

Remote learning policy

St Joseph's Catholic Primary School



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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who aren't in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am till 12 and 1 till 3.20pm

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Teaching three subjects a day. English and Maths will be taught daily. Science, History/ Geography/ Arts and RE will also be taught across the week.

It is suggested that teachers provide three recorded sessions which can be paused and resumed at any time. The recorded session then ends, and children go to access the work and upload it when finished and can message the teacher if they get stuck.

As the lessons are recorded if children cannot access technology at the time, they can watch the recordings at other times during the day (e.g. if siblings are sharing devices).

Teachers will respond to work uploaded by children only in working hours when they are not live teaching and not between 12-1pm.

Staff will be using Microsoft teams and associated APPS. Early years staff and Kst 1 staff will also use "Tapestry" where tasks more suited to this age group can be accessed. Staff are receiving ongoing training to further familiarize themselves with these resources. A parental guide is sent home guiding parents on how to help their children upload their work and the children receive lessons using Teams and Tapestry in school. This guide also explains how the children are to behave online and how parents can ensure they are safe.

The school has an up to date list of children who do not have access to IT. Paper packs of the work set on Teams will be provided to these families and the teachers will then follow up with phone conversations to check on the children's progress and any difficulties.

Teachers can also ask for feedback from the children using Microsoft Forms. Using this feedback, teachers can then plan their next recorded sessions. One of the APPs in teams called "sway" allows teachers to present questions at the start of a new lesson which can be set in response to the feedback the teacher has previously received. This App is very versatile allowing children who only have access to a mobile phone to also view any tasks set.

Teachers are also expected to have a weekly live session with children through teams where the children can ask any questions they may have or explain what they need more work on. This will take place as a class. For children without IT, teachers are expected to phone the parents at an agreed time and take feedback from there.

When appearing live or on a recorded session, staff ensure they are in a suitable room in their home and dressed professionally. There should be no background noise and nothing inappropriate on show.

Where teachers are providing on line learning for a child who is self- isolating, whilst also still teaching in school, the work set should be the same as that set in school so there is no overload of work for the teacher. Teachers will make phone contact to any families where children are not completing the work to support and problem solve any issues regarding remote learning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am till 12 and 1 till 3.20pm, depending on their contracted hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:

Liaising with the class teacher and making live contact with target children in Teams to deliver a set intervention such as daily hearing of the child reading.

As with teaching staff, they should be in a suitable room in their home, with an appropriate background and dressed professionally.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject – by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school –
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that all online activities are adhere to safeguarding requirements as set out in the safeguarding policy.

2.6 Admin staff

Admin staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it –
- Be respectful when making any complaints or concerns known to staff
- Ensure the children are in an appropriate room and dressed appropriately.

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to Admin staff
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher or Admin team
- Concerns about safeguarding – talk to the DSL/ Headteacher

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

Access the data, on or secure cloud service or a server in our IT network

Staff can use their own personal computers but should store no school data on these and save work only in teams and the school one drive

4.2 Processing personal data

Staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the full governing body

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Safeguarding Policy