**Dromore Road Primary School**



**Remote / Blended Learning Policy**

Remote learning is where the children and the teacher are not physically present in the

classroom. The teacher provides information, lessons and activities through an online

platform and children may or may not be able to return their work to the teacher. An

effective home-school platform allows communication between the teacher and the

children, in a managed and well communicated way.

Blended learning in its current guise, as a result of the Covid-19 pandemic, occurs when

when some children in a class may be at home participating in remote learning while

some children are in school receiving face-to-face instruction from the teacher.

**Possible scenarios during the 2020-2021 academic year.**

• Whole class / school to isolate at home for a period of time.

• A number of the children in the class learning at home due to medical conditions or

isolating due to Covid19.

• Online homework in place of traditional paper homework.

## **Statement of intent**

At Dromore Road Primary 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.
* Safeguard 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.

**SEESAW - Online Remote Learning Platform**

At Dromore Road Primary School we pride ourselves on ensuring excellent communication between home and school. As part of this we will be using Seesaw as a communication tool so that parents have an insight into classroom life throughout the year and also as a medium for home learning and homework in response to the Covid19 pandemic.

Under GDPR if you sign up to Seesaw you give your consent for your child to use Seesaw and for the school to use their Seesaw posts on the school website and/ or for display purposes. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website.

**Seesaw guidelines for parents**

* Talk to your children about appropriate icons and images to use for their profile picture. The school recommends that this profile is not changed.
* All communication should continue to be carried out via the school office. Parents should call the school if they need to send a message to the class teacher. If you send a message to the teacher during the day, they may not see it as they are working with children throughout the day and may miss the message.
* Teachers are not expected to use Seesaw after 4pm during normal teaching days or on weekends.
* Parents SHOULD NOT screenshot or share any information on social media or any other platform outside of Seesaw.
* Parents SHOULD ensure they view Seesaw announcements at the start of the week so that they know homework expectations. We also recommend that parents check for new notifications on a daily basis.

**Guidelines for children using Seesaw**

* Post your work in a responsible and sensible manner.
* Don’t tag any other students in your work.
* Do not change your name or any of your details which have been set up by your teachers.
* Do not change your profile picture.
* Tell an adult straight away if you have any problems with the app.
* Do not give your sign up details to anyone except for parents/carers.
* Only post up pictures of your homework sheets or Seesaw Activities.
* If you have to take a photo or video for your homework, please do it in a room with your parents/carers present.
* Show your homework to your parents/carers before you send it to your teachers.
* Content on Seesaw should not be shared on any other apps or on social media.
* Anything that is done which doesn’t follow the guidelines above will result in parents/ carers being contacted. **Whol**

**Seesaw and homework**

* A plastic wallet will be sent home on Friday or Monday. This will contain their spelling and mental maths homework booklets, as well as guided reading books.
* Children in P2/3 should bring books back into school on a Friday so that books can be stored and self-isolated for the appropriate period.
* Children in P4-7 should bring plastic folders on a daily basis so they can use their own novel in class.
* Seesaw will be used as a platform to support the completion and marking of homeworks throughout the week. Pupils should take a photo of the completed hard copy and send the photo back to their teacher through Seesaw for feedback. Homework should be sent on a daily basis or as directed by the class teacher.
* Homework will be marked the next day.
* All pupils will also have access to Mathletics and Reading Eggs to support with home learning and it is recommended that these are used on a daily basis for approximately 15 minutes. Staff will monitor usage throughout the week.
* If your child cannot access online resources from home or there is difficulty accessing technology please make the school aware and we explore alternative arrangements.

**Whole class / school at home for a period of time.**

If the whole class is to remain at home then remote learning will take place, provided the teacher is well.

* If there are 2/3 days’ notice, then some paper copies of work will be made available to take home.

• Messaging on Seesaw will be turned on during periods of remote learning, between 9am and 4pm each day. Each individual teacher will give their class further guidance on when they will be available to answer queries.

• Teachers will upload a minimum of one literacy and one numeracy activity before 9.30am. Additional activities may be added by individual class teachers related to their class topic.

• This will be a Seesaw activity or an activity designed by the teacher.

• Staff cannot assume that all parents will be at home, children may be at childminders or with grandparents so staff will endeavour to provide some instructions. This may be done through text instructions or a video/ audio recording.

• Children should endeavour to send back their work to be marked throughout the normal school day. Teachers will endeavour to mark the work throughout the day, though this will depend on each teacher’s individual circumstances. Any variations will be communicated by your child’s class teachers and staff will endeavour to give feedback in a timely manner.

• Any work sent back to the teacher after 3.45pm may not be marked until after 9am the next teaching day. Again, this depends on each teacher’s individual circumstance as teachers may also be home schooling.

* It is important that we monitor all children’s completion of work and Mrs McGrath will be informed if a child does not submit work 2 days in a row. There may be a good explanation for this. However, it is prudent for child protection and safeguarding reasons for a phone call to the child’s parents to ensure that the family have support and advice if needed.
* If the class is isolating, homework tasks should be completed as normal and returned via Seesaw. Mathletics and Reading Eggs should also be used during periods of remote learning to support learning.
* Children who are unwell are not expected to complete remote learning tasks but the school should be informed so that attendance can be recorded as ill.

**Individual children in the class are at home due to medical conditions or isolating due to Covid19.**

Children may have to stay at home for up to 14 days or more because of advice from the PHA due to Covid19 or because of an illness which requires them to shield. Parents may request work for them during this time.

• Teachers will not be available on Seesaw from 9am - 3pm. Teachers will be carrying out their teaching duties for the day.

• Work will be sent home to children after 3pm each day.

• Children will receive one literacy activity and one numeracy activity each day.

• This activity will be based on what the children in class were learning during the particular day/week.

• Whilst we cannot recreate the same teaching experience provided by being in the classroom, teachers will ensure that the children are aware of how to complete each activity. This will be done through text instructions or a video or audio recording.

• As all the children will be using Seesaw to support homework during the 2020-2021 academic year, children who are learning at home should complete these as well. Mathletics and Reading Eggs will also be available for home learning.

• Due to the teacher completing their normal teaching duties, work that children send back to teachers may not be marked straight away but will be marked by the next evening.

# Marking and feedback

All schoolwork completed through remote learning must be:

* Finished when returned to the relevant member of teaching staff.
* Returned on or before the deadline set by the relevant member of teaching staff.
* Completed to the best of the pupil’s ability.
* The pupil’s own work.
* Marked and if appropriate feedback for improvement provided.
* Returned to the pupil, once marked, in a timely manner.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via phoneif their child is not completing their schoolwork or their standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Principal as soon as possible.

Teaching staff will monitor the academic progress of pupils with Statements of Educational Need and discuss additional support or provision with the SENCO as soon as possible.

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**ICT Access**

If the school is advised to close for an extended period and you have no access to a device for online learning please contact the school immediately. We will organise a home learning pack or check if a device is available for loan. EA have agreed a contract for the loaning of devices.45pm each day. • Teachers will upload one literacy and one numeracy designed by the teacher. • We cannot assume that all parents will be at home, children ma

# Online safety

# -Where possible, all interactions will be textual and public.

# -All staff and pupils using video communication, e.g. a video lesson explanation or video evidence of learning must:

* Communicate in groups – one-to-one sessions are not permitted.
* Wear suitable clothing – this includes others in their household.
* Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, are not permitted during video communication.
* Use appropriate language – this includes others in their household.
* Maintain the standard of behaviour expected in school.
* Use the necessary equipment and computer programs as intended.
* Not record, store, or distribute video material without permission.
* Always remain aware that they are visible.

All staff and pupils using audio communication must:

* Use appropriate language – this includes others in their household.
* Maintain the standard of behaviour expected in school.
* Use the necessary equipment and computer programs as intended.
* Not record, store, or distribute audio material without permission.
* Ensure they have a stable connection to avoid disruption to lessons.
* Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the Principal, in collaboration with the SENCO.

Pupils not using devices or software as intended will be disciplined in line with the Positive Behaviour Policy and or Anti-bullying Policy.

The school will inform parents prior to the period of remote learning about the methods of delivering remote teaching the school plans to use – alternate arrangements will be made where necessary.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

The school will communicate to parents via the school website about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

During the period of remote learning, the school will maintain regular contact with parents to:

* Reinforce the importance of children staying safe online.
* Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
* Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
* Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

# Safeguarding

* The Safeguarding Team and Principal will identify ‘vulnerable’ pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
* The Designated Teacher will arrange for regular contact to be made with vulnerable pupils’ homes, prior to the period of remote learning.
* Phone calls made to vulnerable pupils’ homes will be made using school phones where possible. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Records Management Policy.
* The Designated Teacher will keep in contact with vulnerable pupils’ social workers or other care professionals during the period of remote working, as required.
* The Designated Teacher will maintain regular contact with relevant members of staff during periods of remote learning to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
* All members of staff will report any safeguarding concerns to the Designated Teacher immediately.
* Pupils and their parents will be encouraged to contact the Designated Teacher if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

**Data protection**

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.one through

**Monitoring and review**

This policy will be reviewed in line with any updates to government guidance and EA advice as a result of the Covid19 pandemic.

All changes to the policy will be communicated to relevant members of the school community.

roughout the day. The teacher should mark the work between 9am and 3.45pm. • Any work sent back to the teacher after 3.45pm may not be marked until after 9am the next teaching day. It is important to monitor all children. Please let Mr O’K. Whole class / school at home for a period of time. If the whole class is to remain at home then remote learning will take place provided the teacher is well. Mr O’Kane will assume responsibility for the class if the teacher is unavailable. If there are 2/3 days notice then some paper copies of work will be made available to take home.•Messaging on Seesaw will be turned on during periods of remote learning, only between 9am and 3.45pm each day.•Teachers will upload one literacy and one numeracy activity before 10am.•This should be a Seesaw Activity or an activity designed by the teacher.•We cannot assume that all parents will be at home, children may be at childminders or with grandparents so ensure that the children are aware of how to complete each activity. This could be done through text instructions or a video or audio recording.•Children may send back their work to be marked throughout the day. The teacher should mark the work between 9am and 3.45pm. •Any work sent back to the teacher after 3.45pm may not be marked until after 9am the next teaching day.It is important to monitor all children. Please let Mr O’Kane know if a child does not submit work 2 days in a row. There may be a good explanation for this. However, it is prudent for child protection and safeguarding reasons for Mr O’Kane to call the child’s parents to ensure that family have support and advice if needed.Some children in the class at home due to medical conditions or isolating due to Covid19. Children may have to stay at home for up to 14 days or more because of advice from the PHA due to Covid19 or because of an illness which requires them to shield. Parents may request work for them during this time.•Teachers will not be available on Seesaw from 9am - 3pm. Teachers will be carrying out their teaching duties for the day.•Work will be sent home to children after 3pm each day.•Children will receive one literacy activity and one numeracy activity each day.•This activity will be based on what the children in class were learning during the particular day/week.•The teacher could create a Seesaw Activity based on the children’s learning, including screenshots of learning materials used in class.•We cannot assume that all parents will be at home, children may be at childminders or with grandparents so ensure that the children are aware of how to complete each activity. This could be done through text instructions or a video or audio recording.•As all children complete Seesaw Activities for homework during the 2020-2021 academic year, children who are learning at home should complete these as well.•Due to the teacher completing their normal teaching duties, work that children send back to teachers may not be marked straight away but will be marked by the next evening.

Homework for the 2020-2021 academic year. Due to the Covid19 guidance from the Department of Education in August 2020, it is recommended that as little paper as possible is sent from school to home and vice versa. Because of this, children will complete a mix of paper homework and Seesaw activities.The following is the main extract from the Homework Guidelines staff developed on 9th September 2020.Children will complete only one piece of homework each night. This piece does not have to be long or difficult. Classes who have spellings for homework. Send spelling list home on Monday on paper. Children have to learn spellings for test on Friday. The list could also be sent to parents through Seesaw.No spelling tasks at all unless it is the main piece of literacy homework.Polly pocket to be sent on Monday. 1 literacy sheet. 1 numeracy sheet.1 spelling list.Answers to be sent for Y5, Y6, Y7 in Polly pocket. Parents will mark. Children in all classes can send the sheets back to teacher through Seesaw if they want them to see their hard work. Teachers SHOULD NOT mark or comment on these if children send them back in if they don’t want to. Only approve the item if the child sends it in. Seesaw activities for the week. 1 literacy Seesaw Activity.1 numeracy Seesaw Activity.Teachers should approve and add a comment.Suggested homework list for the week. Can be adapted to suit each class. You could also put in an active/fitness/PE/outdoor homework. You could send this suggested list to parents through Notes on Seesaw. Monday – Literacy – Seesaw Activity. Children complete this on Seesaw app.Tuesday - Numeracy sheet. Answers for parents to mark are supplied.Wednesday - Numeracy – Seesaw Activity. Children complete this on Seesaw app.Thursday - Literacy sheet. Answers for parents to mark are supplied.Spelling list sent home on Monday. Learn spellings for test on Friday.Guided Reading. Book(s) to be sent home on Monday. Children bring books back in to school the following Friday.

Seesaw information for parents. At St. Colmcille’s we pride ourselves on ensuring excellent communication between home and school. As part of this we will be using Seesaw as a communication tool and also as a medium for home learning and homework. Under GDPR if you sign up to Seesaw you give your consent for your child to use Seesaw. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website.The school have made children aware of the Seesaw guidelines for children, agreed by all children and staff. Children are reminded of these guidelines every week.We have also developed a number of guidelines for parents.•Talk to your children about appropriate icons and images to use for their profile picture. The school recommends children use a profile photo of their face, a family pet, or their initials.•Parents should call the school if they need to send a message to the class teacher. If you send a message to the teacher, they may not see it as they are working with children throughout the day and may miss the message.•St. Colmcille’s staff will not respond to any messages through Seesaw. All communication continues to be carried out via the school office.•Teachers will not use Seesaw after 5pm each day during normal teaching days.•Parents SHOULD NOT screenshot or share any information on social media or any other platform outside of Seesaw.Guidelines for children using Seesaw. •Post your work in a responsible and sensible manner.•Don’t tag any other students in your work.•Do not change your name or any of your details which have been set up by your teachers.•Your profile picture can only be your initials, a screenshot of only your face or a pet.•Tell an adult straight away if you have any problems with the app.•Do not give your sign up details to anyone except for parents/carers.•Only post up pictures of your homework sheets or Seesaw Activities.•If you have to take a photo or video for your homework, please do it in a room with your parents/carers present.•Show your homework to your parents/carers before you send it to your teachers.•Content on Seesaw should not be shared on any other apps or on social media.•Anything that is done which doesn’t follow the guidelines above will result in parents/carers being contacted