St. Augustine's RC High School

Remote Learning Guidance

Updated September 2022

The Importance of Attending School

During the COVID lockdowns school were required to provide remote education for pupils who were (self-) isolating. Now that schools are returning to normal with face to face teaching, there is no requirement for teachers to set work online for pupils who are ill. We would encourage families to do their best to send pupils into school if they are well enough to learn, and if they are not then their recovery should be the priority. Some teachers may set work where it is straightforward to do so, but in many cases it is impossible to replicate the experience of attending a lesson by setting work remotely. If families wish to access some learning activities for pupils who are well enough to learn but not well enough to attend school, then Oak Academy provides resources that can be used in conjunction with the school curriculum overviews that are listed above.

Key Stage 3 (Years 7, 8 and 9)   **Key 4 (Year 10 and 11)**

Should a period of national or local lockdown be implemented in future, the policy below would be followed.

Statement of Intent

At **St. Augustine's RC High School**, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible itcoord@sarchs.com.
- Ensuring that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues by emailing itcoord@sarchs.com as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring the school platform for remote learning is used responsibly.
- Adhering to the principles of the Behaviour Policy at all times.

Online safety

For whole class lessons in periods of national lockdown

- Lessons will be recorded by the class teacher. Pupils (and other people) **must not record, store, or distribute any footage from online lessons in any way. This has the potential for legal consequences as well as severe school sanctions**.
- Pupils must turn cameras on or off at the immediate request of the teacher.
- **Pupils must wear headphones at all times** while online.
- Pupils must wear suitable clothing – this includes others in their household.
- Pupils must be situated in a suitable area within the home with an appropriate background, and inform other family members that online learning is taking place.
- Use appropriate language – this includes others in their household. If inappropriate language is heard, the user account may be suspended and sanctions will be applied.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- A stable internet connection to avoid disruption to lessons will be essential.

Please remember that users and backgrounds may be visible and audible at all times.

For individual remote education due to self-isolation

Work will be set via Teams for pupils who are self-isolating. While teachers will try to set work that reflects the work of the class, this will not always be possible (e.g. practical work) and in such cases teachers will set work that is accessible for a remote experience. Live (synchronous) lessons will only take place where whole classes are accessing remote education.

FAQs

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

Pupils will receive work via Microsoft Teams, usually set as assignments. This work can be done at a time that suits the pupil / family circumstance as long as the deadlines for submitting work are met. For some subjects, work will not be set lesson by lesson to match the school day, but may be an extended piece of work (e.g. an Art project may spread over several lessons).

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

We teach the same curriculum remotely as we do in school, subject to the constraints of practical elements of lessons. Study lessons for older pupils will not be scheduled and we expect pupils to take advantage of this time in the school day to catch up on any work or revise previous topics.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Lessons will be reduced from 1 hour to 45 – 50 minutes depending on the year group / class to allow a comfort / activity break between lessons. While pupils need to be available from 9am – 3.15pm, we do not expect them to be online or "in class" for the full time.

Accessing remote education

How will my child access any online remote education you are providing?

Pupils will access their work via Microsoft Teams using their school username and password. There is a link to the login page on the school website www.sarchs.com .

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Laptops are available for loan. Contact the school office office@sarchs.com for more information.

- Families struggling with internet connectivity should also contact the email above and we will try to provide an internet dongle or mobile data as a SIM card which will allow mobile access or "hot spotting" of a laptop etc.

- In some cases printed materials may be required. Please contact teachers via email if this is a subject specific request, or via the office email if it is for all subjects. Visiting school to collect and drop off work is deemed as acceptable travel during lockdown.

How will my child be taught remotely?

In a full lockdown, we will use a combination of the following approaches to teach pupils remotely:

For most lessons, the class will be registered at the start of the scheduled lesson time. Pupils will then be given instructions by their teacher on what the rest of the lesson entails.

The latest evidence from Ofsted suggests that a range of activities is preferable to a single approach and pupils might expect a mixture of online instruction by their teacher, online activities (such as quizzes or videos) and offline activities such as working in a book or reading. We would certainly not recommend extended periods of screen time and have reduced the lesson duration to 45-50 minutes to allow a reasonable break between sessions.

For individual self-isolation

Work will be set via Teams for pupils who are self-isolating. While teachers will try to set work that reflects the work of the class, this will not always be possible (e.g. practical work) and in such cases teachers will set work that is accessible for a remote experience.

Live (synchronous) lessons will only take place where whole classes are accessing remote education and not for individual self-isolation.

Engagement and feedback (full lockdown – "live lessons")

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

We expect pupils to be present and on time for lessons and to make contributions at the request of the teacher. Pupils who fail to respond may be deemed to be absent. Where there are technical issues (e.g. microphone not accessible) we ask pupils to post in the Chat function if it is available or email the teacher to alert them to the problem. The following list has been sent to pupils

Do use the chat function for classwork related issues only – this will mostly be questions to the teacher. If it is mis-used there is a chance that the teacher might miss an important question from a pupil and can cause a distraction for the rest of the class.

Do not post gifs, memes or other images into the chat.

Do make sure you are wearing headphones at home. This protects the privacy of all the class and means you are not disturbing others in your house. It also reduces feedback / echo when people speak.

Do follow your teacher's instructions with regard to cameras and microphones immediately. You should be suitably dressed in case cameras are required to be on.

Do make sure you are on time for your lessons. Arriving late means that you might miss important instructions and makes it more difficult for the teacher to register you – possibly leading to a call home about non-attendance.

Do not make any recording of the lesson or take any screenshots / photographs of the lesson. In doing so you are in breach of our Remote Learning policy and this may lead to serious consequences. This applies to anyone in your household.

Do make sure that work you are set is posted online or completed in the appropriate book - your teachers will want to see this when you return to school.

Do email your teacher if you are having difficulty logging on or accessing your Team. Also check your own emails on a regular basis.

Do make sure that your behaviour online is at least as good as we would expect in school.

Do respect everyone's right to learn and treat everyone with kindness.

If you do not follow the school policy on these matters you will be given sanctions and may be removed from online lessons, relying on other resources to keep up to date.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

We are contacting families when pupils do not attend lessons. We do understand that sometimes IT access is difficult and appreciate that sometimes it is not the fault of the pupil if they are unable to attend. When we do contact you about non-attendance this is not meant as a criticism, but rather to support families with access issues (and possibly the occasional reluctant pupil!). We also accept that online registers are not as easy for teachers to manage as those taken in class so there may be occasions where an absence is reported when a pupil did attend the class, e.g. a dropped the connection when attendance was checked. We trust that families will check that pupils are doing their best to attend and engage. Please do not feel you need to reply if you are satisfied that your child has attended / tried to attend.

If your child is not well enough to attend online classes please let us know in the usual way, either by phoning school or be reporting via email to attendance@sarchs.com.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others.

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example, some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils through attendance in school for the most vulnerable pupils and online support from Teaching Assistants where this is felt appropriate.

The Designated Safeguarding Lead (DSL) will arrange for regular contact to be made with vulnerable pupils during the period of remote learning. Phone calls made to identified pupils' families will be made using school phones where possible. The DSL may arrange home visits where required.

All contact with identified pupils will be recorded electronically.

The DSL will keep in contact with identified pupils' social workers or other care professionals during the period of remote working, as required.

All home visits must:

• Have at least one suitably trained individual present.

• Be undertaken by no fewer than two members of staff.

• Be suitably recorded on paper and the records stored so that the DSL has access to them.

• Actively involve the pupil.

Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning. The DSL will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

For any further information, please contact school; info@sarchs.com

Thinkuknow: keeping your child safe online while they are off school

Thinkuknow is the national online safety education programme from CEOP, the online child protection command of the National Crime Agency.

Thinkuknow helps parents, carers, teachers and others keep children safe from sexual abuse, offering learning activities, advice and support for children and young people aged 4-18 and their families.

While school is closed, here's what you can do to keep your child stay safe while they are learning, staying in touch with family and friends, and having fun online.

8 steps to keep your child safe online this month

1. **Explore together:** Ask your child to show you their favourite websites and apps and what they do on them. Listen, show interest and encourage them to teach you the basics of the site or app.

2. **Chat about online safety little and often:** Young people are likely to want to explore new apps and websites this month, whether that's for learning or for fun. Take this opportunity to talk to them about how to stay safe on these new services, and in general. Ask if anything ever worries them while they're online. Make sure they know that if they ever feel worried, they can get help by talking to you or another adult they trust.

3. **Help your child identify trusted adults who can help them if they are worried:** This includes you and other adults at home, as well as adults from wider family, school or other support services who they are able to contact at this time. Encourage them to draw a picture or write a list of their trusted adults.

4. **Be non-judgemental:** Explain that you would never blame them for anything that might happen online, and you will always give them calm, loving support.

5. **Talk about how their online actions can affect others:** If your child is engaging with others online, remind them to consider how someone else might feel before they post or share something. If they are considering sharing a photo/video of somebody else, they should always ask permission first.

6. **Parental controls:** Make use of the parental controls available on your home broadband and any internet enabled device in your home. You can find out more about how to use parental controls by visiting your broadband provider's website.

7. **Direct your child to age appropriate information about relationships and sex:** It's natural for young people to start exploring their sexual feelings online and adolescents are more inclined to take risks. It's important to understand this and to talk to your child in a positive way. Thinkuknow, Brook, The Mix and Childline all provide age appropriate information about relationships and sex that you can signpost your child to.

8. **Make sure they know about CEOP:** Young people can report a concern about grooming or sexual abuse to CEOP at www.ceop.police.uk/safety-centre/ and get support from a specialist Child Protection Advisor.

Support your child with Thinkuknow websites

The age-appropriate Thinkuknow websites are a great way to start and continue chats about online safety.

- *11-13s Thinkuknow website* – https://www.thinkuknow.co.uk/11_13/

- *14+ Thinkuknow website* – https://www.thinkuknow.co.uk/14_plus/

Our websites provide open and honest guidance for young people on friends, relationships and the internet, covering topics like dealing with pressure; consent; and getting support when you're worried.

You'll find lots more advice on keeping your child safe online at www.thinkuknow.co.uk/parents.

If you're worried that a child or young person is at risk of harm online, you should call the police. Young people can make a report to CEOP at https://www.ceop.police.uk/safety-centre/.

Other recommended resources

Parent Info – Expert information for parents about building their child's resilience both online and off. Produced by NCA-CEOP and Parent Zone. This free service can be embedded on to your child's school website. www.parentinfo.org

Brook – Information and advice for young people on sexual health and wellbeing, including staying safe online. https://www.brook.org.uk

The Mix – Support service for young people with information and advice on sex and relationships. https://www.themix.org.uk

Internet Matters – A useful tool showing how to set parental controls across a range of devices and websites. http://www.internetmatters.org/parental-controls/interactive-guide/

NSPCC Net Aware – Provides reviews and guidance on the most popular social networks, apps and games that children use. https://www.net-aware.org.uk/

Childnet – Information and advice for parents and carers on supporting people online. https://www.childnet.com/resources/supporting-young-people-online

CEOP social media:

For up to date information and advice:

- **@CEOPUK on Twitter**

- **ClickCEOP on Facebook**