am. We will then update our system accordingly.