



# St Patrick's Primary School

## Remote Learning Policy



While covid-19 has changed how and where our children access their learning, our vision for them remains the same. We will continue to ensure a secure, happy and caring provision, which nurtures and enables our children to achieve their full potential through engaging in the most effective learning and teaching experiences of the highest quality.

### 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 Patrick's Primary School, remote learning will be high in quality, meaningful to children, and will help them to practise, consolidate and progress further with their learning. Learners can access their learning using a Paper Learning Pack and/or online using Teams. Whether using Paper Learning Packs or Teams, learning will:

- be created and directed by Class Teachers.
- promote independent learning skills.
- provide variety of activity eg online, research, reading, project work, practical, discussion.
- be appropriate to the learner ie in line with appropriate CfE levels and differentiated.
- focus on literacy, numeracy, RE, Health & Wellbeing, and other curricular areas.

### **Remote Learning with a Paper Learning Pack**

- A new Paper Learning Pack created by Class Teachers, and enhanced by other teaching staff, available for each child every week.
- Mirrors the learning that teachers post on Teams each week.
- Emailed out to all parents each week for reference.
- Include everything children need for their weekly learning and may include a suggested timetable and suggested links to websites that might be helpful.
- Completed work can be photographed and uploaded to Teams for teacher feedback.

### **Remote Learning with Teams**

The use of Teams is advised and encouraged, even if children are using Paper Learning Packs, as there are so many additional benefits:

- Teachers available on Teams throughout the day from 9am to 3pm, Monday to Friday (except for a Wednesday afternoon), as are Support Staff.
- Staff respond to children's questions and provide them with feedback to support, guide and challenge.
- Teachers provide links to additional websites or links to pre-recorded content to help support children's learning or challenge them with new learning.
- Children can choose to watch pre-recorded content as many times as they like to support their learning.
- Children can connect with classmates, teachers and staff.
- Daily check-ins throughout the day using the chat facility (typing).
- Regular live check-ins throughout the week using Team Meet.
- Children can contact their teacher individually through Glow email.
- Uploaded work can be reviewed by teacher and feedback provided.

### **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*

Our remote learning offer is not a replica of how children learn in school and parents are not expected to be their child's teacher. Each household and family circumstance is unique. Parents can support children's learning in a variety of ways:

- Promote routines eg regular breaks and lunch times, regular bedtime and up in the morning routines.
- Remind children to take regular 'screen' breaks.
- Minimise distractions when children are learning eg switch off the TV.
- Talk to children about their learning (no matter how little time you have).
- Listen attentively when children are talking about their learning (no matter how little time you have).
- Encourage and support children to upload completed work to Teams so that teachers can give them feedback to help with learning.
- Collect a weekly Paper Learning Pack, if required.
- Remind children that school work is important, as is giving their very best effort.
- Remind children of our School Values, particularly that ***Kindness is at the heart of all that we do!***
- Contact the school if your child cannot engage in remote learning because of illness so they can be marked absent.
- Keep checking your emails for our communications.
- Keep up to date on Twitter @StPatricksPS15.
- Take care of your own emotional and mental health.
- Remember the importance of making time for fun and non-school activities.
- Encourage your child to say their prayers, or better still, pray as a family.
- Give us your views and feedback when we send out surveys using Glow Forms to help us keep improving our offer.
- Make use of independent supports for parents such as ParentClub <https://www.parentclub.scot/>
- Don't hesitate to contact us at school if you need help. Phone the School Office (715696) or email us [instpatricks@glowscotland.onmicrosoft.com](mailto:instpatricks@glowscotland.onmicrosoft.com)
- Join our Parent Council Meetings. Contact our Chairperson, Mrs Tricia Jack, on the PC Facebook page for access details <https://www.facebook.com/groups/1616418375260823/>

### What is the role of pupils?

- Remember they are St Patrick's pupils!
- Live out the School Values at home, especially being ***Ambitious to Achieve*** with their learning, and keeping ***Kindness at the heart of all they do!***
- To do their best with their learning activities on Teams or in their Paper Learning Pack.
- Respond to the feedback given on Teams by their teacher or classmates.
- Remember to use their learning and stuck strategies if they encounter a challenge.
- Use Teams or their Glow email to contact their teacher if they need help.
- Live out the School Values when on Teams, especially ***Responsibility to Respect*** their own ***Rights*** and the rights of others.
- Ensure that online communication is respectful. Remember to follow the Inverclyde Internet/Email Acceptable Use Policy.

## **What is the role of school 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**

- Plan a variety of learning experiences for pupils weekly; prioritising literacy, numeracy, Health & Wellbeing and RE. Learning will be suitable to the learner ie in line with appropriate CfE levels and differentiated accordingly.
- Create a weekly Paper Learning Pack that mirrors learning provided on Teams.
- Provide links to useful and meaningful websites, recorded content and signpost any other resources to enhance learning experiences.
- Available to children daily on Teams, at times, between 9am and 3pm (except a Wednesday from 11:45am) to provide feedback that supports, guides and challenges pupils.
- Provide opportunities for children to check-in (live chat or Team Meet).
- Support pupil wellbeing.
- Monitor pupil engagement of learning and liaise with Senior Management Team to update on progress with learning.
- A half-day per week supporting in-school learning for children of key workers who attend the school's childcare provision.
- Continue to engage with professional learning and development.

### **Support Staff**

- Support the childcare provision in school for children of key workers.
- Available to support children daily on Teams, at times, between 9am and 3pm (except a Wednesday afternoon).
- Print, organise and distribute Paper Learning Packs weekly.
- Organise additional resources to support children's learning eg novels, jotters, pencils...
- Continue to engage with learning and development opportunities.
- Monitor pupil engagement in childcare provision and liaise with Teaching Staff and Senior Management Team.
- Provide recorded content, as appropriate, to support individuals with remote learning eg reading a story.

### **Clerical Staff**

- Provide clerical and administrative support to the Senior Management Team to ensure the orderly running of remote learning and childcare provision.
- Ensure quality communications with parents/carers.
- Usual in-school duties.

## **Senior Management Team**

- Ensure risk is mitigated in line with health and safety procedures for whole school community.
- Continue to prioritise child protection and child welfare.
- Support staff welfare.
- Ensure high quality remote learning is offered and delivered.
- Organise and manage childcare provision, with in-school learning support for children of key workers.
- Monitor, evaluate and improve pupil engagement in remote learning.
- Liaise with parents/carers and partner agencies to improve pupil engagement in remote learning.
- Gather feedback from school community to evaluate the effectiveness of remote learning and plan for further improvements.

## **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.

- Teaching staff will monitor engagement of online learning on a daily basis and record this on a document shared with SMT daily.
- SMT will monitor uptake of weekly Paper Learning Pack and record this on a document shared with Teaching Staff daily.
- Where pupils are not engaging with remote learning, SMT will contact parents/carers to offer advice and support suitable to individual circumstances eg technical support, linking with partner agencies such as Barnardo's or Community Learning & Development (CLD).

## **How will we ensure quality?**

- SMT ensure that practices and policy are in line with Inverclyde Council's Remote Learning Guidance, through professional dialogue and collegiate working with all relevant staff.
- SMT use feedback from stakeholders to improve practice.
- SMT are members of every Class Team.
- SMT review the quality of remote learning offered to all pupils and good practice is shared with all teaching staff.
- Use of Teams to ensure moderation is possible among teaching staff.
- Use of collegiate time to ensure teaching staff share knowledge, skills and resources outlined in Working Time Agreement.
- Teaching staff engage with continuous professional learning and development to further enhance skills.
- Ongoing dialogue with stakeholders to ensure remote learning is continually reviewed for improvement.
- Use of Inverclyde Council Education Services' Remote Learning audit tool to assist with self-evaluation.

- SMT meet with Education Officer regularly to review practice.
- Evaluation of remote learning will be included within the annual Standards & Quality Report.
- Use of surveys to gather feedback from pupils, staff and parents/carers.
- Ongoing engagement and consultation with Parent Council.

**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