Remote Learning Policy February 2021

St.Joseph's
Catholic
Primary School

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.

Roles and responsibilities

Teachers

When providing remote learning for a class bubble closure or national lockdown, teachers must be available between 8:45am and 3:30pm (unless they are the person who has tested positive). When providing remote learning for a pupil/small group of pupils who are self-isolating, teachers will be available in working hours when they are not teaching i.e. 8-8:40am, lunch break and 3:30-4:30pm.   If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, it should be reported using the normal absence procedure.

When providing remote learning for a class bubble closure, teachers are responsible for:
Online offer:

- Weekly year group remote learning
- The weekly offer must be populated with activities linked to English, Maths and topic work
- The child needs to be able to access:

  - A daily maths activity linked to the medium term plan – this may be White Rose/Oak National Academy/MyMaths/Century or a suitable alternative.
  - A daily English activity linked to the medium term plan.
  - A daily topic related activity linked to the medium term plan.
  - A weekly Maths and English Century nugget.
  - Weekly TT Rockstars – 10 minutes
  - Weekly Spelling Shed – 10 sessions
  - One reading activity – on Oxford Owl or another resource
  - One well-being/emotional health activity
  - One PE/physical activity

- There will always be an activity for the child to complete and upload on to Class Dojo or Microsoft Teams for each lesson, every day.
- The work they complete can be photographed/uploaded to Class Dojo or handed in via Teams.
- The class teacher will provide feedback on this work in the same time frame they would in school – daily for English/Maths and throughout the week for foundation lessons.
- A whole class live session will take place for 20 minutes each Monday via Microsoft Teams. Each class will be allocated a specific weekly time slot.
- 'Teacher-time' – each child will be offered a fortnightly communication with the teacher during bubble or whole school closure.
- For Nursery children this will take the form of a phone call to each family.

- For the rest of the school, this will take the form of a fortnightly, 30 minute online session with the teacher and a small group of no less than 2 and no more than 8 children via Microsoft Teams. All online safety and safeguarding rules and guidelines within this policy must be adhered to.

Attending 'Teacher time' virtual meetings with pupils:
- All staff will be expected to be mindful of their dress code - the same expectations as in-school apply.
- Staff will need to be aware of locations where they hold their virtual meetings and should blur/change the background when possible.
- When any virtual face to face sessions have been concluded, the members of staff leading the meet must be the last person online. Once all pupils have left the meeting the teacher must delete the chat and link.
- Teachers must refer to the Acceptable Use Policy for acceptable communication advice when in contact with families.
- All live sessions will be recorded to ensure staff and pupils are appropriately safeguarded.

In the event of a national lockdown, where teachers may be on a rota to work in school with key worker or vulnerable children, teachers not in school will be responsible for preparing remote learning, to ensure they can still adequately provide remote learning.

In the event that the teacher is ill and therefore unable to provide remote learning the Phase Team and Key Stage Leads will ensure the remote learning is set.

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, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject.
- Alerting teachers to resources they can use to teach their subject remotely.

SENDCO
The SENDCO is responsible for:
- Ensuring all children with an EHCP or identified additional needs have appropriate provision for remote learning.
- Liaising with parents of SEND children to ensure they are supported in remote learning.
- Supporting teachers to ensure SEND children have appropriate learning opportunities during remote learning.

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 access to Class Dojo and feedback from families.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

The DSL is responsible for:

- Ensuring contact is maintained, collating, passing on information and responding to any concerns.
- Ensuring regular contact with child/families with an allocated social worker, vulnerable families, children with an EHCP and their families and LAC.
- See the COVID-19 amendments to the Safeguarding Policy.

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete work to any deadline set by teachers.
- Seek help if they need it, from teachers or a member of the Senior Leadership Team.
- Alert teachers if they are not able to complete work.
- Adhere to Online Safety guidelines.

Staff can expect parents with children learning remotely to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or raising concerns with staff.
- Engage with Microsoft Teams and Class Dojo where appropriate.

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.

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 Headteacher, Deputy Headteacher or Senior Leader
- Issues with IT – talk to Computing Lead or IT Technician
- Issues with their own workload or wellbeing – Headteacher and Deputy Headteacher
- Concerns about data protection – Headteacher and Data Protection Lead
- Concerns about safeguarding – Safeguarding Team

Data Protection

Accessing Personal Data

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

- Have access to CPOMS to record any concerns about children, this is accessed via a secure password. Ensure they log out after use. Do not allow access to the site to any third party.

- Have access to their personal school website login.
- Only use the laptop/device provided by school for contact with pupils.
- Ensure remote access to the school server for storage of information.

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.

Safeguarding
Please see the following for updates concerning safeguarding in relation to home learning.
- COVID-19 amendments to the Safeguarding Policy this also details reference to remote learning curriculum and risks online.

Monitoring Arrangements
This policy will be reviewed termly by the Headteacher. At every review, it will be approved by the full Governing Board.

Links with other policies
This policy is linked to our:
- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- Computing and internet acceptable use policy
- Online safety policy