



Teaching and Learning Online.

Policy Updated	March 2020
Policy shared with staff	March 2020
To be Reviewed	March 2021
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ST MALACHY'S SCHOOL MISSION STATEMENT

- ❖ St. Malachy's is a Catholic School where we will all do our best to do the work of Jesus.
 - ❖ We will study, pray, play and celebrate together.
 - ❖ We will care for each other and look after each other, just like a big family.
- ❖ It is important to remember that we are all good and clever in different ways.
 - ❖ We will learn important lessons that will help us when we are grown up.
 - ❖ In our school, it will be fun and we will strive to make it a safe place.

Context:

At St Malachy's R.C Primary School, we are committed to high quality teaching and learning to raise standards of achievement for all children. This policy will summarise expectations and common working practices when it comes to teaching and learning online. It will also consider potential safeguarding risks and outline arrangements. From 20th March 2020, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend. This means that the majority of children will be conducting their learning at home, often using an online platform to support this learning. This policy will reflect the aims and objectives of the school and supports its vision. This policy should be read in conjunction with our subject policies.

Principles of Teaching and Learning:

Learning is the purpose of the whole school and is a shared commitment. At St Malachy's R.C Primary School, we recognise that education involves children, parents, staff, governors, the community and the local authority, and that for optimum benefit all should work closely together to support the process of learning. Working in partnership, we aim to:

- provide a supportive, positive, healthy, caring and safe environment, which has high expectations and values all members of the school community;
- recognise the needs and aspirations of all individuals and provide opportunities for all pupils to make the best possible progress and attain the highest personal achievements;
- ensure children can develop as literate, numerate and technologically competent individuals, within a broad, balanced, exciting and challenging curriculum;
- provide rich and varied contexts and experiences for pupils to acquire, develop and apply a broad range of knowledge, skills and understanding;
- provide a curriculum which promotes the spiritual, moral, social, cultural, physical, mental and emotional development of the pupils;
- develop individuals with lively, enquiring minds, good thinking skills, self-respect, self-discipline and positive attitudes;
- encourage all children to be enthusiastic and committed learners, promoting their self-esteem, self-worth and emotional well-being;
- develop children's confidence and capacity to learn and work independently and collaboratively;
- develop enduring values of respect, honesty, equality, integrity, tolerance, fairness and trust;
- encourage children to respond positively to the opportunities, challenges and responsibilities of a rapidly changing world;
- encourage children to value the diversity in our society and the environment in which they live;
- encourage children to become active and responsible citizens, contributing positively to the community and society.

As a school, we are committed to our mission statement -
'We will do our best to do the work of Jesus'

Safeguarding and E-Safety whilst learning at home.

E-safety:

- The school website has a document which explains 'how to stay safe at home' during a prolonged period of school closure. This document further details e-safety precautions.
- The school website has a 'CEOP' button where parents/guardians and pupils can report any concerns directly related to online safety.
- The school takes phone calls/listens to voicemails daily, and will respond appropriately if Parents/Guardians report a concern.
- Pupils regularly take part in e-safety lessons as part of the Computing curriculum.
- Staff have taken part in e-safety training and are updated regularly of any new online risks.
- St Malachy's have offered e-safety workshops for parents/guardians to take part in. The workshop is run yearly. Parents/Guardians also receive up to date E-safety information through parentapp and via the school's weekly newsletter.
- Teachers will ensure that directed online resources are age appropriate and do not jeopardise safeguarding.

Safeguarding:

- The school takes phone calls/listens to voicemails daily, and will respond appropriately if parents/guardians report a concern.
- When/if staff are communicating with pupils via video call, a parent/guardian must be present with the pupil at all times. The call should take place during, and not outside of, regular school hours.
- If staff communicate with pupils via e-mail, the address and password must be sent over to the Head Teacher. This will enable ease of monitoring.
- The computing lead is able to view all class pages on Seesaw. This will enable ease of monitoring when teachers set activities for pupils.
- Please see Safeguarding: Appendix COVID-19 for further guidance relating to safeguarding whilst pupils are learning at home.

Role	Name	Contact number	Email
Designated Safeguarding Lead	Mrs. J Parker	0161 2053496	head@stmalachys.manchester.sch.uk
Deputy Designated Safeguarding Leads	Miss. C Tierney Mrs. M Shaw	0161 2053496	c.tierney@st-malachys.manchester.sch.uk m.shaw@st-malachys.manchester.sch.uk
Headteacher	Mrs. J Parker	0161 2053496	head@st-malachys.manchester.sch.uk
Chair of Governors	Mrs. C Robinson	0161 2053496	c.robinson@st-malachys.manchester.sch.uk
Safeguarding Governor	Mrs. C Robinson	0161 2053496	c.robinson@st-malachys.manchester.sch.uk
Safeguarding pastoral support	Mrs. E Kvaternik	0161 2053496	e.kvaternik@st-malachys.manchester.sch.uk

Online learning:

At St Malachy's Primary School, we are committed to following the programmes of study as required by the National Curriculum 2014, and to provide a broad and balanced curriculum for all children to access. We will strive to provide work in line with National Curriculum objectives, whilst children are being asked to conduct learning at home. Roles and expectations are outlined below:

The Role of Teachers:

- Teachers will prepare 'home learning packs' and dispel them to children before any prolonged period where children are required to learn at home. These learning packs will contain work set in line with age-related National Curriculum objectives. The work set may require children to access videos or programs online, and where this is required, the teacher will ensure that the resources online are appropriate in line with safeguarding expectations.

Teachers will use a range of ways to set online learning tasks for pupils to complete:

- The class teacher will add a blog item on the school website on the Monday of each new week where home learning is required. In the case of a Monday bank holiday, the blog item will be added on the previous working day. The blog item will outline expectations for home online and offline learning. The blog item will explain tasks that should be completed by the pupils at home, and will direct pupils to the appropriate online resource. The blog item will outline home learning in all subjects, including Physical Education, Religious Studies and PSHE. After following the direction of the blog, children should understand exactly what they are expected to do, how to do it, and approximately how long it should take.
- Teachers/subject leaders will produce a fluid and current list of recommended age-appropriate websites and apps that can be used to enhance children's online learning. They will also ensure that there is a link to the National Curriculum website so that parents are able to easily view this information.
- As a school, we will communicate directly with parents through Parent app. We will send regular text messages in order to notify parents/guardians that a new blog item has been added. This will ensure that parents are kept up to date regarding home learning online. We have conducted parental and pupil e-safety workshops in order to ensure that children and parents are aware of online risks.
- Teachers are able to set home learning tasks via Seesaw. This means that teachers are able to provide direct feedback on learning tasks.
- Teachers will be given the guidance to undertake group video calls, where they can discuss learning with pupils and feedback.
- Teachers will be given guidance on how to create an e-mail address, which then can use to communicate with pupils, set extended writing tasks and give feedback.

The Role of Parents/Guardians:

We hope to involve parents in their children's learning. The benefits of this is:

- it helps parents/guardians keep abreast of what their child can and cannot do;
- to take advantage of home context and apply learning;
- to encourage children to talk about their work and explain what they are doing and how;
- to extend time for learning, thus enabling children to practice and consolidate their skills, knowledge and strategies;
- to view learning of a life-long process and not just restricted to school hours;

Therefore, we hope that parents/guardians will support their child/rens home learning when possible. We would expect parents/guardians to:

- continue to aid their child/ren in adhering to the school expectations with regards to daily reading, spelling practice and dedicating an appropriate amount of time to school learning.
- monitor their child/rens learning, especially when online, ensuring that children uphold e-safety advice.
- when possible, enhance child/rens home learning by joining in with activities set by the teachers, and encouraging child/ren to nurture their PSE wellbeing.

Please see additional linked policies:

- Safeguarding
- E-Safety
- Appendix COVID-19 Safeguarding