

# St Joseph's Catholic Primary School



## Remote Learning Plan

At St. Joseph's we aim to  
promote a learning community  
based on the Gospel values of  
Love, Trust and Respect  
where the achievements of everyone  
are recognised and celebrated

Living, Learning and Loving  
together with Christ

## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are unable to be in school at this time.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

School acknowledges that not all work set will be completed at home, as considerations to health and well-being and other family circumstances are made. We aim to provide an inclusive curriculum that ensures every individual has high expectations of themselves and others. Support will be available for all families, including the provision of IT equipment for the disadvantaged if required. St Joseph's strives to maintain our open-door policy remotely when necessary.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

At St Joseph's the key principles of remote learning follow our model for teaching and learning and as such, the fundamentals remain the same: **revisiting** prior learning; giving a **clear purpose**, **direct instruction** through teacher **explanation** and **demonstration**; **guided practice** through **modelling/scaffolding**, **independent practice**; and **constructive feedback**.

### Tier 1 - Self Isolation or Quarantine of Individual Children/Families

Individual children who need to quarantine or self-isolate for 10 school days will be provided with learning activities closely mirroring the work their class will complete in school.

A two-week breakdown of daily phonics/reading, English, Maths and Foundation subjects is available on our website for parents to access, with full resources and links to external lesson sites such as Oak Academy.

These planning resources will be updated and continually available unless a class/school has to enter Tier 2.

Children are encouraged to send work completed at home to be reviewed by their class teacher via the teacher's email address.

There is no expectation for children who are unwell while self-isolating to engage in any Remote Learning. If the class teacher is unwell, in the first

instance children should continue to access the Quarantine/Self Isolation learning packs on our website until a suitable alternative provision is made.

### **Tier 2 - Class Bubble/Whole School Closure**

In the event of a significant number in a class, whole class or entire school being forced to self-isolate, we would then enter Tier 2 of our Remote Learning Practice.

Children from Year 1 to Year 6 will all be given a log in for Microsoft Teams which we will be using as a virtual learning platform in the event of such a closure as mentioned above. This platform will allow staff to upload lessons and activities to continue children's learning across all areas of the curriculum. Children in Early Years will be able to access Class Dojo and Tapestry (an online learning journal for Early Years).

Enhanced communication features will allow dialogue and feedback between teachers and pupils.

Staff will be trained in how to use the platform.

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

- In the event of a class or full school closure, telephone contact with families should be made by class teacher or SLT in order to establish if any support is needed and to answer queries. If pupils are to be absent for an extended period of time, regular contact will be established at agreed intervals.
- If emails are sent to the class teacher email address they should be responded to as soon as possible and within a 48-hour time frame.
- Any complaints or safeguarding concerns shared by parents and pupils should be reported to the Designated Safeguarding Lead (Miss E. Mathews) or Deputy Designated Safeguarding Leads (Mrs B. Hepple, Mrs H. Hall or Mrs H. Love).
- If pupils are not completing work, contact should be made with the family to discuss this. An agreed plan will be implemented to support the pupil and family.

Attending virtual meetings with staff, parents and pupils:

- All participants in virtual meetings must dress appropriately.
- Before a meeting, the participant must ensure that they are in a suitable location (not a bedroom) and that the environment visible on the screen does not contain any pictures or inappropriate content.
- No mobile devices should be used during meetings.
- Meetings should not be recorded for any reason.

## **2.2 Teaching assistants**

Teaching assistants must be available during their normal working hours.

If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

The Headteacher or a member of the Leadership Team may be asked to designate tasks or CPD for completion during working hours.

## **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 teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- 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 through regular communication 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:

- Ensuring that any complaints or concerns shared by parents and pupils are reported and addressed.
- Ensuring vulnerable pupils and families are contacted on a weekly basis for support if they are absent for an extended period of time.

## **2.6 IT staff**

IT staff (IT Assist) are responsible for:

- Fixing issues with systems used to set and collect work.

- Helping staff to advise parents with any technical issues they are experiencing.
- Reviewing the security of remote learning systems.

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete work to any deadlines set by teachers.
- Seek help if they need it from teachers.
- Alert teachers if they are 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 by contacting either the class teacher via designated class email or by contacting admin staff by phone or email.
- Be respectful when making any complaints or concerns known to staff.

## **2.8 Governing Body**

The 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 - consult with HT/DHT, the relevant subject lead or SENCO

- Issues with behaviour - discuss with HT
- Issues with IT - liaise with IT Assist staff or Mrs L Noble
- Issues with their own workload or wellbeing - talk to HT/DHT
- Concerns about data protection or safeguarding - discuss with Miss E. Mathews or Mrs B. Hepple
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## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access data via remote access server.
- Use secure devices and not personal devices.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as login 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.

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**

This policy will reflect our Child Protection and Safeguarding policy which can be found on the school website.

## **6. Monitoring arrangements**

This policy will be reviewed annually by HT/DHT.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding policy
- Data Protection policy and Privacy Notices
- IT and Internet Acceptable Use Policy
- Acceptable Use Policy for Home Learning

**Reviewed: December 2020**

**Accepted by Governors: January 2021**