

St.Monica's Catholic Primary School

Remote Learning Policy 2020/21



Pupil and Parent
Guidance

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Dear parents and carers,

To be prepared for any eventuality, we have prepared this guidance booklet for you and your children should their class be forced to study from home. We will always be guided by local and national health advice so in the event that students should be directed to work from home, for any period of time, we want students, parents and teachers to be aware of how this will work.

There will be a wide curriculum on offer for a class should they return to remote learning. Students will be able to access lessons, recorded content and resources via Seesaw (<https://web.seesaw.me/>), a secure online learning journal where children can access and respond to the work set by their teachers. **There will be more information on how this works in the booklet.**

All children have their own text code to allow them to log in to their Seesaw Class which you will have received in a separate letter. You have also received a letter requesting consent for your child to use Seesaw for class activities together with information regarding the General Data Protection Regulations (GDPR). For further information, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

There are many different scenarios which might prompt remote learning to take place. It might take the form of a regional lockdown, a local lockdown a class or school lockdown. If a lockdown is likely, parents will be contacted immediately. Pupils will then be taught at home following the plan detailed in this letter.

We will aim to minimise any disruption to learning via the means explained in this booklet. Please know that school can offer support if there are any difficulties with remote learning. Please contact your child's teacher through the class email address, who should be able to help. **This should be used ONLY if there is a problem with your child's learning when they are learning remotely.**

To ensure pupils continue to receive a high-quality education outside of school, the school will monitor pupils' attendance and their engagement with remote learning. *If a pupil is unable to engage in remote learning then parents should contact the school office as soon as possible.*

It is important that children's behaviour remains in line with our school expectations if they are required to study from home. Seesaw should only be used for educational purposes.

We really appreciate your help and support during this time. I can assure you that we have invested heavily in training time, equipment and resources in order that we can be well prepared for any return to home learning. I hope this booklet reflects this and allows for a smooth transition to home learning should it be required at any point.

Regards,

P. Kinsella, Mr.
Headteacher

Staying safe when learning at home

We have put together some guidance to help you with learning at home. It can help you to understand our expectations whilst you are learning from home, provide you with information about how to stay physically and mentally well, and give you some useful tips for staying safe online.

If you need some more help, please contact your class teacher using the class email address.

Learning at home

Even if you cannot attend school, we want to make sure that you can keep learning, even at home.

This is the plan for remote learning should we be directed into lockdown or if pupils are advised to self-isolate.

What is remote learning?

Remote learning occurs when the student and teacher are not physically present in a traditional classroom. Teaching is relayed through technology.

Why would remote learning take place?

Remote learning will take place if pupils are directed to stay at home and learn. There are many reasons why this might occur. It might be because of a national or local lockdown or it might be because pupils are having to self-isolate because someone close to them has symptoms of COVID 19.

What remote learning will I receive in lockdown?

If year groups have to remain at home, then they will receive work set for them through Seesaw. Class teachers will teach pupils in their class groups. If individual students are forced to self-isolate then they will be set paper based work to complete by their class teachers which may also be supplemented with activities through Seesaw.

How much will I do each day?

Pupils will be provided with a daily timetable covering a variety of subjects, with English and Maths always included.

Will I receive information on how to use Seesaw?

All children in KS2 will be taught how to use Seesaw. However, as younger children may struggle to access Seesaw independently, instructions will be provided to all pupils to refer to when necessary.

Will attendance be monitored?

All pupils are expected to complete work from home if there is a class lockdown. If a pupil does not submit work as requested contact will be made with parents by the class teacher.

What happens if I have technical problems or am unable to access Seesaw?

There will inevitably be some technical issues when first accessing lessons via Seesaw but hopefully these issues can be addressed and appropriate support given.

If pupils have any technical issues with Seesaw then parents must contact their class teacher via the Class email and explain that they cannot access the work set.

What happens if I am sick and cannot complete the work?

If a pupil is sick then school does not expect them to submit work. However, parents must call the office to report this, as they would for any normal school day.

Who do I contact if I need extra help from school?

It is very important that pupils stay in contact with school so that support can be given where necessary. Some children may find it difficult to complete tasks at home.

If a child is struggling at home, then it is important that you contact their teacher. They should be able to offer some guidance.

Pre-lockdown

Before you begin learning from home, we will make sure you are able to access all of the resources and the equipment you need to do this by setting some short homework tasks on Seesaw in order to get familiar with this. If you are worried that you will be unable to access remote learning, speak to your child's teacher as soon as possible.

We understand that there will be more distractions at home than in your classroom. However, it is important that you maintain a routine and ensure your child is still learning, even during these circumstances.

How to stay well

It is important to make sure you look after your physical and mental health.

To avoid any unnecessary aches and pains, you should make sure you have a sensible place set up to learn from. If possible, you should sit at a table or desk, ensuring your back is supported, rather than laying on your bed or the sofa. You must ensure you also look after your wellbeing while you are at home. To make sure you are staying mentally well, try some of these ideas:

- Get into a routine – you could make sure you wake up and go to bed at the same time each day
- Talk regularly with your friends or extended family
- Stay active – try getting out for a walk every day with your family
- Eat normally – make sure you have three meals a day at regular times
- Try practising breathing techniques – the charity Save the Children has lots of helpful information here: <https://www.savethechildren.org.uk/what-we-do/coronavirus/resources/learning-at-home/relaxation-exercises-to-do-at-home-with-your-kids#!>
- Make sure you get some rest
- Talk to someone if you have any worries or concerns – you can also find a whole list of places that can help if you don't want to speak to your family here: <https://www.mind.org.uk/information-support/for-children-and-young-people/useful-contacts/>

Staying safe online

If your child is spending all day at home, they will likely be spending more time online. Whilst there are many positive aspects of using the internet, such as keeping in contact with those you can't see and staying entertained, they must also remember to use it sensibly.

While they are spending more time at home, they should consider the ways they can stay safe and maintain a healthy relationship with the internet by doing the following:

- Not keeping their phone or tablet in their bedroom
- If they are contacting anyone by phone or video, make sure they do it in a family space
- Making sure they know how to report anything on the apps they use – most of the popular apps have a reporting function.
- If they need to report something that they've seen online, they can use the UK Safer Internet Centre (<https://www.saferinternet.org.uk/our-helplines>).
- Telling you if they are worried about anything they have seen online

What to do if your child is worried

There may be times when your child is feeling worried or concerned about something. They should always tell someone if they feel this way – even if it doesn't seem like an important thing. There are lots of different people they should talk to whilst they're at home, including:

- Parents, carers or someone else in your family.
- Teachers or members of school staff.

We will stay in touch with them whilst they are learning from home. Please do let us know if there is anything we can do to keep your child learning and most importantly to keep them well!

School plan for remote learning- Parents

How will a lockdown be communicated to parents?

School will communicate a possible lockdown with parents via Teacher2Parents messaging service and the school website, <https://www.stmonicasatholicprimaryschool.co.uk/> . Children and parents should follow the guidance as set out in the correspondence sent out. The guidance will differ depending on the lockdown that is being followed.

What will happen on the first day of a class lockdown or pupils self-isolation?

If children are fit and well, they should log onto Seesaw to access work set by teachers.

Pupils who are self-isolating will be set work via Seesaw by their teachers which may be combined with paper based learning materials.

What type of education will pupils access at home in the event of a class lockdown?

If there is a class lockdown, pupils will receive work set by their teachers. Pupils will follow a timetable and so are expected to engage in learning each day.

What teaching platform will students use?

Pupils in a class lockdown will receive lessons via Seesaw. This resource allows pupils to be taught in class groups. Resources and teaching support material are also made available and pupils will be able to communicate with their teachers. Their timetable will be available to view on Seesaw. Work will be set via Seesaw for those pupils who are self-isolating.

How do pupils access Seesaw?

All KS2 pupils will be shown how to use Seesaw in school. Pupils can access Seesaw via their mobile device, laptop or desktop pc. Those pupils who do not have access to any of these devices should contact school. Guidance on how to use Seesaw is attached. Each pupil has their own text code to allow them to login to Seesaw. You also have a class email address. **This should be used ONLY if there is a problem with your child's learning when they are learning remotely.**

Class Emails:

Year Group	Teacher	Email address
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EYFS

Nursery	Miss Byrne	nbyrne.stmonicas@schools.sefton.gov.uk
Reception	Mrs Evans	revans .stmonicas@schools.sefton.gov.uk
	Mrs Hoy	rhoy .stmonicas@schools.sefton.gov.uk

KS1

Year 1	Miss Britton	y1britton.stmonicas@schools.sefton.gov.uk
	Mrs McDonald	y1mcdonald.stmonicas@schools.sefton.gov.uk
Year 2	Mrs Howarth	y2howarth.stmonicas@schools.sefton.gov.uk
	Mrs Sanders	y2sanders.stmonicas@schools.sefton.gov.uk

KS2

Year 3	Ms Tohill	y3tohill.stmonicas@schools.sefton.gov.uk
	Mr Lynch	y3lynch.stmonicas@schools.sefton.gov.uk
Year 4	Mrs McNeill	y4mcneill.stmonicas@schools.sefton.gov.uk
	Mrs Ware	y4ware.stmonicas@schools.sefton.gov.uk
Year 5	Mrs Fate	y5fate.stmonicas@schools.sefton.gov.uk
	Miss Obey	y5obey.stmonicas@schools.sefton.gov.uk
Year 6	Miss McGiveron	y6mcgiveron.stmonicas@schools.sefton.gov.uk
	Miss Quick	y6quick.stmonicas@schools.sefton.gov.uk

General issues and queries must be communicated through the school office, via the regular telephone number: 0151 525 1245.

Pupil attendance

Pupils are expected to fully engage with their learning. Class teachers are able to monitor who has accessed their learning each day. If a pupil is unable to complete work then parents should inform the class teacher as soon as possible.

Communication to parents and pupils during lockdown.

It is really important that contact is maintained with school and home so that issues can be raised and addressed. Depending on the person, this communication will take many forms.

Pupils

Each pupil will receive direct communication from their class teachers through Seesaw. Pupils should make contact with their class teacher or the school office if they require assistance in any way.

Parents

School will communicate with parents mainly via *Teacher2Parents* messaging service, the school website and if needed through telephone calls.

How to access Seesaw

1

Sign In from Home with Home Learning Codes



Step 1:

- ✓ Download the Seesaw **CLASS** app or visit app.seesaw.me on a computer



Step 2:

- ✓ Click 'I'm a Student'



Step 3:

- ✓ Enter your text code

You're in!

Remember, students use the **CLASS** app from home to post to the journal and respond to activities.

2

Tour of the Class App



Your Journal

When students sign in to the Class app, they see their journal.



Complete Activities

To see assigned activities, click the Activities tab under the class name. Find an activity to complete, then click add response.



View Announcements, Messages, & Notifications

A red notification bubble appears when there's something to see.

3

Respond to Activities in Seesaw



Step 1:

- ✓ Click the Activities tab



Step 2:

- ✓ Find the activity you want to complete
- ✓ Click 'Add Response'



Step 3:

- ✓ If you forget what to do, click View Instructions at the top of your screen



Step 4:

- ✓ Double check your post
- ✓ Click the green Check to add to the journal

4

You may also find this video useful which you can access via the link below.



<https://www.youtube.com/watch?v=UfNMYsfvc4w&list=PLDRsDNQmEoYXfk4S1qJLR4EDQ39YeE9PO&index=1>

Remote Learning Timetables

Nursery and Reception

EYFS Remote Learning Timetable

	Subject	Recommended time
AM	Reading	15 minutes
	Phonics	30 minutes
	Maths	30 minutes
PM	Complete the activity set for either creativity or understanding the world.	
	PE	
Share lots of stories throughout the day, (we have provided a selection on line).		

Years 1 & 2

St. Monica's Home Learning Timetable Key Stage 1					Key: SPaG – Spelling, Punctuation and Grammar
	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	SPaG (Y2 only) Phonics Handwriting	SPaG (Y2 only) Phonics Handwriting	SPaG (Y2 only) Phonics Handwriting	SPaG (Y2 only) Phonics Handwriting	Writing
	B R E A K				
a.m.	Maths	Maths	Maths	Maths	Maths
	L U N C H				
p.m.	Writing	Science	Writing	Comprehension	RE
	History/Geography	PE	RE	Art/DT	Music
	Reading	Reading	Reading	Reading	Reading

KS2 Remote Learning Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	TT Rock stars	TT Rock stars	TT Rock stars	TT Rock stars	TT Rock stars
	Maths	Maths	Maths	Maths	Maths
	B R E A K				
a.m.	Reading	Reading	Reading	Reading	Reading
	English	English	English	English	English
	L U N C H				
p.m.	Science	Art/DT	History/ Geography	Computing	Spanish
	RE	PE	RE	PE	Music