

# **HOLY NAME CATHOLIC PRIMARY SCHOOL**

## **BLENDING LEARNING POLICY JANUARY 2021**



### **Statement of School Philosophy**

Holy Name Catholic Primary has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

### **Aims**

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including SEND) who are not in school through use of quality online and offline resources
- Provide clear expectations to members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent/carer support
- Consider continued education for staff and parents/carers
- Support effective communication between the school and families and support attendance

### **Who this policy applies to**

- A child (and their siblings if they are also attending Holy Name Catholic Primary School) who is absent because they are awaiting test results and the household is required to self-isolate, and the rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- Non critical worker/vulnerable pupils who are not permitted to attend school
- Remote learning will be shared with families when they are absent due to Covid related reasons.

### **Content and Tools to Deliver This Remote Education Plan**

- Resources to deliver this Remote Education Plan include:
- Online tools for EYFS, KS1 and KS2: Dojo, Purple Mash, Oak Academy etc, as well as for staff CPD and parents/carers sessions.
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Power Maths, TT Rockstars, Reading Plus, Doodle Maths and BBC Bitesize.
- Model Timetable and structure for remote learning
- Downloadable Printable Documents – eg School Improvement Liverpool
- Curriculum resources

### **Home and School Partnership**

Holy Name Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Holy Name Catholic Primary School will provide information to parents/carers on how to use Purple Mash and Oak Academy, Class Dojo as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Holy Name Catholic Primary School would recommend that each 'school day' maintains structure.

We would encourage parents/carers to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents/carers should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

We encourage parents/carers to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet. Information is on the school website.

All children are taught 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

## **Roles and responsibilities**

### **Teachers**

If working from home, teachers should work their contracted hours (8.30 am – 4.00 pm). When providing remote learning, teachers must be available to pupils/parents and carers between 9.00 am and 3:00 pm. If any teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared
- Teachers will be setting work on Dojo/Purple Mash etc. Paper homework will be provided on request for those households who do not have access to Wifi or suitable equipment.

Providing feedback on work:

Teachers will respond to pupils' success through Dojo and Purple Mash.

Keeping in touch with pupils who are not in school and their parents/carers:

- If there is a concern around the level of engagement of a pupil, parents/carers should be reminded on Dojo that children should be completing work given.
- After a couple of general reminders, individuals should receive a reminder. If this doesn't work, the parent should be contacted via telephone to consider whether school intervention can assist engagement. If pupil still does not engage, teacher should notify SLT who will then contact parent/carer.
- All parent/carer emails should come through the school admin account ([holynameschool@holynameschool.liverpool.sch.uk](mailto:holynameschool@holynameschool.liverpool.sch.uk)) All calls to pupils/parents and carers will be logged in a book for evidence by each member of staff.
- Any complaints or concerns shared by parents/carers or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

## **Teaching Assistants**

Teaching assistants must be available to work their contracted hours and for remote learning purposes between 9.00 am and 3.00. If any teaching assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. During the school day, teaching assistants must complete tasks as directed by a member of the SLT/class teacher.

## **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement
- Monitoring the effectiveness of remote learning –through regular discussion with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated safeguarding lead**

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Child Protection Policy.

## **The SENDCO**

- Liaising with teachers to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the EHT/Head of School and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- identifying the level of support

## **Pupils and parents/carers**

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are not able to complete work

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **Governing Body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Links with other policies and development plans

This policy is linked to our:

- Behaviour Policy
- Child Protection Policy and Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Online Safety Acceptable Use Policy

## Appendix A

### CONTINGENCY PLAN FOR THE EDUCATION OF ALL PUPILS AT HOLY NAME CATHOLIC PRIMARY SCHOOL DURING COVID-19

#### Scenario 1

**In the event of an individual pupil going into self-isolation or bubble lockdown or whole school lockdown**

**Step 1:** Parent/carer calls/emails school to notify of self-isolation/waiting on a test.

**Step 2:** Office will ask if parent/carer is signed up to Dojo so they can access remote learning at home. If not paper copies will be arranged to send home the next day.

**Step 3:** Teacher will be notified of child's self isolation set work for the child at the end of the school day of the first notification, for the following school day.

**Step 4:** Paper copy (weekly package) to be collected if possible and if not, delivered by a member of staff.

	<b>Dojo (updated daily) Work to meet the needs of the individual pupil</b>	<b>Paper (1-week package) Work to meet the needs of the individual pupil</b>
<b>Nursery</b>	Activities to engage children for all Areas of Learning	Activities to engage children for all Areas of Learning
<b>Reception to Year 2</b>	Power Maths/Doodle Maths Phonics – letters and sounds video (link on Dojo) Focus for English lesson or National Oak Academy lesson Reading Plus (Year 2) An activity chosen by the teacher for another subject	Reading Book (if not already at home) Power Maths workbook Phonics sheet/Handwriting sheets Grammar (Year 2) Wider Curriculum activities Daily reading record comment Comprehension exercise (Y1 and Y2)
<b>Year 3 to Year 6</b>	Power Maths / maths activity Phonics (letters and sounds if appropriate) Literacy/Spelling Shed – encouraging daily log in TT Rockstars,, Reading Plus and National Oak Academy lesson Wider curriculum activity	Reading Book (if not already at home) Power Maths worksheets Grammar worksheets Wider curriculum activities Comprehension exercise Daily reading record comment
<b>Expectations of checking work for self-isolation</b>	Before the start of the next school day, the teacher will mark and set learning for the next day via Dojo	Parent/carer to contact teacher via Dojo if learning set for their child has been suitable.
<b>Expectations of checking work during a lockdown/school closure</b>	During school working hours 9 to 12 / 1 to 3. Except Wednesday Afternoon when teachers will be taking their PPA to plan for the next week's activities.	Parent/carer should Dojo a photo of completed work. Teacher to call any child not engaging in home learning weekly if necessary, to check if tasks are suitable after Dojo reminders.

### **Scenario 2**

#### **In the event of a class teacher in self- isolation (well and able to work from home)**

Children will follow their usual timetable in school. The class teacher will continue to support remote learning by setting tasks for other pupils in isolation, homework activities and the weekly planning for the rest of the class. A qualified adult will supervise the class.

### **Scenario 3**

#### **In the event of a class teacher being unwell and unable to deliver remote learning during full school opening**

A qualified adult will take classroom responsibilities including remote learning with the support of the teaching assistant. The class teacher will make plans available for the supervising adult in the class.

### **Scenario 4**

#### **In the event of a class teacher being unwell and unable to deliver remote learning during a bubble closure or whole school closure**

In the event of this happening, the school would hope to identify staff to support the children with their learning. This will initially involve the staff from the same year group. If two teachers are unwell in the same year group, then the school would hope to identify staff to support both classes. If this could not happen, it may result in the children having limited access to teaching during the day. Teachers will make plans available for the adult supervising the class.

### **Scenario 5**

#### **In the event of a self-isolation/closure, the child will not engage in home learning tasks**

If this happens, we would urge parent/carers to contact school via telephone 0151 525 3545 or email [holynome-ao@holynome.liverpool.sch.uk](mailto:holynome-ao@holynome.liverpool.sch.uk). A member of staff will contact you to discuss barriers to learning.

We understand this can happen for a number of reasons. We will try to work with the family to encourage the child to re-engage. Remote learning activities can be completed by the child at any time of the day, at a time suitable for the family.

**The mental well-being of both parent/carer and child is also of importance to the school. We know there may be difficulties and we just ask everyone to do their best in supporting the learning the school is providing.**