St Ninian’s Primary School

 Remote Learning Policy

January 2021

*‘Teach with Love and Learn with Pride’*

*In St Ninian’s Primary School our vision is to work in partnership with parents. Ensuring continuity of learning, building on previous learning and ensuring progression through COVID-19 school closures. We have high expectations that our pupils will continue to engage in their learning journey. Our staff will work collaboratively to ensure engagement through a range of creative well planned remote learning experiences, supporting children to build resilience and develop skills for learning, life and work.*

**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 Ninian’s Primary School we have set up a Microsoft Team for each class. Details of the team and how to download and access this on devices have been issued to parents and is available on our website and You Tube Channel.

Within each class Team the children have access to a **general** channel, **files** and their **own channel.** The teacher and support assistant is available each day for live registration with the pupils and at periods throughout the day for guidance and support with planned learning.

Within the **files** section in each class Teams you will access planned learning in the **Remote Learning 2021** folder which gives access to folders for each week’s learning containing **Literacy, Numeracy and Health &Wellbeing.** Folders will include:

* Reading, Writing and Grammar Tasks and links to recorded content
* Numeracy and Mathematics Tasks and links to recorded content
* Health and Wellbeing Tasks and links to recorded content and websites
* Recorded Content
* Class Task Maps – giving an overview of week’s learning
* PowerPoint presentations
* Worksheets/Tasks that can be downloaded
* Support for wellbeing

In the **general** section on Teams the children will:

* Complete registration through daily check in with teacher
* see any daily tasks/challenges/links the teacher has set up
* direct any questions to the teacher
* be supported in their learning journey by teacher
* Regular check in from HT and DHT
* Invitations to join in Teams Meeting for Weekly Class Check-In sessions
* Invitation to join fortnightly Assemblies with HT and DHT
* Support for wellbeing

In each child’s **own channel** pupils can:

* Engage in dialogue with the class teacher about their learning
* Upload completed learning tasks
* Receive feedback on learning
* Communicate with HT or DHT
* Support for wellbeing

Teachers have set up ‘**chat channels’**. These have been created to support engagement with other pupils. This channel is moderated by the class teacher and support assistant to ensure appropriate content.

It is important to remember that teachers are ensuring the continuity of learning for all learners in each class as well as planning and assessing. Please be patient as teachers will respond timeously but not necessarily immediately!

**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*

We are aware that a large number of our parents are working from home and are finding the balance of engaging their child in remote learning whilst working from home very challenging. We want to support you as much as possible through these challenging times and offer as much reassurance and guidance as we can through regular communication. We will send out emails, posts through twitter and issue regular newsletters. We will send you weekly emails with details of pupils’ learning in the event that there should be any issue with Microsoft Teams. We can be contacted by Telephone on **01475 715853** or at the school email address **InStNinians@glowscotland.onmicrosoft.com**

We are also aware that parents may be unfamiliar with the **‘language of learning’** used by teachers and pupils as it may be very different from their own experiences of learning in school. To help support parents with this we are collating **help guides** which will be uploaded to each class TEAM, our website and emailed out to parents. This will enable parents to have a better understanding of different strategies and approaches children are using in their learning.

You can support your child to participate in remote learning through:

* Supporting children to download tasks and upload documents and photos
* Establishing routines.
* Creating a learning space in your home
* Understanding what strategies help your child be successful
* Promoting participation in Wellbeing Wednesday activities
* Accessing Teams help support on our You Tube Channel
* Encourage brain breaks where your child can have some outdoor activities/down time
* Completing the Remote Learning Questionnaire evaluating our Remote Learning offer

**What is the role of pupils?**

Children have been given guidance on accessing and engaging in Teams. Teachers are sharing Teams Etiquette with their pupils encouraging them to stay safe online and be respectful to others. Pupils can communicate directly with their teachers, support staff, HT and DHT as well as engage with their peers through Teams. It is expected that pupils log on to TEAMS daily to see new daily challenges and tasks.

We are encouraging our older pupils to develop their IT skills and upload examples of their own learning so that the teacher can give them effective feedback and they continue to make progress. For our younger children we know they may need the direct support of their parents to upload their completed tasks and we appreciate this support from parents to enable teachers to offer feedback to the pupils.

Pupils will be given the opportunity to participate in Live Check Ins with their teachers and peers through Teams Meetings and will be invited to fortnightly Assemblies with a member of the Senior Management Team.

Teachers will facilitate a ‘chat channel’ for pupils to engage with their peers and promote social interaction. If there are any issues pupils may report these directly to teachers.

**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*

Class Teachers will plan remote learning for their class. It is the responsibility of the class teacher to upload the weeks learning onto the Teams Channel. Class Teachers should also email the learning for the class to the SMT and office staff for it to be emailed directly to parents in the event that there is an issue with TEAMS.

Teachers will track engagement of their pupils daily and report this to SMT. They will guide, support and encourage the pupils to participate in the day’s learning and offer feedback to ensure progress. Teachers will organise weekly Check-Ins with their class and be available at periods throughout the day to support pupils with any issues they may be experiencing. Teachers will continue to access Professional Learning opportunities to enhance their skills in the delivery of Remote Learning.

RCCT teachers, Recovery Teachers and Support for Learning Teachers will be supporting pupils within the HUB as well as planning Health and Wellbeing activities for identified classes for Wellbeing Wednesday which will be uploaded to each class TEAM.

Support staff will engage in TEAMS when not directly involved in the HUBS for children of key workers and vulnerable pupils. They will engage in dialogue and continue to support groups or individual learners with their learning through dialogue in the General section of 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.

We will be monitoring engagement through our Insights Programme in TEAMS. This allows us to monitor engagement and drill down to see the level of engagement for each pupil. If a pupil has not engaged for 2 consecutive days a member of the Senior Management Team will contact parents to see what we can do to best support their child to engage in the continuity of their learning.

A member of the Senior Management Team will discuss engagement of pupils who are mainly using paper packs to access learning with their parents.

If we have difficulty making contact with parents, we will use the support of our Home Link Worker from St Columba’s High School, Mrs Angela McPeate, to help us engage with parents.

Parents should let us know when their child is unable 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?**

We are very proud of the high quality learning experiences that our teachers are uploading to TEAMS. Teachers at every stage are working collaboratively to prepare and deliver well planned progressive learning opportunities for our pupils following Curriculum for Excellence. The learning is moderated by both teachers at every stage to ensure that each class is learning at an appropriate pace. Differentiated tasks are offered to ensure that the needs of all learners are being met. The quality of the lessons is also being moderated by the Senior Management Team and these are discussed regularly with staff at online meetings to ensure consistency. There are regular opportunities for staff to engage in collegiate professional dialogue. Staff are given clear directions to national sites e.g. Click View, e-Sgoil, Oak Academy to support recorded content. These sites are in line with the Scottish Curriculum.

We will continue to engage with Parent Councils throughout our offer of Remote Learning.

As well as gathering feedback from parents, we will be providing opportunities for children to feedback to us on their learning and for staff to provide feedback on their experiences of Remote Learning through Microsoft Forms.

We follow local guidance on Home Leaning and Digital Safeguarding from Inverclyde Council as well as national guidance from Education Scotland. We are provided with regular support by Inverclyde Council’s Education Services Team.