

In St Clare's Abbey we love God, others and learning

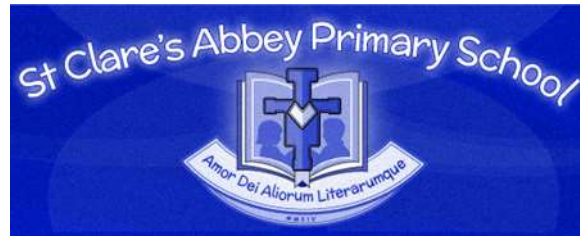


# St Clare's Abbey Primary School Remote Learning Policy

Ratified by BoG on: 10 February 2021

First implemented in February 2021

Review Date: February 2022



## **St Clare's Abbey Primary School**

### **Remote Learning Policy**

#### **Introduction**

In the event of long-term closure, staff at St. Clare's Abbey Primary School will continue to provide education and support to our pupils using remote learning.

In this case, learning will be conducted using the Seesaw classroom app. This will allow staff to keep in daily contact, in a professional and confidential manner with parents/pupils in their class.

Teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability.

In all communications we will adhere to our commitment to maintaining pupil well-being.

#### **Flexibility**

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

#### **Expectations**

Article 28 of the UN Convention for the Rights of the Child states that 'Every child has the right to an education'. In the case of long term closure, we believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability.

Bearing in mind the need for flexibility, we understand that in exceptional circumstances work may be completed out of sync with when it is shared.

That said, the work that pupils engage in during a period of closure cannot be considered as optional. Pupils and parents should consider the arrangements as set out in this document as essential to progressing learning.

### **Remote Learning Start Date**

If a reasonable period of time is given in advance of 'Lockdown' then planning and preparation can happen and remote learning can begin on the first official day of closure. Otherwise, the first day of any extended closure will be used by teachers to prepare for the coming period and there will be no remote learning scheduled. The programme of remote learning will start from the second day of the period of extended closure.

### **Teaching Staff will:**

- Share teaching and activities with their class on a daily basis through the Seesaw Classroom App.
- Upload all activities/teaching will be before the start of the lesson.

Monday and Tuesday's work is posted on Friday.

Wednesday, Thursday and Friday's work is posted on Tuesday as this gives parents a chance to plan/print etc.

- Continue teaching in line with the current, extensive planning that is already in place throughout the school.
- Give credence to the fact that learning remotely will be more difficult and therefore adjust tasks and provide additional instructions/support as necessary.
- Keep in contact with pupils using the Seesaw Classroom App and through Microsoft Teams Meetings.
- Reply to messages, set work and give feedback on activities during normal teaching hours only: 9am to 3pm.
- Will not set deadlines for the completion of activities as all teachers have an understanding that closure will affect families in a number of ways.

We are asking for three samples of work to be sent in by the end of the week - one Literacy, one Numeracy and then Friday tests. The teacher specifies on the weekly overview/timetable which pieces of work should be sent each week. They do not have to be sent on the day but they should be uploaded by Friday.

- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- If unwell themselves, they will be covered by another member of staff re sharing of activities. Responding to and following up messages via the Seesaw

Classroom App will not be undertaken at this time; will recommence once the teacher has returned to school.

**Pupils will:**

- Be assured that their well-being is at the forefront of our thoughts and that they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Only access the material shared by their teacher and will ask for parental permission to use technology for anything beyond that.
- Read on a daily basis, either independently or with an adult.
- Follow their own interests to discover more about the world around us or be creative.
- Will engage online at normal school hours (9am to 3pm).

**Parents will:**

- Support their child's learning to the best of their ability.
- Encourage their child to access and engage in learning set by the class teacher.
- Not screenshot or copy information, messages, videos or posts to share on social media or any other platform outside of the Seesaw Classroom App.
- Know that they can contact the teacher as normal, in a respectful manner, through the Seesaw Classroom App if they require support.
- Teachers will reply and give relevant feedback in due course; within the hours of 9am to 3pm.
- Check their child's completed work each day and encourage the progress that is being made.

Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks.

**Child Protection**

Safeguarding Team

Mrs M Monaghan (Principal), Mrs M Toner (Designated Teacher) Mr E Sweeney (Deputy Designated Teacher 1) Mrs K Doherty (Deputy Designated Teacher) Miss B O'

Shea (Deputy Designated Teacher) Mrs A Palis (Deputy Designated Teacher) Mrs E Gallagher (Deputy Designated Teacher)

*Child Protection during the current pandemic will be reviewed following any updates to guidance and procedures from PHA, EA, DENI and shared as required.*

### **Context**

- On 20 March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and childcare providers were asked to provide care for a limited number of children - children who were vulnerable, and children whose parents were critical to the COVID-19 response and couldn't be safely cared for at home. St. Clare's Abbey prepared for this scenario.
- On 27 March 2020, Mr Peter Weir, Minister for Education, issued correspondence indicating that Safeguarding and Child Protection Regulations as outlined in DE Circular 2017/04 remain applicable to education services during Covid-19 arrangements.
- St. Clare's Abbey Primary School adapted to the evolving situation and during 'Lockdown' operated its Child Protection and Safeguarding system in line with the same safeguarding principles in accordance with 'Safeguarding and Child Protection- A Guide for Schools' (2017/04).
- The current health concerns relating to Covid-19 has created uncertainty in the lives of children and young people. Daily routines, family life, friendship groups and the safe space that St. Clare's Abbey Primary School provided was disrupted. It was important that the adults responsible for safeguarding children were sensitive to their physical, social and emotional needs in these most unusual circumstances. It was critically important that children who were or may have been in distress were identified so that that a proportionate, compassionate and sensitive response could be taken.

Our safeguarding practice will continue to:

- **PROMOTE** the welfare of the child and young person;
- **PREVENT** harm occurring through early identification of risk and appropriate, timely intervention; and
- **PROTECT** children from harm when this is required.

### Key School Contacts

	Name	Email	Phone Number
Designated Teacher	Mrs M Toner	mtoner144@c2kni.net	02830263175
Deputy Designated Teacher 1	Mr E Sweeney	esweeney242@c2kni.net	02830262175
Principal	Mrs M Monaghan	mmonaghan771@c2kni.net	02830262175
Chair of Governors	Canon F Brown		
Safeguarding Governor	Mrs S Gorman		
Deputy Designated Teacher	Mrs K Doherty	kdoherthy197@c2kni.net	02830262175
Deputy Designated Teacher	Miss B O' Shea	boshea524@c2kni.net	02830362175
Deputy Designated Teacher	Miss A Palis	apalis834@c2kni.net	02830262175

- Should the school have to close again the Deputy Designated Teacher 1 will continue to be present on-site during school hours. He will ensure that appropriate safeguarding arrangements are in place.
- In addition, the Designated Teacher and Principal can be contacted via email, for example, when working from home. These measures will ensure that staff can respond quickly to requests for help from parents and all safeguarding concerns.
- All staff including those who work in St. Clare's Abbey Primary School should be familiar with these safeguarding arrangements.

### **Pupil Engagement**

The parents of pupils who do not interact with the assigned activities on the Seesaw Classroom App, who do not complete Mathletics activities or who do not use Bugclub books will receive an initial phone call from the class teacher to ascertain the reasons for the lack of engagement. If the teacher cannot make contact with the parent or feels that the answer given is inadequate, then the class teacher will record this in the Whole School Referral form in One Drive.

A member of the SLT will then contact the parent/s with a view to improving pupil participation.

### **Responding to Parental Concerns**

During this pandemic parents may ask for advice and help when they have concerns about their child's wellbeing or safety. Asking for help is a protective factor and so parental concerns and requests for help should always be taken seriously. Staff should listen carefully to parental concerns and ensure that the request for help is brought to the attention of the Designated Teacher, Deputy Designated Teacher 1 or Principal so that a decision can be made as to how best to provide help.

### **Responding to Safeguarding Concerns**

There may be times during remote learning that you become concerned that a child is at risk of harm and needs to be safeguarded. You might notice something about the child's lack of engagement to on-line learning, or something that the child has written. A child may disclose his/her experience of child abuse or mental health worries. You may notice that a parent is finding it very difficult to cope, perhaps given the additional pressures and uncertainty as a result of Covid-19.

All safeguarding concerns must be brought to the attention of the DT, DDT1 or Principal.

If it is thought necessary to involve social services, a UNOCINI referral will be made by the DT, DDT1 or Principal to the Social Services Gateway Team.

If a child is known to social services and has a social worker, contact will be made with the social worker to discuss the concern and agree further action if required to safeguard and protect the child. (Principal/DT/DDT1)

If it is believed that a child or young person is at immediate risk, this should be reported without delay to the police service as a 999 emergency.

### **Record Keeping**

All members of staff must complete the Child Protection Incident Form regarding all safeguarding concerns. This should be completed as soon as possible - on the day that the concern has been raised, signed and dated by the person completing it and forwarded immediately to the Designated Teacher, Designated Teacher 1 or Principal.

The DT/DDT1/Principal will deal with the concern and if necessary contact the CPSS or Gateway Team for advice.