



All Souls' Catholic PRIMARY SCHOOL

Remote learning policy January 2021

DRAFT – APPROVED BY CHAIR OF GOVERNORS (7/01/2021)
PENDING APPROVAL/RATIFICATION BY GOVERNING BOARD

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1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school, whether that be due to them isolating/shielding, or during periods of school closure during the Coronavirus pandemic.
- Set out roles, responsibilities and expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection and safeguarding

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available during their usual school working hours, whether they are working on site at school or during periods where they may be asked to work from home.

If they're 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.

When providing remote learning, teachers are responsible for:

- Setting work:
 - For the class that they normally teach
 - Which is of an appropriate level for the ability range of the children they teach, including differentiated work for groups/individuals who would normally require this
 - Which includes daily teaching/activities for Mathematics and English and a balance of other curriculum areas as following the school's subject curriculum maps as much as is reasonably possible (KS1/2).
 - Which contributes to the spiritual development of children through planned learning opportunities and activities which support the RE curriculum approved by the Archdiocese of Birmingham.
 - Which signposts and gives opportunities for children to maintain their physical and mental well-being.
 - Which includes a minimum of 3 hours of 'academic development' curriculum per day (KS1/2)
 - Which is available to parents/children at the latest by 5pm on the evening before the work is due to be completed
 - Which is available via the remote learning section of the school website for children in Early Years; a combination of the school website and GoogleClassroom for children in KS1; and primarily through GoogleClassroom for KS2
 - Making children/parents clear as to which pieces they would like emailing in to school so that feedback can be given

- Providing feedback on work:
 - By using the marking and feedback tools within GoogleClassroom for tasks that have been set via this platform.
 - By marking and returning work, direction from teachers, that has been submitted to the school via email
 - As soon as is reasonably practicable after work has been completed
- Keeping in touch with pupils who aren't in school and their parents:
 - Ensuring that all children who are not in school receive a phone call at least weekly, following the safeguarding guidelines set out in Section 5
 - Responding to parents queries via phone/email at appropriate times during the school day
 - Refer concerns and complaints made by children/parents to SLT and in line with the schools safeguarding and complaints policies
 - Ensuring that parents are made aware when it is believed that children are not working or behaving in an acceptable way and implement with them a plan of action for the child.
- Attending virtual meetings with staff
 - As required by SLT for the purpose of delivering updates, training and giving staff an opportunity to raise concerns and give feedback.
 - Following the school's safeguarding guidelines for live meetings as set out in Section 5
- Plan and deliver Live Streamed lessons
 - As required to support teaching and learning where other resources and content can not easily facilitate this
 - Using the GoogleMeet platform (preferable) or Zoom (if unable to via GoogleMeet) for hosting
 - Following the school's safeguarding guidelines for live meetings as set out in Section 5

2.2 Teaching assistants

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

If they're 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.

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

- Supporting pupils who aren't in school with learning remotely
 - Who are in the year group / bubble that they usually work in
 - Ensuring that any school risk assessments and policies are followed
- Support teachers in keeping in touch with pupils who aren't in school and their parents:
 - As in section 2.1
- Deliver Live Streamed lessons
 - As discussed with the class teacher / SLT to provide a continuous provision of reading and intervention for individual and small groups of pupils
 - Using the GoogleMeet platform (preferable) or Zoom (if unable to via GoogleMeet) for hosting
 - Following the school's safeguarding guidelines for live meetings as set out in Section 5
- Attending virtual meetings with staff
 - As required by SLT for the purpose of delivering updates, training and giving staff an opportunity to raise concerns and give feedback.
 - Following the school's safeguarding guidelines for live meetings as set out in Section 5

2.3 Subject co-ordinators

Alongside their teaching responsibilities, subject leads are responsible for:

- Supporting teachers in finding and planning appropriate content in their subject area for remote learning
- 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 and engagement in it – through discussions with staff and regular feedback opportunities for children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL and deputy DSLs are responsible for:

- Ensuring that staff are aware of their safeguarding responsibilities and the practice of the school
- Updating the safeguarding section of this policy as and when necessary

2.6 IT administrator

The school's IT administrator is responsible for:

- Creating and monitoring accounts needed to access remote learning and relevant platforms
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning 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 learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers and to the best of their abilities
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Use technology in a safe and acceptable manner

Staff can expect parents with children learning remotely to:

Insert details, such as:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Raise any concerns around the remote learning provision with teaching staff and, if they continue to feel unsatisfied, then SLT
- Read and agree to the consent arrangements for remote learning and live teaching and if they are unwilling to agree to these, discuss this with SLT

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 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 – SLT (AC/CQ)
- › Issues with behaviour – SLT (CQ/AC)
- › Issues with IT – RY
- › Issues with their own workload or wellbeing – SLT (QC/AC)
- › Concerns about data protection – SLT (LR/CQ/AC)
- › Concerns about safeguarding – DSL (CQ), DDSL (CA/SJ)

If parents have any questions or concerns about remote learning they should contact the following individuals:

- › Issues/concerns about work being set – your child’s class teacher in the first instance, then SLT (caroline.quinn@allsoulsschool.co.uk / andrew.cooke@allsoulsschool.co.uk)
- › Issues in accessing work or IT related queries – Mr Youson – robert.youson@allsoulsschool.co.uk
- › Concerns about safeguarding – caroline.quinn@allsoulsschool.co.uk

4. Data protection

4.1 Accessing personal data

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

- › Access information from SIMS and or that available through GoogleClassroom
- › Use school devices only to access this information

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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 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 following safeguarding arrangements relating to remote learning are in addition to those set out in the school’s safeguarding policy.

5.1 Communicating with parents, carers and pupils

Where education is having to take place remotely due to coronavirus (COVID-19), it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating with parents and pupils, schools should:

- communicate within school hours as much as possible
- communicate through the school channels approved by the senior leadership team – telephone / email
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- not share personal information

If teachers are phoning pupils, they should:

- Do this through parents' phones only (unless this itself poses a safeguarding risk), and in all cases make sure parents are aware and agree
- Make sure someone else at school is aware, and keep a record of the date and time of each call using the school proforma
- Have a parent there at the child's end, and give them the option to have the phone on speakerphone if they are able
- Only use their own telephone if all school phone lines are in use, they are willing and by dialing 141 first to prevent their private number from being released

5.2 Virtual lessons and live streaming

- Unless agreed by SLT, all virtual and live streaming sessions should be hosted from within the school building
- Only GoogleMeet (preferable) and Zoom (where GoogleMeet cannot be used) should be used as platforms for live streaming

When teachers are providing recorded media or live streaming they should:

- Sit against a neutral background
- No recording from any bedroom
- Dress like they would for school – no pyjamas or anything that would not be deemed appropriate for in school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language
- Ensure that all parents have completed the live stream consent form
- Use the record feature to ensure that there is something to go back on later if needed to – or to make sessions available to those unable to access them live
- Only have pupils activate their cameras/microphones at points during the sessions where it is essential to teaching

Teachers should also ensure that pupils/parents are made aware that:

- Pupils should be in a shared space in the house – not their bedroom
- Pupils should be dressed in appropriate daywear (not pyjamas)
- Pupils should be positioned with a neutral background
- Pupils/adults should behave in an appropriate manner, including the use of appropriate language and not distracted or distracting others
- Live sessions are recorded for safeguarding purposes and for the purpose of making teaching available to those pupils who are unable to access it
- Be mindful that whilst cameras are on, other children may see or hear them and anything in the background

6. Monitoring arrangements

This policy will be reviewed every 12 months or any new period of school closure. At every review, it will be approved by CTL committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy