



Remote learning policy

St Cuthbert's Catholic Primary School

part of the Bishop Bewick Catholic Education Trust



At St Cuthbert's we live and learn in faith and love, through Jesus' teachings.

Our school is a place where we can grow as a family, helping each other to lead full and happy lives.

Approved by:

St Cuthbert's Local
Governing Committee

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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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 a.m. and 4:00 p.m.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure by contacting the Headteacher/Deputy Headteacher by telephone on the previous day or by 8:00 a.m. at the latest on the day of absence.

When providing remote learning, teachers are responsible for:

- Teaching and setting work for a designated year group, ensuring all work/tasks are uploaded onto Teams/Tapestry by 8:30 a.m. on the day the children need to access it
- Following the usual class timetable for all subjects, making amendments as necessary via Teams/Tapestry
- Following the usual class timetable, including opportunities for collective worship
- Providing recorded lessons as appropriate, to introduce new learning, explain concepts and ensure pupils understand their learning task. This could include using Oak Academy, White Rose or pre-recorded teacher led lessons
- Ensuring that pupils with SEND have work to match their level of need keeping in regular contact with the SENCO
- Ensuring that they keep in regular contact with SLT to inform them of any issues or concerns

- Monitoring which pupils are/are not accessing the home learning and informing SLT using the school monitoring process
- Speaking to all pupils at least weekly
- Informing SLT of any safeguarding concerns on CPOMS and informing DSLs
- Providing feedback to all work submitted via Teams/Tapestry
- Responding to parent/pupil emails or queries within 48 hours, contacting the parent by telephone during normal working hours
- If a child is in isolation, the class teacher will contact the pupil via telephone at least once per week usually during PPA time
- Staff will attend staff training and meetings via Teams
- Staff will dress appropriately in normal work wear for meetings/ online sessions with pupils
- Staff will ensure that when logging on remotely to meetings or online sessions that they are in a location that has reduced background noise and has an appropriate background that does not disclose any confidential information

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal contracted working hours.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure by contacting the Headteacher/Deputy Headteacher by telephone on the previous day or by 8:00 a.m. at the latest on the day of absence.

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

- Ensuring that pupils with SEND have work to match their level of need keeping in regular contact with the class teacher and SENCO
- Ensuring that they keep in regular contact with the class teacher/SLT to inform them of any issues or concerns
- Monitoring which pupils are/are not accessing the home learning and informing the class teacher using the school monitoring process
- Supporting the class teacher in speaking to all pupils at least weekly
- Informing class teacher and SLT of any safeguarding concerns and informing DSLs
- Supporting the class teacher to provide feedback to all work submitted via Teams/Tapestry

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

- 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 giving an appropriate period of time
- Monitoring the remote work set by teachers in their subject, through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Providing any training for staff in delivering the curriculum 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 meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring safeguarding considerations
- Making regular contact with isolating children and families who may be vulnerable

2.5 Designated safeguarding leads

The DSL and deputy DSLs are responsible for:

- The DSL/Deputy DSLs are responsible for maintaining contact, collating, passing on information and responding to any concerns. See Safeguarding Policy 2020 and COVID-19 addendum.

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 – although teachers will give consideration to the fact that pupil's may not always be in front of a device the entire time as they may have to share with others in the household
- Complete work to the deadline set by teachers
- Alert teachers if they're not able to complete work
- Seek help if they need it, from teachers or teaching assistants

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 the school office via email or telephone during normal school office hours (8:00- 4:00 p.m. Monday to Thursday and 8:00 to 3:30 p.m. on a Friday)
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The local governing committee 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 SLT, the relevant subject lead or SENCO – Miss Patterson
- Issues with behaviour – consult with Mrs Barrett
- Issues with IT – liaise with IT staff, Miss Gallagher or SLT
- Issues with their own workload or wellbeing – discuss with Mrs Barrett or Miss Patterson
- Concerns about data protection or safeguarding – discuss with Mrs Barrett

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

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- Teaching staff will have access to CPOMS to record any parental contact or safeguarding concerns using a secure key
- Teaching staff will ensure they log out after use and do not allow access to the site by any third party
- Teaching assistants will complete a cause for concern to record any parental contact or safeguarding concerns to the class teacher and SLT
- All staff will use School laptops and iPads when accessing any personal information for pupils
- Teaching staff will access data via the remote access server when working off site

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.

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(school memory pen) 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 is locked when they are not working on it
- Not sharing the device among family or friends
- Ensure that IT support have installed antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates (contacting IT Assist if help is needed)

5. Safeguarding

Please refer to the Safeguarding Policy updated September 2020 and COVID-19 addendum which can be found on the school website, the staff drive and displayed on the Safeguarding board in the staffroom.

6. Monitoring arrangements

This plan will be reviewed in depth on a termly basis. Ongoing adjustments will be made to the plan following implementation. We will be responsive to any issues that arise. We will survey parents involved in home learning to gather feedback.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection & Safeguarding policy and addendum
- Data protection policy and privacy notices
- IT & Internet Acceptable Use Policy
- Acceptable Use Policy for Home Learning