

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Remote Learning Policy 2021

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Statement of intent

At St Joseph's, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

1. Aims

This remote learning policy for staff aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between their normal working hours where practicable. 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 procedures. If it affects the completion of any work required, ensure that arrangements have been made with team members or SLT to ensure work is completed.

Teachers are responsible for:

Setting work:

- For their class using lessons to match learning objectives children would have been working on in school.

- Updating class page on the school website and supporting online learning such as Times Tables Rock Stars
- Creating a weekly timetable of work for their year group. This must include subjects from across the curriculum.
- Liaising with subject leads to manage workload through shared planning; to make sure pupils with limited access to devices can still complete the work e.g. prepare class pack for children
- Using daily lessons provided by The Oak National Academy to provide consistency across a year group where pupils are self-isolating
- In the event of a full 'Bubble' closure due to a confirmed case of COVID or a national lockdown, an additional platform is set up to provide daily lessons by the class teacher. This will only become live if it is necessary for a bubble to close. Children will have the opportunity to meet with their class teacher for a face to face catch up via a link to Google Classroom Meets, provided by Google Classroom. Class teachers will add three lessons a day to the Google Classroom ready for pupils to access by 9:00 am on each day.

Providing feedback on work:

- Pupils can send any completed work to teachers via year group emails/Google Classrooms
- Teachers can view and comment on work if relevant that is sent through Google Classroom

Keeping in touch with pupils and parents:

- Contact will continue for parents using ParentApp and Dojo
- Manage low-level concerns but escalate complaints through the normal complaints procedures. Refer to school website for Safeguarding Policy
- Identify any families that are struggling and refer to SLT/SENDCo.
- If contacting families, ensure you do not share information with a third party. Record all contacts with parents any relevant actions.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details.
- Manage workload - set quiet hours between 3:30pm and 9:30am

We believe our parents will be doing their best to support their children to complete work set each day.

Attending virtual meetings with staff, parents and pupils:

- Smart casual dress code
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Attend virtual staff meetings in line with normal staff meeting times

2.2 Teaching assistants

Teaching assistants must be available between their normal working hours. During this time, they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely and creating any necessary class packs e.g.

- When requested by the class teacher/SENCO
- If working in school e.g. on a rota system, decide who will cover responsibilities for creating packs etc

Attending virtual meetings with teachers, parents and pupils:

- Smart casual dress code
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Attend virtual staff meetings or briefings in line with normal procedures

Should it be necessary, support school in line with emergency provision for Key worker and vulnerable children and other groups

Continue to develop their CPD using online resources such as Educ-care; Judicium for health & safety; NCETM for maths etc...

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

Reviewing their curriculum area in light of home learning. Evaluate changes needed to support remote learning and inform action plans. Update their curriculum pages on the website

Develop their subject knowledge whilst off, attend relevant training online and disseminate to other staff

Work with teachers, other subject and senior leads to ensure work set is appropriate, consistent and appropriate deadlines for completion set

Monitoring the work set by teachers in their subject – Review work set weekly on the website e.g. through regular meetings with teachers; reviewing work set

Alert teachers to resources they can use to deliver their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school – SLT

Monitoring the effectiveness of remote learning – hold regular meetings with teachers & subject leads to review work set; monitor feedback from parents and pupils

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 amendments to the Child Protection Policy

2.6 IT staff

IT staff are responsible for:

Ensuring system used to set and collect work is functioning effectively

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

Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils to:

Be contactable during the hours of the school day 9am – 3:30pm – although they may not always be in front of a device the entire time

Complete work to the deadline set by their teachers

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:

Make school aware if their child is sick or otherwise unable to complete work set

Seek help from the school if they need it – staff should refer parents to the:

- **'Remote Learning'** section on the website for children who are self-isolating.
- **'Dojo' and Parent App** for up to date information
- **Google Classroom**

Be respectful when making any complaints or concerns known to staff

Share expectations of acceptable behaviour when using Google Classroom with their child, using the agreed child friendly poster

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, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead/SENCO

Issues with behaviour – talk to the SENCO/SLT

Issues with IT – talk to computing Lead/Hi-Impact

Issues with their own workload or wellbeing – talk to their AHT/HT

Concerns about data protection – talk to the data protection officer (Business Manager/HT)

Concerns about safeguarding – talk to the DSL (see Safeguarding policy)

All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

Access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure they log off.

Record any concerns and contact a member of SLT/SENDCo

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

4.2 Sharing 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 does not 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 refer to school website for following policies following updates concerning safeguarding in relation to home learning.

- Safeguarding Policy 2020-21

- COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

6. Monitoring arrangements

The Head teacher will review this policy:

- termly
- or when the government provides significant updates to home learning.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ESafety Policy: ICT and internet acceptable use policy; Online e-safety policy