

**St John’s Primary, Hamilton**

**Readiness to Learn from Home-Whole School Remote Learning Overview**

Definition of Continuity of Learning - Lockdown

*The South Lanarkshire Council definition of Continuity of Learning in this context is the continuation of educational experience in the event of National Lockdown. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance.*

*Our aspiration is that continuity of learning during lockdown should be as close to the daily face to face experience as context allows.*

**Guiding Principles**

In the event of school closure, St Johns is committed to providing continuity of education to learners through the use of Google Classroom and Google Meet.

Audit of engagement and access to devices showed that most learners were comfortable to complete homework tasks through Google Classroom and contingency plans were made to build on the current skill set of learners, parents and staff to support the continuity of learning in the event of further school closures.

**Remote Learning Offer**

In the event of an extended school closure, St Johns will provide continuity of education through:

* Daily registration and check ins through Google Meet at times messaged to families by email, text, school app and website. Registration at same time each day for classes to allow families to plan live sessions around other commitments and taking into account siblings across the school. Rooms 2,6,7 ,8 and 11- 9am, Room 9- 9.20am, Rooms 3,4,5,10 and 13-9.20am and Rooms 12,14 and 15- 9.40am.
* Daily instructions to learners and outline of the tasks to be completed for the day
* There is an expectation of learners being offered at least one live session per day where teachers will go over tasks for the day and ensure understanding of previous day’s tasks and offer support for concepts, which were not fully grasped.
* 2 literacy, 2 numeracy and 1 H&W tasks per day which link to the teaching points in the live lesson or recorded clip.
* Some classes may also have a check-in/review at the end of the day.
* In some ASN and mainstream classes, teachers can offer individual Google Meets to ensure that teaching and learning is appropriate to specific needs where appropriate.
* Teachers can work with individuals/groups on Google Meet at agreed times. This is for learners with ASPs/staged intervention or who require additional support. As well as supporting differentiation.
* Some learners will be offered the chance to join groups across the school- Pupil Council, Rights Respecting School and Nurture Groups. Notice of meetings will be posted on the relevant Google Classrooms.
* Learners will be able to communicate with teachers via the Google Meet or through the private message system on Google Classroom.
* Paper resources to be available through the school office for anyone who requires them.
* Reading and resource packs disseminated to individuals on a needs basis.

**Responsibilities**

**Teachers**

* To be available to respond to questions between 9am - 3pm
* To record attendance at Google Meet and submitted work through code on registers and provide live direction about learning for the class for the day.
* To provide differentiated and class work for learners - 2 literacy, 2 numeracy and a H&W per day
* To respond promptly to questions from children and provide live teaching/recorded teaching to class/groups as required. Minimum expectation of one live Meet per day and or clips to support tasks.
* To forward any parental questions to Senior Leadership Team.
* To alert Senior Leadership Team of lack of engagement/concerns about particular children by email and phone calls.
* To provide structured feedback on submitted work to an individual at least once per day which is structured to increase learning and motivation
* Provide a range of learning experiences, which are not exclusively on screen tasks, building in time for breaks and play.
* To teach and set tasks linked to agreed whole school activities for each month.

**School Support Assistants**

* To join daily check-ins and class discussions.
* To support the class teacher in the delivery of live learning as required.
* To work with individuals as directed by class teacher through Google Meet.
* To post an update/question/ message twice per week on Google Classroom to their class.
* To alert SLT to any concerns about children.
* To build on skills to support learners remotely with individual targets.

**Senior Leadership Team**

* To monitor daily engagement through registration, completion of tasks, emails and comments on class stream using daily registers and tracking codes.
* To resolve any concerns raised by stakeholders
* To contact parents/carers of children who are not engaging and try different approaches i.e. learning pack if required
* To resolve any concerns raised by stakeholders
* To monitor each class's Google Classroom tasks, recorded teaching and live teaching. With a focus on quality of Learning and Teaching, quality of lessons, tasks align to teaching, amount posted and consistency of approach across the school.
* To regularly liaise with teaching staff and provide examples of good practice to ensure consistency and quality of lessons/activities on offer
* To monitor content and quality of tasks available on Google Classroom by looking at a sample daily
* Provide clear guidelines to staff on their role responsibility and minimum requirements per day
* To direct staff to online CPD opportunities to support online learning and SLC school policy on video conferencing and online learning
* To provide technical support to staff/families as requested

**Quality Assurance**

* To ensure consistency across classes the Senior Leadership Team will sample tasks set to ensure they match with forward plan and ASP targets and have weekly teacher meetings by Google Meet and individual planning and tracking meeting with teachers using Google Meet or phone calls on a regular basis.
* Monitoring of daily register and completion of tasks and make contact with families who are not engaging to support them.
* Assess quality of the submitted pupil tasks on Google Classroom.
* Monitor if a learner is acting upon the provided feedback to improve work
* Track spelling and dictation scores as appropriate
* At end of teaching block learners complete quiz/feedback/discussion
* Theme for writing for each month – learners’ work to be assessed for core competencies
* Learning conversations to be held via Google Meet with individual learners and groups with SLT
* Celebration of successes through Google Meets, online assemblies and photographs on Twitter
* Regular professional dialogue with class teachers to evaluate learner progress
* Regular planned meetings with Parent Council and Pupil Council.
* Questionnaires to families to ascertain what can be improved.

**Communication**

**Learners**

Daily communications through Google Classroom, Google Meet and Glow emails.

**Parents/Carers**

Information posted on school website

Help guides emailed to glow and personal accounts provided

Updates to alert parents to new information posted on website direct to mobile phone through the school app.

Individual responses answered by Senior Leadership Team by phone or email.

Twitter Account for general updates.

**Staff**

Google Meets, Glow email and phone calls.

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