

Remote Learning Protocols



Introduction

As a staff, we are committed to ensuring our children continue to learn at St Joseph's 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 or Zoom. 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 every day and complete the work set. When required, responses should be sent to the teacher via Google Classroom.

Some activities will be completed online and teachers will be able to see it. Sometimes a task might ask the child to carry out an experiment – growing seeds, organising tins and packets according to weight, or drawing or making a model. These may need to be photographed and uploaded onto Google Classroom 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.

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 or Zoom.
- 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 1 week then deleted.
- Teachers will not meet pupils in a 1:1 session. If a 1:1 meeting is necessary, a second staff member will also be present.
- Parents and carers should ensure that their child is on time to the live sessions. Often when teachers are involved in lessons, they cannot see late arrivals in the waiting room so children risk not be admitted in if they are late.
- 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.
- All participants will follow the school's Behaviour Policy. Children's behaviour, when accessing Google Classroom and Zoom, be it via video or written comment, should be appropriate and as though they are at school.
- If using Zoom, parents and carers should ensure their child's name is displayed as the user's name.
- 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.
- Participants should consider the background of their image – a neutral background should be used where possible.
- During live sessions, please ensure that distractions (e.g. toys/TV/radios) are kept to a minimum.