

St Mary's Catholic Primary School

Evesham

# Policy Statement Remote Learning



Policy Written: September 2020

To be Reviewed: September 2021

**'Through God's Love  
We Will Achieve'**

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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 are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- For all pupils to have access to high quality remote learning educational resources.

The minimum requirement is that every school in our Multi Academy has:

- A remote learning policy approved by the local governing body and all relevant policies have been amended accordingly to reflect the remote learning approach. *(e.g: Child Protection and Safeguarding, Online Safety, Teaching and Learning, Marking and Feedback)*
- Clearly communicated the School's policy and approach with parents/carers and a copy uploaded onto the school website
- Identified a lead to take charge of developing and reviewing the remote learning approach.
- Aimed to ensure that every child has access to a suitable device for home learning, accessing loans of equipment where necessary.
- Identified and provided for staff training needs, *(with shared training across the Mac taking place where appropriate).*
- Considered staff welfare issues in relation to the remote learning approach.

- Ensured RE and RSE is fully covered in online lessons and provision has been made to support Catholic life.
- Begun to integrate remote education into the School's long term curriculum plan.
- Measures in place to monitor engagement with remote learning, ensuring that the following pupil groups are supported and contacted on a more regular basis as necessary.
  1. Pupils who are on CP or CIN plans
  2. Pupils who are on Early Help plans
  3. Pupils with limited access to IT and/or study space
  4. Pupils with special educational needs and disabilities *(Wherever possible and if appropriate, children who have an EHCP plan will have remote 1 to 1 learning with their TA. Teachers will provide lesson plans and resources for TA. (20-minute sessions – recorded so that that parents can view it and play it back for their child.) Also recognising that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum)*
  5. Pupils eligible for Pupil Premium funding
  6. Young carers

#### Teaching and learning:

- When a school/class switches to remote learning, there are clear guidelines for both staff and parent/carers on the frequency teachers will check work and how they will provide feedback.
- All schools ensure that all teachers are planning time into their weekly schedule to teach the children how to use all the features of the digital platform used. This is checked and monitored.
- Teachers are setting homework according to our policy, for the whole class as part of their normal practice.
- If using 'Live' lessons, we will move towards recording and uploading these, so that children are able to replay the lesson or watch it later in the day if they missed it.
- As appropriate, schools work together to share Whole School Collective Worship or Masses.

## 2. Roles and Responsibilities

- Headteacher: Miss J C Smith
- Assistant Headteacher: Mrs L Middleditch
- Designated Safeguarding Leads: Miss J C Smith, Mrs T Howard
- RE lead: Mrs L Clark
- SENCO: Mrs T Howard
- Computing Lead – Miss L Harris
- Class teachers will be responsible for setting the children's work and delivering it

### 2.1 Teachers

Teachers must be available between 8.45 a.m. and 3.15 p.m. every day during term time following their directed time. If they are 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. If they are ill or self-isolating this should be communicated to the headteacher in the usual way.

When providing remote learning, teachers are responsible for:

- Setting work:
  - Provide work for their assigned year group
  - Daily:
    - Act of Collective Worship, unless there is a whole school or Key Stage act planned
    - Reading; Writing or Spelling, Grammar and Punctuation tasks
    - Maths tasks
    - Number facts/Timetables work
    - PE/Physical activity
    - Live teaching and learning sessions
  - Weekly:
    - RE lesson, linked to the Diocesan Curriculum Strategy
    - Topic-related work: History, Geography, D&T or Art
    - Science
    - MFL task – KS2

The amount of time expected for each child to complete the work will depend on the age of the child. When setting work to be completed remotely teachers need to be mindful of the time parents and carers will have to support each of their children as well as having to work from home and of course their access to a device

- Providing feedback on work:
  - At the end of each day the children will be expected to upload onto Class Dojo at least the teacher-specified piece of work.
  - At the end of the day class teachers are expected to review this piece of work and be prepared to give feedback via Class Dojo.

- Keeping in touch with pupils who are not in school, as well as their parents:
  - Ensure that every child in your class uploads a piece of work each day onto Class Dojo and are present during the daily zoom sessions.
  - In addition, teachers will keep in touch daily through the Class Dojo page. Staff should be available to answer queries throughout the school day. Staff are not required to answer any parental queries outside the working day and week.
  - If a parent makes a complaint, staff must refer them to the HFMAC Complaints Policy. This can be located on the school's website: <https://www.stmarysrc.worcs.sch.uk>
  - If a parent raises a safeguarding concern, staff must complete the logging concern form (green form) and inform a DSL immediately.
  - If a child does not behave in the expected manner, according to the school's Behaviour Policy, the staff member should contact the SLT, to enable a conversation to be arranged for the school and parent to discuss the issue.
- Attending virtual meetings with staff, parents and pupils:
  - Dress code: please ensure you are wearing appropriate professional dress
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background, no other family member present)
- Providing remote learning to the classroom in the event of the teacher having to self-isolate (non-symptomatic)
  - Dress code: as above
  - Locations: as above

In the event that individual children are having to self-isolate at home, staff will still be expected to set online learning and this will be the work that will be completed in school as well. Staff will still be expected to 'check in' with pupils not on school site. They may also arrange for them to 'zoom into' class teaching.

## 2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their working hours, unless these have been temporarily adjusted by the Headteacher in discussion with people affected.

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. If they are unwell and are unable to attend work, they should contact the Headteacher and notify them immediately. If this period of sickness is longer than a working week, the staff member will need to produce a 'not fit for work' note from their GP and ensure that this is sent to the Headteacher.

When assisting with remote learning, teaching assistants are responsible for:

- Teaching assistants will be assigned a school laptop and will be assigned identified individuals or groups of children who they will support remotely on specific areas. The class teacher will ensure that the relevant work and groups are shared with the teaching assistant.

- Teaching assistants will ‘check in’ regularly with their allocated groups and carry out the specified intervention tasks, through ‘zoom’. These sessions will last no longer than about 20 minutes.
- Attending virtual meetings with teachers, parents and pupils:
  - Dress code must be professional
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background, no other family member present)

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

### **2.3 Subject Leads**

Alongside their teaching responsibilities, any person leading a subject area is responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Work 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
- Monitor the remote work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set
- Alert teachers to resources they can use to teach their subject remotely

#### **SENDCo will be responsible for:**

- Ensuring any aspects of the subject curriculum that need to be changed to accommodate remote learning and support pupils with SEND
- Work with teachers to make sure all work set is appropriate and consistent for pupils with SEND
- Monitor the remote work set by teachers to ensure that it is appropriate and accessible for pupils with SEND – explain how they will do this, such as through regular meetings with teachers or by reviewing work set
- Alert teachers to resources they can use to help support pupils with SEND

### **2.4 Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT’s responsibility.
- Monitoring the effectiveness of remote learning:
  - through regular meetings with teachers and subject leaders,
  - reviewing work set
  - 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:
  - Miss J C Smith                      Designated Safeguarding Lead
  - Mrs T Howard                      Deputy Designated Safeguarding Lead
- Access to the school's Safeguarding and Child Protection Policy and the COVID 19 Safeguarding Addendum please follow the link: [www.stmarysrc.worcs.sch.uk](http://www.stmarysrc.worcs.sch.uk)
- 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 safely

## 2.6 IT Services

IT Services (IBS) are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they might experience

## 2.7 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day , during pre-arranged times
- Complete work to the deadlines set by the class teacher/teaching assistant
- 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns to staff

## 2.8 Local Governing Body

The Local Governing Body 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 SLT, the relevant subject lead or SENDCO
- Issues with behaviour – talk to the SLT
- Issues with IT – refer to IBS, in usual way
- Issues with their own workload or wellbeing – talk to the SLT
- Concerns about data protection – talk to Miss J C Smith
- Concerns about safeguarding – talk to Miss J C Smith

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access data through the school office only
- Use their school laptop only, when accessing and collecting data. Staff should not use their phones or other mobile devices for this

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as addresses (home, email) or other contact details, 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**

Access to the school's Safeguarding and Child Protection Policy and the COVID 19 Safeguarding Addendum please follow the link: <https://stmarysrc.worcs.sch.uk>



## **6. Monitoring arrangements**

This policy will be reviewed annually by the SLT. It will be revisited by the Local Governing Body after three years, unless it is necessary to do this sooner.

## **7. Links with Other Policies and Documents**

This policy is linked to our:

- Behaviour Policy
- Safeguarding and Child Protection Policy and coronavirus addendum
- Data Protection Policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Covid-19 Risk Assessment