

St Clare's Catholic Primary School



Online Learning Policy

*'I have come that they may have life
and have it to the full'*

John 10:10

2020-2021

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1. Aims

This Remote Learning Policy aims to:

- 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.

2. Roles and responsibilities

2.1 Teachers

In the event of a bubble within school closing, or a local/national lockdown enforced, Teachers will be available Monday-Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation during the current crisis. Underpinning this approach is an understanding for flexibility as to when teachers can be available. Each teacher will clearly communicate their availability with parents when a need for remote learning arises.

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will provide approximately three activities per day for their pupils as well as monitor progress and engagement in Numbots, TT rock stars, Mathletics etc...
- Work will be set on Seesaw for Key Stage 1 and Key Stage 2 pupils. Work will be set on Google Classroom for EYFS pupils.
- Teachers may choose whether to set work on a weekly or daily basis. This is to acknowledge that teacher work in different ways to meet the needs of the pupils.
 - Weekly work will be set on a Monday by 8.45am for the entire week;
 - Daily work will be set by 8.00am for that day;
 - Each teacher will communicate with their class to explain which method has been chosen.
- Activities will include one English, one Maths and one other Curriculum subject which could take the form of a weekly extended project.

- Activities will closely link to the Long Term Plan currently in place across school to ensure home learning is of the same high standard as in school learning.
- Instructions should contain enough detail for the pupil to be relatively independent (age dependent). Key Stage 1 & EYFS teachers will record instructions where they think this will be helpful.
- Every piece of work that is complete is submitted to the virtual classroom. All work will be acknowledged with a like. Stand out pieces of work will receive praise and work that shows a misunderstanding of a concept will be addressed.
- Teachers will not assume that all children have access to a computer or device. They will closely monitor children who are not accessing home learning and contact parents.
 - In the first instance a text will be sent reminding parents and children to engage in online learning.
 - When texting parents does not improve the situation a phone call will be made. If it is established that parents do not have access to a device, paper copies of work will be provided.
 - Online learning will be encouraged as the best way to work at home as the daily submitting of work allows teachers to provide feedback to children in a similar way to how they would in class which helps to move learning on.
- Work set will be monitored by SLT as part of the usual professional development calendar.

Communication with parents:

- All communication will be positive and professional with care taken for a correct use of grammar, punctuation and spelling.
- Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address):
 - Each class has an email account for parents to contact classteachers.
 - Where a teacher needs to make a phone call from a personal device, they will withhold the number.
 - Staff will keep a communication log.
- If a teacher receives an email from a parent with regards to a concern, then that email is sent to the SLT. Teachers may be asked to provide a response or comment on a response to a parental concern after it has been discussed with a member of the SLT. On most occasions a member of the SLT will respond directly to the parent.

2.2 Support Staff

Support should be available during their normal working hours on the days they are normally required in 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.

Support staff may:

- Work in school for specific tasks as required by the Headteacher.
- Set additional work for small groups of children that they would normally work with at school (intervention groups).
- Make contact with parents of children with EHCP's if directed to do so by the SENDCO.
- Complete admin tasks:
 - Support staff will have access to a laptop to complete such tasks in the event a local/national lockdown.
- Undertake remote and/or online CPD training.
- Attend virtual meetings with colleagues.

2.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, Subject Leads may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent.
- Monitor the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set.
- Alert teachers to resources they can use to teach their subject.

2.4 SENDCO

The SENDCO is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy. During a period of enforced school closure, the SENDCO will continue to:

- Lead on liaison with SEND pupils at home and their families.
- Monitor work being set for these children to ensure it matches the individual SEND needs.
- Ensure completion of necessary SEND paperwork and/or applications.

2.5 Senior Leadership Team (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set.
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery.

2.6 Designated Safeguarding Lead (DSL)

The DSL's responsibilities are identified within the school's Child Protection Policy.

2.7 Pupils and parents

Staff can expect pupils to:

- Try their best to complete the activities provided on a daily basis.
- Check their Seesaw account regularly for new work that has been set, and read any announcements.
- Do some reading (or listen to some reading) every day.
- Seek help if they need it from an adult at home.

Staff can expect parents to:

- Support their child(ren) as best they are able, given their own home circumstances, health and work commitments etc...
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

2.8 Governing Body

The Governing Body is responsible, including as advised by the DfE, for:

- Supporting staff and pupil wellbeing.
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only.
- Keeping monitoring to a minimum by focussing on safeguarding, health and safety, Headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils.
- Directing any approaches by parents made to them directly or indirectly to the school via email to office@stclares.bradford.sch.uk
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that.
- **Exclusions** – the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.
- **Complaints** - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed. If a school is closed during the enforced closure period, the Headteacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

3. Who to contact

If **staff** have any questions or concerns, they should contact the following individuals:

- Issues in setting work – contact the Computing Lead, Subject Lead, Key Stage Lead, SENDCO or Headteacher.
- Issues with behaviour – contact the SENCO or Headteacher.

- Issues with IT – contact the Computing Lead or Jack Lambert at PrimaryT
Concerns about data protection –contact the Headteacher who will liaise with the data protection officer
Concerns about safeguarding – contact the DSL or DDSLs as set out within the school’s Child Protection Policy.

If **parents** have any concerns contact the Headteacher or a member of her SLT at school via office@stclares.bradford.sch.uk

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems.
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.
- Staff will only access personal data which is relevant to their role in school.

4.2 Sharing personal data

Staff members are unlikely to need to collect and/or share personal data.

However, if it does become 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

The school’s Child Protection Policy has been updated to reflect the current situation.

6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Governing Body.

7. Links with other policies

This policy is linked to the school's following policies:

- Behaviour Policy
- Child Protection Policy
- Data protection policy and privacy notices
- ICT and Acceptable Use Policy
- Staff Code of Conduct

Date of issue	Review date	Date ratified by Governing Body
October 2020	July 2021	22.10.2020
Signed: Chair of Governors Date		
Signed: Headteacher Date		