

# ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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**Review Date:** 2026

## **Distance Learning Policy**

St Luke's is built on a core set of Christian values, where children feel happy and cared for. Here they find, love, joy, hope and peace.

John 13: 34-35 says, 'Love one another. As I have loved you... By this everyone will know that you are my disciples.'

So at St Luke's we aim to be disciples by:

Following in God's way

Learning day by day

Working with one another

Caring for each other.

***'Following in God's way, Learning day by day, Working with one another, Caring for each other'***

This Distance Learning Policy reflects the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely.

This new policy operates alongside all of our existing policies.

## **Introduction**

During the period of long-term closure, staff at St Luke's CE Primary School may provide education and support to our children using remote learning. Learning will be conducted using Class Dojo and Office 365 Teams apps. The main resources will also be available to download on the school website. This will allow staff to keep in regular contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. 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 prioritise the wellbeing of our children.

This policy covers any aspect of pupil distance learning as used by school staff.

In all cases pupils must use their @saintlukes.wigan.sch.uk account to log in, which will be distributed to families by teachers. The secure account or password must not be shared with any other household and can only be used by pupils for internal use. However, if a child lives in more than one household, they may use the same login details at both addresses. Pupils are not to use any other account under any circumstances for the purposes of distance learning within the school.

The list of applications that will be used for distance learning will primarily be:

- Class Dojo
- Office365 (Microsoft Teams)

## **Flexibility of Learning**

We realise that the circumstances that causes 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:

- Parents may be trying to work from home so access to technology as a family may be limited.
- Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation.
- Teachers may be trying to manage their home situation and the learning of their own children.
- Systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.
- Some families may have no access to the required technology. In this case, school will liaise with the families concerned and decide on the best a suitable arrangement to support home learning.
- Some families may be affected by illness directly and may not be able to access the distance learning.

## **Expectation Management:**

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. The learning activities sent home will be part of our current planning, based on statutory National

Curriculum requirements. Bearing in mind the need for flexibility, no deadlines will be set. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching Staff will:-

- Share teaching and activities with their class through the Class Dojo and/or Microsoft Office 365 Teams apps;
- Continue teaching in line with current, extensive planning that is already in place throughout the school;
- Where possible, include answers or explanations to help;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children through the Class Dojo and Office 365 Teams apps only using their @saintlukes.wigan.sch.uk account.
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;
- If unwell themselves, school will endeavour to cover distance learning with another member of staff. However, cover may not always be possible and parents should access the planned online activities provided. Follow up of messages on the Class Dojo and Office 365 Teams apps during this time will not be undertaken until the teacher is fit to work.
- Acknowledge and/or reply to messages or feedback within two working days.

**Children will:-**

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Potentially work a day or two behind what has been shared through the Class Dojo and Office 365 Teams apps;
- Be suitably dressed when learning at home and when using Office 365 Teams Apps.

- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative;
- Remember to tell an adult if anything worries them whilst working online;
- Never share any personal information with others online, including addresses, phone numbers, login information or passwords.

### **Parents will:-**

- Support their child's learning to the best of their ability;
- Where possible, share any work their child is proud of with the class teacher;
- Encourage their child to access and engage with Class Dojo or Office 365 Teams apps if they require support of any kind;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the Class Dojo or Office 365 Teams apps;
- Know they can continue to contact their class teacher during normal teaching hours (8:00am-5:00pm) through the Class Dojo app if they require support of any kind, and understand that the teacher may not be able to respond immediately;
- Check their child's completed work each day and encourage the progress that is being made;
- Talk to their child regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

- Ensure that their children use the messaging service appropriately and for school purposes only. All messages will be screened and monitored by schools.
- Ensure that devices settings are safe and secure.
- Establish a tidy, suitably resourced working desk or table at home, with access to an internet enabled computer or other suitable device and free from unnecessary distractions.
- Check Office 365 and Microsoft Teams for daily for work, including live scheduled video and to ensure their child completes this work to the best of their ability.
- Ensure their child is dressed appropriately for any face-to-face learning (no pyjamas; clothing that is appropriate for interaction with teachers).
- Speak to their child about appropriate behaviour in a remote lesson for example treating other pupils with respect and waiting to be invited to speak so that the same standards are maintained remotely as would be in a real classroom

## **Live Lessons through Office 365 Microsoft Teams**

- Live lessons will only take place if teachers feel it is necessary or if it will enhance learning. This will not be the main method of home learning.
- In most circumstances live lessons conducted by the teacher will be streamed from school. The teacher may stream live lessons from their home if another member of staff is present online in extreme circumstances. Parents and carers must appreciate that particular domestic dynamics (including having several children or limited computer access) may present challenges for staff.
- Staff and pupils will only use their school-registered accounts to access Microsoft Teams – never personal ones.
- Staff and pupils should be in a neutral area that is safe and appropriate. Under no circumstances should lessons be accessed from a bedroom. There should be no inappropriate objects or information visible.
- Teachers streaming a live lesson should always have another member of staff ‘in the room’ or present online. Lessons should never start without colleagues being aware.
- Teachers should introduce themselves and the accompanying staff member, who should be visible to the children.

- Teachers will be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Teachers will keep a log of any live lessons, recording what it was about, when it took place, the pupils and staff that were present and any issues that arose.
- Where possible, teachers will try to adapt/differentiate the lesson to suit the needs of different learners, however this may not always be possible.
- All online sessions will be recorded by staff for safeguarding and professional development purposes. Children are not permitted to record or screen shot any part of the live lesson.
- Children will not be able to contact each other when staff are not present in the online lesson.
- Children will be given clear rules at the start of each session and will be given opportunities to respond appropriately. If there is any inappropriate or disruptive behaviour, the teacher will ask the child to leave the session.
- Children must always be civil and respectful to teachers and fellow students as they would be in a classroom session.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
- No eating is permitted by children/staff during the live lesson.
- Appropriate clothing should be worn by staff, children and parents at all times.
- A parent or carer must be present and visible on the screen with the child at all times during the lesson.
- Teachers will try to make contact with pupils at least twice a week in the event of a lockdown.
- The quality of online teaching and learning is judged by senior leaders at school and not by parents or carers.

# Safeguarding

All staff are reminded to follow safeguarding and child protection policy and procedures when delivering distance learning. They should be able to contact the designated safeguarding lead (DSL) and deputy if they have any concerns about a child for example if a staff member sees or hears something worrying during an online lesson or a child discloses abuse during a video call or via a message on Class Dojo or Teams.

**This policy is in written relation to GDPR policy**



