



St. Alban's R.C. Primary School

Trinity Street, Blackburn, Lancs, BB1 5BN

Telephone: 01254 57582

Fax: 01254 679102

In the light of Jesus we love together, hope together and learn together.

22.01.21

Dear Parents,

I am writing to let you know that the Remote Learning Policy, the policy addendum and Information for Parents documents regarding our remote learning have been added to the school website. The Information for Parents document gives clear and concise guidance to parents on the remote learning school provides. However, I have cut and pasted the key elements of the expectations both for parents/carers and those of pupils from the Remote Learning policy onto this letter so that you have a clear overview of school's expectations around remote learning.

If once you have read this letter you are still unclear or would like further support or guidance in helping your child access and complete their remote learning please contact your class teacher via the school office.

From the Remote Learning Policy:

2.11 Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in their home learning booklet, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.

- Adhering to the Behaviour Policy at all times.

2.12 Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in their home learning booklet, and that the schoolwork is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material
- Reporting any absence in line with the school's absence policy
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Home School Agreement at all times.
- Making the school aware if their child is sick or otherwise can't complete work
- Seeking help from the school if they need it
- Being respectful when making any complaints or concerns known to staff

3.1 Video Communication:

All staff and pupils using video communication must

- Communicate in groups - one-to-one sessions are not permitted.
- Wear suitable clothing - this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background
- Use appropriate language - this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

3.2 Audio Communication

All staff and pupils using audio communication must:

- Use appropriate language - this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.

- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.
- The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.
- Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- The school will ensure that all school-owned equipment and technology used for remote learning can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- The school will communicate to parents about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

I hope you are all well and coping with the challenges of lockdown and particularly those of remote learning. School is not the same without our whole school community. We miss you all and pray that we will be back together soon. Until then, stay safe and be kind to yourselves.

Yours sincerely


Mrs.C.Speakman