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**Remote Learning Protocols**

**St. Mary of the Angels Catholic Primary School January 2021   
Google Classroom (KS2) Seesaw (EYFS/KS1)**

**Introduction**

As a staff, we are committed to ensuring our children continue to learn at St Mary of the Angels through the COVID-19 lockdown. Whilst learning is important, the community’s well-being remains a focus. We will endeavour to support our learners, and their families, at this time to help them continue to learn and grow.

**What is Remote Learning?**

Remote learning is where teaching and learning takes place, despite the teachers and pupils

not being physically present at school. As children cannot access school to learn, their

learning will take place through a majority of online tasks.

Work will be set by teachers using a learning platform called Google Classroom (KS2) and Seesaw (EYFS/KS1). Teachers have created a bank of home learning tasks, ideas and resources. Some are in the form of worksheets or instructions on work to complete and others are instructions on where to access work. You will not be required to print out any worksheets if you are unable to do so.

Worksheets will simply be used as a guide for presenting tasks. Recording work on paper will be sufficient. Each child will be issued with set pieces of work to complete each day; it is

important that children log onto Google Classroom (KS2) and Seesaw (EYFS/KS1) every day and complete the work set.

When required, responses should be sent to the teacher via the online platforms. Some activities will be completed online and teachers will be able to see it. Teacher may ask for task to be photographed and uploaded onto Google Classroom/ Seesaw for the teachers to see.

Teachers will be able to monitor children’s engagement in activities and their understanding.

Learners will be provided with a suggested timetable for the week to ensure that they are given routines in order to learn at home. Children thrive off routine and structure so this may help when learning at home.

**Home and School Partnership**

St Mary of the Angels is committed to working in close partnership with families and recognises each family is unique. This means that remote learning will look different for different families in order to suit their individual needs. Where possible, it is beneficial for young people to maintain a regular and familiar routine. We will plan a ‘school day’ that will follow the usual timetable for the class as if they had been in school wherever possible.

We would encourage parents to support their children’s learning as best they can. This includes finding an appropriate place for their children to work. This should be a location that allows good levels of concentration and where an adult can supervise their learning.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school and alternative solutions may be sought.

As a school we expect all children to abide by the ‘acceptable use’ rules in relation to e-safety and our code of conduct for ‘live’ lessons.

**Expectations on Teachers**

* All teachers will provide work for children to complete at home.
* Teachers will respond to pupils’ work where appropriate and proportionate.
* Teachers will try to match the work to children’s abilities wherever possible, sometimes

this will prove to be difficult as teachers often give additional support to pupils during a

lesson.

* Teachers will be completing professional learning tasks so will not always be able to

respond immediately to pupils.

**What is expected of staff / pupils / parents and carers during ‘live’ sessions?**

**Live Session Protocols:**

These guidelines are intended for any participants (staff, parents and pupils) in online ‘live’

sessions. They are designed to keep all of the participants safe and maintain a positive, supportive

learning environment.

* The staff will use Google Meet, with links shared via Google Classroom for ‘live’ lessons.
* Live sessions will take place within school hours.
* The teacher will open and end the session. All pupils must have disconnected from the

call before the teacher closes to ensure pupils do not stay online unsupervised by the

teacher.

* For safeguarding reasons, all live sessions will be recorded by the teacher. The

recording will be kept for 30 days then deleted.

* Teachers will not meet pupils in a 1:1 session. If a 1:1 meeting is necessary and approved by SLT, a second staff member will also be present.
* Parents or carers should be within earshot of their child during the live sessions.
* Parents should not use the live sessions to communicate with the teacher – agreed

means of communication (emails) will be maintained via the school office.

* All participants will follow the school’s Behaviour Policy/ Code of Conduct.
* Children’s behaviour, when accessing Google Classroom and/or Seesaw, be it via video or written comment, should be appropriate and as though they are at school.
* Teachers will set clear guidelines at the beginning of the sessions, making clear how

and when pupils can speak and how they will ask any questions.

* Pupils should mute their microphone when it is not their turn to speak.
* Pupils must not use the chat feed for any personal discussions.
* Pupils should wear appropriate clothing – e.g. no pyjamas.
* Pupils should not be eating or drinking during the live session.
* During live sessions, please ensure that distractions (e.g. toys/TV/radios) are kept to a

minimum.