

*St Elizabeth's Primary
and
Nursery School*



Remote Learning Policy

January 2021

(Reviewed as required)

Rationale:

In St Elizabeth's Primary and Nursery School we have written this policy taking account of **Remote Learning CERG, Education Scotland (January 2021)** and **South Lanarkshire Council Remote Learning: Advice and Guidance for Establishments (January 2021)**.

As a whole school community, we have adopted Education Scotland's definition of remote learning:

'... 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. It involves a combination of live interactions between teacher and learners and also learning which takes place away from the direct presence of the class teacher.'

We have also adopted South Lanarkshire Councils definition of Continuity of Learning which states that,

'... aspirationally, continuity of learning during lockdown should be as close to the daily face-to-face experience as the context allows.'

This policy clarifies how the school community of St Elizabeth's Primary and Nursery School will deliver remote learning which informs the continuity of learning for all our learners. Our remote offering will be delivered using Google Classroom, Google Meet, Learning Journals and Microsoft Teams.



Our Aims:

- to provide all learners with new and progressive learning experiences.
- to provide feedback to learners which identifies strengths and next steps.
- to provide a flexible approach to support learners and families.
- to regularly engage with learners, staff and families.
- to ensure quality learning experiences through Senior Leadership Team quality assurance procedures.
- to provide an equitable offer for all learners.



Our Remote Learning Offer:

Every child in St Elizabeth's Primary School has access to the online learning platform 'Google Classroom'. This is accessed through the child's GLOW account and offers a platform for Continuity of Learning as well as 'live' interactions using Google Meet to connect with each other within the school community during this period of Remote Learning. Every nursery child also has access to online learning through the 'Learning Journals' platform.

Learners will be offered:

- Daily lessons which offer high quality learning experiences focusing on Literacy, Numeracy, Health and Wellbeing and Interdisciplinary Learning.
- Teaching staff will post this work on Google Classroom each morning and Nursery staff will post on the Learning Journals.
- Activities will be a mixture of online, written and practical, with a healthy balance of offline/online activities.
- Pre-recorded lessons focusing on new concepts with differentiated learning experiences, meeting the needs of all learners.
- Follow up activities which are active and stimulating.
- Quality feedback on activities and tasks concentrating on strengths and next steps.
- Access to online reading resources.
- Links to further learning and Remote Learning Offers from outwith St Elizabeth's such as BBC Bitesize, YouTube, eSgoil and West Partnership materials.
- Daily live check-in sessions at 10.15am, 11.30am and 2:00pm on Google Classroom and at 12.45pm on Learning Journals.
- Access to support via Google Meet, live interactions and Google Classroom Stream.
- Targeted support from both teachers and support assistants.
- Whole School Pastoral Assemblies led by Senior Leadership Team celebrating faith, success and achievements.
- Pupil engagement which is tracked and monitored weekly by staff and the Senior Leadership Team, with non-engagement being followed up and actioned.



Our Expectations...

Learners	Teachers/Key Workers	Parents/Carers
<p>Learners are expected to:</p> <ul style="list-style-type: none"> • Log into Google Classroom each morning for the question of the day and registration. • Join at least one Live Check-in each day. • Communicate with their teacher using Google Class Stream for help or support. • Engage in the prepared learning experiences available through the classwork folders. • Use the feedback provided by teachers to further learning and improve skills being taught. • Join any class Google Meet opportunities. • Join in Assemblies and other virtual gatherings. • Learners must adhere to SLC ICT Agreement and not record and/or share any Google Classroom content, i.e., resources, pre-recorded lessons or live sessions. <p>Nursery families are expected to:</p> <ul style="list-style-type: none"> • Log into Learning Journals to access activities. • Join in the live check-in with your key worker. • Comment and share learning through the 'Parent Contribution' tab in Learning Journals. 	<p>Teachers/Key Workers are expected to:</p> <ul style="list-style-type: none"> • Upload a programme of high quality, differentiated learning for all children daily. • Host live Check-ins over the day. • Widen the offer by using websites, YouTube, video clips, games and other resources to support Remote Learning. • Provide online support throughout the day using Google Classroom/Learning Journals. • Provide one to one direct support using Google Meet Room facility where a child requires further explanation/teaching. • Provide purposeful and relevant feedback to support learners at home. • Maintain a record of engagement, submitting this at the end of each week. • Monitor the engagement in Literacy and Numeracy and report concerns to Senior Leadership Team. • Share and celebrate success using the appropriate channels such as Twitter, School App. 	<p>Parents/Carers are expected to:</p> <ul style="list-style-type: none"> • Promote Remote Learning in the home environment and aspire to create a 'School Day' structure as closely as you can. • Facilitate Remote Learning with encouragement and support to ensure tasks are completed and submitted/uploaded. • Contact the school if they have concerns/issues with ICT or login/passwords. • Parents/carers must not record and/or share any Google Classroom/Google Meet content. • Parents/Carers should not be visible during live Google Meets. • Parents/Carers must inform the school office when learners or family members are ill so that teachers can be informed, and absences can be recorded. • Parents/carers may share and celebrate success by sending images to be uploaded on Twitter.

Quality Assurance and Senior Leadership Team Monitoring

Our Senior Leadership Team are members of every Google Classroom and Nursery Learning Journals and will:

- Closely monitor and track the engagement of all learners using the Engagement Records which are completed daily.
- Regularly discuss with class teachers/key workers their learning offering and support the implementation of remote learning adhering to the latest advice.
- Telephone learners and parents to offer support, particularly those families who are not engaging.
- Support ICT provision at home with technical support where required.
- Seek the views of learners, parents/carers and staff as we journey through Remote Learning.
- Communicate effectively with all Remote Learning Partners.
- Track quality learning and teaching with a particular focus on Literacy, Numeracy and Health and Wellbeing.
- Engage in Learning Conversations with focus groups of children as part of quality assurance.



Agreed Understanding of Direct Teaching Online:

We invite all learners to join us for a check in at least once per day. The class teacher will facilitate this at **10.15-10.45am**, **11.30-12.00noon** and **2.00-2.30pm**.

Daily, each class teacher will schedule a selection of lessons using a variety of approaches.

Our Senior Leadership Team will schedule focus groups for live interactions to support quality assurance and to seek the views of the children, the core users of Google Classroom.

There will be three separate live assemblies each week to celebrate our faith, learning and successes during that week. These will be for **P1, P1/2 and P2/3; P3/4, P4 and P5** and finally **P6, P7A and P7B**.

Please note that in line with ***South Lanarkshire Council's Video Conferencing with Learners Policy***, we will record live interactions and a second member of staff will be present to support technical issues and assist with the live interactions. We ask that children when entering a Google Meet mute their microphone and always show respect.



Live Teaching Process:

- Live interaction will take place through Google Meet.
- Google Meet live interaction/live teaching will take place after agreed protocols with staff, learners and parents are in place.
- At least two members of staff will be online during each Google Meet.
- **Google Meet interactions will be recorded to help ensure everyone is protected when using video calls and not for the purpose of sharing with pupils. Recordings must not be shared with learners if they contain pupil audio/video.**



Equity and Support for Vulnerable Learners

Our Remote Learning Offer provides:

- Different approaches to remote learning to suit different family contexts.
- Provision of devices and Wi-Fi access for identified learners.
- Regular check-ins with identified learners and non-engaging learners, via telephone and email by our Senior Leadership Team.
- The opportunity to attend our school/nursery depending on individual circumstances.



Key Worker Support:

- Key workers should apply weekly for a school/nursery for a place to enable us to prepare adequate staffing arrangements.
- Learners remain in family bubbles to minimise household interaction for track and trace purposes.
 - The children will be supervised and supported by staff to access their online offering from their teacher.
 - One teacher will be present to supervise and support learners to access their online offering.



CLPL and Support for Staff:

In St Elizabeth's Primary and Nursery School there will be:



- Weekly virtual meetings for teaching staff, support staff and nursery staff to review practice and support continuity of learning.
- Good practice examples which are shared with colleagues.
- The opportunity to access resources and examples of good practice within Google Classrooms.
- Access to SLC Webinars and other online training.
- Non-class contact time arranged for the end of each working day over the week.

Communication Parents/Carers

- Communication with parents/carers will be via our School App, Twitter, email and telephone.
- Essential communication will be sent through our School App and Twitter.
- Twitter will also be used to share advice, resources, photographs and videos of pupil learning.
- Our Senior Leadership Team will contact vulnerable learners and non-engaging learners.
- Parents/Carers may contact our Senior Leadership Team by telephone or email.



Support Services – Assistance with Remote Learning:

Support staff will:

- Attend 'live' virtual lessons/interactions that teachers are conducting.
- Take part in break out rooms during any 'live' lessons/interactions.
- Post welcome messages and encouraging comments in Google Classroom throughout the day.
- Assist with Literacy/Numeracy activities virtually - IDL, Phoneme Chart, Common Words, 5-Minute Box, small groups.
- Nurture Support – engage with or check in with pupils that individual School Support Assistants would normally support in class or assist with any regular contact being made with pupils or parents.
- Attend on-line assemblies.
- Support virtual sessions at 'break times' which encourage class friendships and general child social interactions to continue.
- Undertake training to support remote learning - Google Classroom, Google Meet, Microsoft Teams.



Support:

Online support is available to all learners, parents and carers.

We will do our very best to help as much as we can.

If you require assistance you can:

- Access on line support videos
- <https://sites.google.com/sl.glow.scot/slcremotelearning/home>

Contact the school by email or phone:

- School: **01698 285080**
- Nursery: **01698 286270**
- Miss MacPhee, Head Teacher – gw14stlizpsht@glow.sch.uk
- Mrs Wilson, Depute Head Teacher – gw07wilsonellen2@glow.sch.uk
- Mrs Campbell, Principal Teacher – gw08campbellelaine7@glow.sch.uk
- Mrs Hart, Nursery Depute – gw14hartgillian@glow.sch.uk
- School Office, gw14stlizpsoffice@glow.sch.uk

