

# Remote Learning Policy

St Mary's Catholic Primary School



<b>Approved by:</b>	John Williams
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<b>Last reviewed on:</b>	January 2021
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<b>Next review due by:</b>	February 2021
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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

- › Julia Pearce will explain to teachers expectations for work set if a bubble or school closure takes place
- › Louise Cooke and Sarah Jewson are the school admin account holders
- › Teachers will be responsible for setting activities and giving feedback for their own classes

### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30-3.30pm.

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 (contacting the head teacher and line manager via phone call)

When providing remote learning, teachers are responsible for:

Insert details of responsibilities. This could include:

- › Setting work – to set work for their class during periods of lockdown or bubble closure
  - Daily English & Maths and a variety of subjects across the week
  - Work will be set the day before, allowing time for all pupils to complete the work
  - Work should be set via Seesaw or Tapestry (EYFS). Purple Mash can also be used as an additional resource for children to access
  - The SLT have an overview of the whole school's work so can ensure consistency in work expectations
- › Providing feedback on work:
  - Work needs to be read and approved by teachers on a regular basis
  - At least one piece of work a week should have some teacher feedback

- Keeping in touch with pupils who aren't in school and their parents:
  - Make regular contact via Seesaw and weekly phone calls for individuals not in school
  - Access emails during school hours
  - Any complaints or concerns shared by parents or pupils should be shared with a member of the SLT immediately
  
- Attending virtual meetings with staff, parents and pupils – cover details like:
  - Dress code
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

Workload will be reviewed regularly during any period of lockdown to take account of any face to face e.g. with children of key workers

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9-3.

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:

Insert details of responsibilities. This could include:

- Supporting pupils who aren't in school with learning remotely:
  - SLT/SENCo to advise which pupils to support and discuss how best to provide that support
- Attending virtual meetings with teachers, parents and pupils – cover details like:
  - Appropriately dressed
  - Consider the best location to have the meeting when at home or school – consider background noise, nothing inappropriate in the background

If teaching assistants will also be working in school, where relevant explain who will cover the responsibilities above during this time.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or 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 – if you've assigned one member of staff to lead on this, highlight them here
- 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:

Please see Safeguarding policy and COVID addendum on school website

## 2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

## 2.7 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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- › Issues in setting work – Louise Cooke or Sarah Jewson
- › Issues with behaviour – Julia Pearce
- › Issues with IT – Louise Cooke or Tom O'Neill
- › Issues with their own workload or wellbeing – a member of the SLT
- › Concerns about data protection – a member of the SLT
- › Concerns about safeguarding – talk to the DSL – Julia Pearce or Louise Cooke

## 4. Data protection

### 4.1 Accessing personal data

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

Staff should be using their school Ipads or devices and not their person equipment to access Seesaw or Tapestry

## 4.2 Processing personal data

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, 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. Safeguarding

Please see Safeguarding policy and COVID addendum on school website which have been updated for September 2020 and are reviewed regularly.

## 6. Monitoring arrangements

This policy will be reviewed termly by Louise Cooke. At every review, it will be approved by the full governing board.

## 7. 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
- › Online safety policy