



# Remote learning policy

St Mary's Catholic Primary School

Ratified by Governors:  
Covid sub-committee

Review Date: April 2021

<b>Approved by:</b>	Catholic Ethos Curriculum and Standards Sub-Committee	<b>Date:</b> 2.3.21
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### 1. Aims

This remote learning policy 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 and Teaching Assistants (referred to as 'teaching staff')

When providing remote learning, teaching staff must be available between 9.00am and 3.00pm.

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:

- › Setting online learning:
  - Teachers must set learning for the class they are employed to teach
  - Work set must be meaningful and ambitious
  - Teachers may be asked to set work for another class, due to staff absence or illness
  - KS1 – 3 hours learning per day
  - KS2 – 4 hours learning per day
  - Work should be set in advance and definitely before 9.00am each day
  - Online learning should be uploaded to Class DoJo (or Tapestry for EYFS)
  - Teachers may also set learning via the online platforms subscribed to by the school, including, but not exclusively, Discovery Espresso, Purple Mash, Deepening Understanding, TT Rock Stars and Spelling Shed.
  - Teachers are required to produce paper packs for pupils who do not have access to a device, or for any pupil where a reasonable request has been made
  - Teachers should liaise with their 'partner teacher', including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

- Pre-recorded lessons such as RWI and White Rose Hub lessons will be used, but the teacher must also provide an element of their own pre-recorded lessons throughout the week, for example using the 'zoom record' feature
  - Teaching assistants are required to work under the guidance of the class teacher they are linked with
- Providing feedback on work:
- Pupils will upload their work to Class DoJo or Tapestry (on occasions, work may be uploaded directly to the additional online platforms mentioned above)
  - Feedback should be shared with pupils via Class DoJo (or Tapestry for EYFS)
  - Feedback must be given in the same week that the learning has been completed
- Keeping in touch with pupils who aren't in school and their parents:
- Teaching staff are required to hold a virtual 'catch-up' session via Microsoft Teams, fortnightly, for those pupils not attending school
  - There is no requirement for teaching staff to respond to pupils or parents outside of their normal working hours, but they are free to do so
  - Following correspondence from a parent, contact should be made within 24 hours (or the next working day if contact falls on a weekend)
  - In the first instance, teachers should respond to complaints or concerns raised by children or parents, in an appropriate, professional manner. Teachers may consult with the Headteacher or member of the SLT, if they are unsure about how to respond to a complaint or concern. For any safeguarding concerns, teachers should refer to the safeguarding section below
  - If a child is consistently failing to complete work, the teacher should make contact and ask if the child or parent needs any additional support in accessing the learning. Paper packs should be offered if a child is struggling to access online learning. Teachers may also seek advice from the Headteacher, with regards to the potential availability of a laptop to be loaned to the family. For any safeguarding concerns, teachers should refer to the safeguarding section below
  - If the teacher has contacted the family on a number of occasions and the child is still not engaging with any learning or the virtual 'catch-ups', then the teacher must make the Headteacher aware of this, in order for the situation to be monitored. For any safeguarding concerns, teachers should refer to the safeguarding section below
- Attending virtual meetings with staff, parents and pupils:
- Teaching staff should follow the 'dress-code' as set out in the Staff Code of Conduct
  - Locations should avoid areas with background noise and teachers should ensure that there is nothing inappropriate in the background

## 2.2 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 teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject, by reviewing work set on the online platforms and discussing with teachers, the work set
- Alerting teachers to resources they can use to teach their subject remotely

## 2.3 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 discussions with teachers and subject leaders, reviewing work set online and reaching out for feedback from pupils and parents
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › The Headteacher has overarching responsibility for the quality and delivery of remote education

## 2.4 SENDCO

Alongside any teaching responsibilities, the SENDCO is responsible for:

- › Co-ordinating the remote learning approach for children with SEND
- › Working with teaching staff to make sure all work set is appropriate and consistent for learners with SEND
- › Providing advice and support to staff with regards to meeting the needs for children with SEND
- › Ensuring regular contact is made with the families of children with an EHCP, who are not attending school
- › Providing advice and support to families of children with SEND upon request

## 2.5 Designated safeguarding lead

The DSL is responsible for:

- › Ensuring that the requirements of the Child Protection Policy and Child Protection Covid Addendum are adhered to

## 2.6 IT staff

IT 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 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
- › Be appropriately dressed (not in pyjamas or 'revealing' clothes) during any live 'catch-ups'
- › Ensure that they have their devices on 'mute' if requested by the teaching staff
- › Ensure the 'chat' functions are not being used, unless directed by the teaching staff

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
- › Appreciate that teaching staff are only required to be available Monday – Friday, 9.00am-3.00pm to respond to complaints or concerns (although teaching staff may choose to respond outside of these hours if they wish)
- › Ensure that any 'live' sessions are appropriately supervised and that the children adhere to the expectations stated above
- › Sign a user-agreement if using a DfE issued laptop

## **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 SENDCO
- › Issues with behaviour – talk to the SENDCO or a member of the SLT
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to the Headteacher or a member of the SLT
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

## **4. Data protection**

### **4.1 Accessing personal data**

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

- › Access the school server, using 'FortiClient'
- › Use equipment provided by school, such as laptops and iPads, rather than their own personal devices

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses 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**

Together with IT staff, 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

The school's current Child Protection and Safeguarding Policy must still be adhered to.

- › There must be two staff members present during all 'live' sessions
- › 'Live' sessions should not be recorded

## 6. Monitoring arrangements

This policy will be reviewed every two months by the Headteacher. At every review, it will be approved by the Covid sub-committee.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy and Covid addendum to our behaviour policy
- › Child protection policy
- › Data protection policy
- › ICT safety and acceptable use policy
- › Using social media responsibly policy
- › Mobile phone policy