

St John’s Primary School and Nursery Class

 Remote Learning Policy

‘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 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 St John’s Primary School and Nursery Class, learners can expect:***

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| --- | --- |
| School | Nursery |
| * 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 in small groups once per week.
* Remote learning which can consist of pre-recorded lessons for Literacy and Numeracy with follow up activities.
* Lessons that 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 that may be provided to support pupil learning where another suitable resource such as recorded content is not available.
* Process for submitting work – pupils can upload their work to their Channel on TEAMS, via the Assignments feed, by emailing their work to the class teacher or using Class Note. Work should be uploaded on completion or by the due date advised by the Class Teacher.
* A curriculum that focuses on the continued development of Literacy, Numeracy, Health & Wellbeing and other Curricular areas
* Feedback on pupil learning – Staff will provide written feedback on pupil learning via TEAMS Channels – this will ensure pupils can receive the support they need during the day and week
* Pupils will develop independent learning skills as they complete learning activities
* Opportunities for engagement with other pupils will be provided in the Playground 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.
* To engage in Wellbeing Wednesday afternoon where we will encourage pupils to focus on Mental Health and Physical Activities.
 | * Planned weekly play at home suggestions linked to Literacy, Numeracy and Health & Wellbeing – also other curricular areas
* Physical resource pack to support play activities
* The pack contains suggestions and ideas (Not compulsory) – Children in Early Years learn best through play.
* Access to pre-recorded videos from staff supporting learning experiences
* Fortnightly Check-in phone calls from Key Workers
* Celebrating pupil achievements on Twitter
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**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 to participate in remote learning in a variety of ways either on-line activities or using the physical packs
* Parents will be signposted to the **“Inverclyde Digital Safeguarding Policy”** to ensure the safety of all accessing GLOW/TEAMS
* There is no expectations that Parents will support their child from 9am – 3pm accessing pupil learning either on line or via the physical packs
* If your child is unwell or unable to engage in remote learning, you must inform following normal attendance procedures (Text Message: 07860004806) before 9.30am. We will then update our system accordingly.
* Awareness that although Teachers are working remotely they have many other tasks to complete while there *(Supporting all pupils within the class, Planning future learning experiences, Supporting in-school learning at the Hub and attending meetings)* and as such will respond timeously but not necessarily immediately!
* Parents can support their child accessing the learning experiences for that week, which have been uploaded to TEAMS or by uplifting a Weekly Learning pack from the school each Friday after 12pm
* 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 what the expected level of engagement will be. 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: instjohns@glowscotland.onmicrosoft.com , phone: 01475 715728)** A member of the school staff will respond either via email or phone call.
* Regular and supportive communication with parents/carers will continue via Newsletter and emails. 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 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 as best they can in daily learning, showing our school values and learning dispositions.
* To engage in TEAMS learning or use the physical packs to continue their learning
* To use their stuck strategies whenever they encounter a challenge or problem.
* 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 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*

**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.
* Teachers will post learning for pupils on TEAMS in the form of a weekly overview which will include Numeracy & Maths, Literacy & English and Health and Wellbeing
* Teachers will be providing feedback via TEAMs as well as a chance for pupils to ask for clarity and questions between 9am and 3pm
* The whole school will engage in **Wellbeing Wednesday** afternoon where we will encourage pupils to focus on Mental Health and Physical Activities. Teachers will not be online between 11.45am and 3pm on this day as they will be planning and preparing for the week ahead as well as attending meetings/training online
* 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 – our Hub for Key Worker pupils. Staff will be unable to respond to pupils during these times. Staff will inform the pupils when this will take place.
* Teachers will attend quality professional learning sessions to support their professional development and attend Staff meetings working collegiately with colleagues

**Nursery Staff:**

* Nursery Staff will plan weekly learning activities and create resource packs to support Remote Learning activities
* Nursery Staff will carry out fortnightly check-ins with pupils
* Nursery Staff will support in-school learning in the Hub
* Each Key Worker will contact their group of pupils fortnightly for a check-in
* Nursery Staff will collate responses from the Forms questionnaire (1 every 4 weeks) and feedback to SMT and Parents and also monitor the uptake of Physical Learning Packs
* Senior EYECO will present at the Parent Council Meetings providing updates on Remote Learning

**Support Staff:**

* Clerical Staff will support the organisation of the Remote Learning process
* Clerical Staff will provide additional resources for families – jotters, pencils, pens, etc…
* Support Staff will support in-school learning 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

**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 ensure all Staff are aware of families who have uplifted a physical pack – SMT will also 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 and Sumdog and the uplift of Physical Learning Packs from the school 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?**

* 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 complete 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 4 weeks.
* 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](https://education.gov.scot/media/hblh4yy0/cerg-remote-learning-080121.pdf)
* Maximising Engagement during lockdown – Inverclyde Attainment Challenge 2021