# St Patrick's Catholic Primary School

***The Catholic Diocese of Lancaster***

## Our Mission Statement:

"Sharing Our Faith, Inspiring Education, Achieving Our Dreams"

"Go, therefore, make disciples of all nations.
And look, I am with you always; yes, to the end of time." (Matthew 28:19-20)

# Home Learning Policy

At St Patrick's Catholic Primary School, we celebrate that we are all unique and loved by God. With Christ at the centre of all we do, we strive to unlock each child's potential to become the individual they are created to be. We are working together to build a community built on love, faith, forgiveness and service.

Approved by ____J. Murphy (Headteacher) Date: __October 2026_____

Approved by Governing Body/Committee: _SEC committee____ Date: __October 2026_____

Next review date: _October 2028_____

## Rationale

This policy is written to support pupils who are unable to access on site provision due to exceptional circumstances. Each pupil will be reviewed as case by case whether they are not able to be on site and require home learning.

## Aim

The Home learning policy aims to:

- - Ensure consistency in the approach to home learning for pupils;
- - Set out expectations for all members of the school community with regards to home learning;
- - Provide appropriate guidelines for data protection;
- - Sets out expectations on levels of contact during these times.

## Flexibility of approach

Keeping regular learning opportunities, a priority during periods that pupils are at home/travelling for a prolonged period of time is of great importance to reduce the impact on children's education. However, we understand that everyone's circumstances at home will be different and supporting children with learning at home will be dependent on a range of factors including access to resources, access to technical devices and the child's understanding of the circumstances around their absence from school.

In the event that pupils need to be absent from school, a bespoke home learning offer will be provided by the teacher in collaboration with families, ensuring individual needs are met.

An extended offer may include some of the following, depending upon what is considered to be the most appropriate approach;

- - Emailed or physical home learning packs of work.
- - Sign posting to specific activities linked to the current topics or themes.
- - Copies of pupil's targets and suggested ways in which targets can be worked on.

## Roles and responsibilities

## Class teachers

In the event of a child in their class, being off school for a prolonged period of time, an agreement will be made for home learning by senior leaders. The teacher then has responsibility to provide appropriate home learning.

Class teachers will provide home learning for families on a weekly basis for as long as required (not including planned school holidays and INSET days).

Home learning may be emailed out or sent out as a physical learning pack. This is dependent on individual circumstances.

Class teachers are expected to conduct a regular welfare phone calls/emails with an agreed timeframe that is appropriate and manageable in line with individual circumstances. A Teams call may also be used as a tool to further engage absent pupils during prolonged periods of absence. At times, contact may be made by a member of SLT or the pastoral team.

The record of all welfare calls/emails should be recorded on CPOMs.

It is the responsibility of the class teacher to make SLT aware if they have not been able to make contact with families or if there are any concerns. These should be recorded on CPOMs.

**Availability**

Parents/carers can contact the school office and leave a message. The class teacher will call back at a time they are available.

**Data Protection**

In order for home learning to work successfully, Senior Leaders, Class Teachers and some Teaching Assistants may require access to pupil and parent information including:

- Email address
- Phone number(s)
- Home address

All school staff must ensure that they:

- Only access information that is pertinent;
- Use their secure school email account to send any emails to parents/carers or senior leaders that may contain pupil or family information;
- Use their secure school email account to set up TEAMS calls with families;
- Do not share passwords for their electronic devices;
- Do not share passwords for Teams meetings between parents unless it is a prearranged group call;
- Teams calls will not be recorded.

**Appendix 1**

**Teams Rules for Parents/Staff**

- Do not have anything personal in view on the screen (e.g. photos – have a blurred background).
- Locate yourself in a living room/shared area not a bedroom.
- Do not have any other family members in view or heard on the call.
- Dress according to what you would wear for work/school.
- Ensure there is an adult present throughout if children are participating in the call.
- If you feel the call has to be ended for any reason such as, a child becoming distressed, parents becoming cross or upset for any reason, please end the call and follow up with the family at a later point.
- Make sure you have a record of the Teams calls that have taken place (e.g. through a record in your diary/ CPOMs).
- If any safeguarding concerns arise during the call, follow the school safeguarding procedures.
- Do not record the TEAMS session.