

Remote learning policy

St Mary's Catholic Primary School



—ST THOMAS—
AQUINAS

CATHOLIC MULTI-ACADEMY TRUST

With Jesus as our guide

We promise to care for one another

To work hard

To build a community in Christ's Love

Approved by:	[Name]	Date:	[Date]
Last reviewed on:	[Date]		
Next review due by:	[Date]		

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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
- › The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances. The staff remote learning lead is named below and any concerns, questions or feedback can be communicated with them through Class Dojo, email or office phone number. If you are unable to access the internet or do not have enough devices then please get in touch, we will try to help.
- › A flexible approach: Keeping regular learning and contact going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them, as well as online live lessons.
- › Feedback from parents guides how the remote learning is organized at St Mary's school.

>2. Roles and responsibilities

The Head teacher: Miss Jordan, SLT Mrs Davis and computing lead Mr Mount in St Mary's School will over see and monitor the remote learning to ensure that it is of a good quality, meets safeguarding protocols and ensures that children reach their end of year expectations. The School Senco Mrs Richardson will monitor and ensure that the correct provision is made for SEND children and that they can continue with their IEP work.

2.1 Teachers

When providing remote learning, teachers must be available between 8.30a.m to 4p.m.

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 work for home learning when a year group bubble closes, or a child is sent home to self-isolate due to close contact or there is a further lockdown, with schools being closed.

Create a timetable for the week (with Phase group partners)- similar to that taught in school (see example on the network). This must include subjects from across the curriculum and follow the school's scheme of work. The timetable must include a mixture of live and pre-recorded lessons. This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready prepared high quality online materials (drawing heavily on units from the national Oak Academy that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with, such as white rose Maths, Ten Ten and Come and See materials.

Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

Work will be uploaded onto the class page on the school website daily/ and or class dojo/ Ms teams.

For Key Stage Two particularly holding live registration sessions via Zoom or Ms Teams

Ensuring children have access to lessons from 9am to 3.15pm the same length taught in school.

Ensuring children have continued interaction with the teach and other pupils

Liaising with year group teachers to co-ordinate live and recorded lessons, so times do not clash for parents, so that pupils with limited access to devices can still complete work and watch lessons.

Setting differentiated work

White Rose Maths, Times Table Rockstars , Come and See RE work and English work linked to the Lancashire Scheme topic are a priority.

- Ks1: at least 3 hours of work and KS2 3-4 hours
- Work must be ready on the Class website for the start of the school day.
- Creating online resources to support lessons throughout the week on the class page on the Website. These will range from pre-recorded lessons by the class/year group teacher, live lessons, Oak Page | 3 academy resources and White Rose videos.
- There will also be a range of online books for children to read and report on, including in the near future from the accelerated read scheme.
- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload.
- Marking and commenting of children's work
- If teachers are on the staff schedule for working with Key worker and Vulnerable in school, there will be more recorded videos/ work for the day and less live lessons, due to helping children out in school.

- Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching - Continue the use of the 'Think you know' resources which support children's online safety at a time when they will be spending much more time online.

› **Providing feedback on work**

- › Pupils can send any completed work to teachers via Class dojo or the homework email account.
- › Teachers can mark and return work to pupils via the messages feature or a direct email back.
- › Teachers should mark work daily, following the school's marking and assessment policy and return with a comment to the pupil within 24 hours

› **Keeping in touch with pupils who aren't in school and their parents**

- Pupils are expected to make daily contact/ have engagement/ uploaded work by registration on zoom or MS team live lessons, class dojo or the home work email account.
 - Via the private message function on Class Dojo for their class
 - Housepoints/ class dojos given to children for excellent work
 - Parents to be called if pupils do not attend the daily register via live lessons /are not engaging in the home learning by the school office/ SLT.
 - Year group emails- Emails received in the year group email from parents and pupils are to be checked between 9am and 5pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the actual class teacher.
 - Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice (see emailing tips and strategies in the appendix)
 - Teachers are to make contact with all pupils in their class every day via class dojo/ zoom or Ms teams, for nonattendance, the parent will receive a call.
 - Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from Sims/ School office, please ensure you log off and do not share information with a third party. Record all contacts with parents on CPOMS and add any relevant actions. Example CPOMS comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.
 - Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly
- › Attending virtual meetings with staff, parents and pupils
 - › Bubble isolation groups are expected to attend a number of virtual meetings daily- x2 registrations and a variety of live lessons in Key stage two: aiming for 1 in KS1/ EYFS
 - › Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - Dress code: professional clothing as stated in the Staff Code of conduct and remote learning protocols
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers will also be working in school, there'd be links between the in-school and remote provision – for example, streaming lessons in school to pupils learning remotely).

2.1a In the event of individual pupil self-isolation- SLT responsibility - Weekly home learning to be set via Google Classroom for all individual pupils who find themselves in isolation - Children in isolation are

tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating - daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school. - Work is tailored to each pupil and those with SEN have individual work provided. - Lessons for these pupils come from Oak Academy and other online sources.

2.2 Teaching assistants

When assisting with remote learning, full time -teaching assistants must be available between 8.40a.m and 3.15p.m. During this time, they are expected to check work emails and be available when called upon to support the children with their learning.

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:

Supporting pupils with learning remotely, particularly if they are a 1:1 adult for a child with an EHCP or top up funding. If they take any interventions, supporting the teacher with resources, differentiation and the programme and if confident organising the intervention lessons on Zoom or MS teams.

When requested by the SENCO attending virtual meetings with teachers, parents and pupils

Attending virtual meetings where LSAs attend on Zoom and Ms teams, to monitor questions or the chat function.

To work with smaller groups, on virtual lessons: break out rooms, when confident.

To assist with videos of reading stories/ phonics/ Catholic life of the school

Helping with resources and aiding teachers in feedback to work submitted,

Locations (e.g. avoid areas with background noise, nothing inappropriate in the background). See the Remote learning protocols.

If teaching assistants will also be working in school, and are on the staff schedule they can help with the virtual lessons and resources, but may be limited in this.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Supporting teachers with setting relevant online learning via the school website, class dojo, zoom and MS teams.

- › 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 and follows the School schemes of work, showing progression and differentiation, so children can meet end of year expectations.
- › 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 –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

- › Monitoring the effectiveness of remote learning such as 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: Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 addendums to the Child Protection Policy on the policies and safeguarding pages of the school website. Also see the remote learning protocols.

The DSL will ensure:

- No staff member will contact you or your child using Zoom/ MS tams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo/ phone.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom/ Ms account must clearly identify you by name and renaming during the meeting will not be allowed. However inappropriate names will be asked to rename.

Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.

- In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use. •

Teachers will stay in the meeting until everyone has 'logged off'. • Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

If parents have any safeguarding concerns that need discussing, they can contact us on safeguarding@stmarys-rc.leics.sch.uk and one of our Safeguarding Leads will get in touch. Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

2.6 IT staff

IT staff are responsible for:

: Creating emails

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 systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Staff can expect pupils to: Be contactable during the hours of the school day 9am – 3.15pm – although they may not always be in front of a device the entire time

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 to: Seek help from the school if they need it – staff should refer parents to the 'relevant section on our website and the 'Learning Whilst at Home' page for the information and other useful links for learning.

Be respectful when making any complaints or concerns known to staff

Staff can expect parents with children learning remotely to:

Seek help from the school if they need it – staff should refer parents to the ‘relevant section on our website and the ‘Learning Whilst at Home’ page for information and other useful links for learning.

Be respectful when making any complaints or concerns known to staff.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom/MS teams, you agree to the following: •

A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent’s account and kept secure by them - only to be used by their child when supervised by an adult.

An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately, if in EYFS, KS1.

- Children must take part in the meet up in a suitable communal environment (not a bedroom if possible and not on a bed) and be appropriately dressed (uniform isn’t necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background. Zoom/ Ms teams has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have ‘logged off’ the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through Class Dojo as normal. • Screenshots, photos or recordings of Zoom/ Ms meetings must not be made and the links must not be shared with others.

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 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 relevant head of phase or year
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

All staff can be contacted via their school email addresses.

4. Data protection

4.1 Accessing personal data

All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use.

Do not allow access to the site to any third party.

Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged off.

SLT have the ability to locate personal details of families when required through securely accessing SIMS. SLT are not to share their access permissions with other members of staff.

School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be necessary, 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 the following for updates concerning safeguarding in relation to home learning.

COVID-19 addendum to the Child Protection Policy, this also details reference to remote learning curriculum and risks online. This policy is available on our website, as is the remote learning protocols.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by the Head teacher and Remote learning leads. At every review, it will be approved by the Governing body.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Remote learning Protocols
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy

Equalities Policy.