



## ST. FANCHEA'S COLLEGE

### REMOTE LEARNING POLICY

Saint Fanchea's College is committed to providing the best possible curriculum provision for our pupils in their learning and outcomes. The following guidance will apply when:

1. The College is forced to close due to regional Covid-19 restrictions and is deemed inaccessible to staff and pupils
2. The College is forced to close due to emergency closure procedures related to Covid-19
3. Pupils need to self-isolate for a designated period of time due to Covid-19
4. Pupils who have been medically advised by their Doctor not to attend school

Given the current Covid-19 pandemic, we are acutely aware that this is an unprecedented and challenging time for education. **Google Classroom** will be the designated platform for providing remote learning to pupils in Saint Fanchea's College.

We will strive to support our pupils and parents as much as possible, however when the school is open, parents and pupils should be aware that our teachers will be continuing to teach all classes during the school day and expectations on the delivery of remote learning should be as realistic as possible.

In order to reduce surface transmission of the Covid-19 virus, paper copies or 'support packs' to aid remote learning will only be provided to targeted pupils. The school will contact parents when 'support packs' are available so that they can be collected from the main office reception. Parents / Carers will be expected to adhere to Public Health advice when collecting packs from the college. A face mask should be worn and the 2 metre social distancing measures will apply.

### Pupil Engagement

For Key Stage 3 pupils, Subject teachers will strive to ensure work is set for the classes / pupils according to the timetables summarised in Appendix Two (pages 7-9). For Key Stage 4 and Post 16 delivery, pupils will not be expected to exactly follow their normal school timetable, however they should expect to devote similar time scales to their learning that they would normally follow. There is no expectation that excessive work will be set for outside of normal school working hours and pupils should strive to have a positive balance to their remote learning and 'home-life' commitments.

Teachers will strive 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. In all communications, staff will adhere to our commitment to maintaining pupil well-being and safety.

Teachers / Subject areas will set / post work for their classes on **Google Classroom**, which is the main focal point of all pupil work and remote learning. Pupils must ensure that they are logged on to Google Classroom and Outlook email using their C2K email address only. Pupils must ensure that

they are registered for each subject area using the codes/invitations provided by Teachers. Where appropriate, in the event of longer-term requirements teachers may plan and undertake 'interactive lessons' for their classes via 'Google Meet' or narrated presentations.

Teachers will make an appropriate and informed decision as to the type and content of the work being set, based on their Schemes of Work. Subject departments / teachers will use a phased approach to introduce new content which will be carefully selected to ensure accessibility and differentiation to meet the needs of all pupils.

Due to constraints such as access to resources and home support, *examples of this could include, but are not limited to:*

- Practice questions and exam questions-based revision (particularly for KS4 / A-Level pupils)
- Structured revision tasks.
- Development based activities / tasks which seek to consolidate existing knowledge, e.g. tests, scenarios, extended writing, and analysis tasks.
- Progressive research-based tasks which seek to *introduce* some new knowledge / topics.
- Thematic learning tasks linking a range of subject areas for KS3 classes
- Group project work

Pupils should be aware that when learning tasks are set on Google Classroom, that teachers will set an appropriate submission date that will allow pupils sufficient time to complete set tasks. Pupils should be able to complete the majority of these learning tasks during normal school hours from 9:00am to 3:15pm.

Teachers will only provide feedback on any work completed which is clearly 'labelled' as a designated assessment and falls within agreed department assessment plan. All other work completed should be 'saved' by pupils – this *could* be electronically and uploaded onto Google Classroom/Drive as directed by the Teacher. When pupils are submitting work on Google Classroom, they should remember to attach the relevant files from their computer / Google Drive before they press 'submit'.

**Pupils should only submit work on Google Classroom to their teachers between 9:00am and 9:00pm.**

Teachers are able to provide individual feedback via the use of comments on Google Classroom, comments throughout Word Documents, Annotate, Mote and Explain Everything.

The college will continue to work within our expectations for communicating with parents / carers in the event of a concern. Concerns re pupil engagement with remote learning will be communicated with home through the following methods:

Priority	Nature of Concern	Contact Person	Communication Method
<p style="text-align: center;">Low Level of Concern</p>  <p style="text-align: center;">High Level of Concern</p>	Late Submission of Learning Tasks / Non-engagement in Remote Learning in specific subject areas	Subject Teacher	Message to Pupil on Google Classroom / email
	Persistent non-submission of Learning Tasks / Non-engagement in Remote Learning across a range of subject areas	Form Teacher	Contact to Parent / Carer via email or telephone
	Continued non-submission of Learning Tasks / Non-engagement in Remote Learning across a range of subject areas	Principal*	Contact to Parent / Carer via telephone

If a pupil is unable to complete any online learning due to pastoral / illness / medical reasons at any time, parents and carers are asked to communicate this information with the school so that that teachers are informed in advance.

Pupils are expected to engage and complete all work set to the best of their ability in the time clearly allocated. Teachers will, where appropriate, provide help sheets and guidance to ensure the work is accessible for all pupils.

Pupils can, where appropriate seek further guidance from their teachers via messaging through the Google Classroom platform. Pupils should complete designated assessments, where set, to the best of their ability. These will be utilised to review progress and support future learning tasks. Clear instructions and guidance will be provided regarding the completion of formative and summative assessments and these will consider the circumstances at home and be clear and realistic. Pupils will

be expected to follow the instructions to the best of their ability. Pupils are strongly encouraged to heed teacher direction whether it be video, voice notes or written instructions, BEFORE starting specific learning /assessment tasks.

### Setting work on Google Classroom

Teachers will present all work in a logical dated order for ease of access for pupils. Depending on the nature of the subject, teachers will present work daily or for the week ahead.

Teachers will clearly label the following aspects of all work:

**Instructions & guidance** - Relevant information based on each task being completed, as well as 'help sheets' and guidance to support learning. e.g. worked examples and scaffolding should be present. Also providing opportunities and task which support and promote independence and metacognition- such as self-mark sheets, checklists etc...

**Time allocated** - The expected '**realistic**' time to complete the work. This will not exceed the normal timetable allocated lesson time and should take account of the fact that pupils may largely be working independently – therefore some tasks may take longer than in a classroom setting. Parents should be aware that teachers will not attempt to replicate the normal school timetable through online remote learning.

**Collation** - How the work should be collated, stored and submitted by the pupil – e.g. save electronically for individual reference, make notes on paper, and keep for reference, etc ...

Pupils will be assured that their well-being and safety is at the forefront of the thoughts of staff and that pupils will be expected to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities. Pupils should continue to read on a daily basis, and continue to follow their interests and be creative.

### Online Safeguarding Procedures: Pupils

Pupils must not screenshot or copy information, messages, video presentations or posts to share on social media or any other platform outside of Google Classroom. This will be in breach of existing safeguarding arrangements and policy.

**Pupils are not permitted to screen capture, record, download any video/voice/imagery material of teachers.**

### Safeguarding Procedures: Parents / Carers

Parents must not screenshot or copy information, video presentations, messages or posts to share on social media or any other platform outside of Google Classroom. Only pupils are expected to be engaged in face-to-face Google Meet sessions. Online 'Consent Forms' will be sent to all parents via email to give permission for their daughters to engage in face-to-face Google Meet sessions. Under current safeguarding arrangements, teachers will not make or share live recordings of face-to-face recordings of Google Meet.

### Summary Points

If parents have any concerns related to access to digital devices / broadband connectivity / use of Google Classroom platforms, please contact the school for guidance. The school fully appreciates the challenges and pressures of remote learning on both parents and pupils and all we can ask parents and pupils to do is to try their best and not to feel guilty if you become overwhelmed. Please liaise with the school closely and we will work in partnership to overcome any difficulties that arise.

Parents will be expected to support their child's learning to the best of their ability, by encouraging their child to access and engage in learning set by the Subject Teacher.

Parents can continue to contact the main school office on 02866322919 as normal within the opening hours of 9.15am and 3.20pm. Google Classroom is the key platform for home learning for teachers and pupils. Parents / Carers should **not** use Google Classroom to communicate directly with school staff.

Parents should endeavour to check their daughter's completed work each day and encourage the progress that is being made. Parents should be mindful of mental well-being of both themselves and their daughter and encourage their daughter to take regular breaks, get fresh air and relax.

<b>This policy will be reviewed every year</b>	
<b>Date of next review – March 2021</b>	
<b>Principal .....</b>	<b>Date .....</b>
<b>Chair of the Board of Governors .....</b>	<b>Date .....</b>

# APPENDIX ONE



ST. FANCHEA'S  
COLLEGE

## Remote Learning Agreement

2020-2021

**In the event of Remote Learning:**

**To help my child at school, I know and understand that:**

- I will ensure that my daughter is logged on to the Google Classroom platform using their school username.
- I will ensure that my daughter is enrolled in all classes using the codes/invitations provided through my daughter's school email.
- I will support my daughter's learning to the best of my ability.
- I will encourage my daughter to access and engage in learning set by the Subject Teacher(s).
- I will not screenshot or copy information, messages, video presentations or posts to share on social media or any other platform outside of Google Classroom.
- I know that I can contact the school as normal, in a respectful manner, through the main college Office 028 66 322919, if I require support.
- I will check my daughter's completed work each day and encourage the progress that is being made.
- I will be mindful of the mental well-being and safety of both myself and my daughter by encouraging my daughter to take regular breaks, get fresh air and relax.

**Signed:** \_\_\_\_\_ (Parent / Carer)      **Date:** \_\_\_\_\_

**Pupil Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

## APPENDIX TWO

We fully appreciate that home circumstances may prevent pupils from engaging in online learning at the suggested times. This proposed timetables outlined in this appendix is highly flexible in nature and teachers may organise face-to-face video meetings outside the times allocated. One of the main purposes of the schedule above is to inform parents / pupils of the expected 'length of time' that should be devoted to online learning across each subject area during the week. We hope this will help to ensure that expectations regarding workload for pupils and parents are manageable and not excessive.

### Year 8 Online Timetable

Day	Morning	Time	Afternoon	Time
Monday	Maths Science LLW	9:30-10:15am 10:45-11:30am 12:00-12:45pm	Geography	1:45-2:30pm
Tuesday	English RE Technology	9:30-10:30am 10:45-11:30am 12:00-12:45pm	Home Economics	1:45-2:30pm
Wednesday	Science History French	9:30-10:15am 10:45-11:30am 12:00-12:45pm	Art & Design	1:45-2:30pm
Thursday	Maths Music IT	9:30-10:15am 10:45-11:30am 12:00-12:45pm	PE	1:45-2:30pm
Friday	English RE	9:30-10:15am 10:45-11:30am		

### Year 9 Online Timetable

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Day	Morning	Time	Afternoon	Time
Monday	LLW Mathematics Science	9:30-10:15am 10:45-11:30am 12:00-12:45pm	PE	1:45-2:30pm
Tuesday	Technology RE English	9:30-10:30am 10:45-11:30am 12:00-12:45pm	Geography	1:45-2:30pm
Wednesday	French Science History	9:30-10:15am 10:45-11:30am 12:00-12:45pm	Home Economics	1:45-2:30pm
Thursday	IT Mathematics Music	9:30-10:15am 10:45-11:30am 12:00-12:45pm	Art & Design	1:45-2:30pm
Friday	RE English	9:30-10:15am 10:45-11:30am		

### Year 10 Online Timetable

Day	Morning	Time	Afternoon	Time
Monday	Science LLW Mathematics	9:30-10:15am 10:45-11:30am 12:00-12:45pm	Art & Design	1:45-2:30pm
Tuesday	English Technology RE	9:30-10:30am 10:45-11:30am 12:00-12:45pm	PE	1:45-2:30pm
Wednesday	History French Science	9:30-10:15am 10:45-11:30am 12:00-12:45pm	Geography	1:45-2:30pm
Thursday	Music IT Mathematics	9:30-10:15am 10:45-11:30am 12:00-12:45pm	Home Economics	1:45-2:30pm
Friday	RE	11:45-12:30pm	English	1:45-2:30pm