



## Remote Learning policy

### Our Christian Vision

**Believe Achieve Respect Together Succeed**

**B** – We **believe** we will flourish in God's family.

**A** – We know that everyone in St Bart's can **achieve**.

**R** – We **respect** everyone in our family.

**T** – **Together** we support and help each other.

**S** – As part of God's family we support everybody to **succeed**.

### Safeguarding

St Bartholomew's C of E Primary School is committed to safeguarding and promoting the welfare of its pupils. We believe all staff and visitors have an important and unique role to play in the protection of children.

### Policy

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

### Aims

Our school 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.

### Context

Keeping regular learning going during the period when children are not able to attend school is of great importance to reduce the impact on children's education. However, we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

For this reason, we are adopting an approach to remote learning that will be supportive to all stakeholders and provide opportunities for attainment and progress. This will be set out in this policy.

We are also developing the use of 'Microsoft Teams' as an online learning platform. This will be ready for use in November and arrangements/expectations will be added to this policy. This policy will be reviewed fortnightly to allow for ongoing reflection/evaluation of current procedures.

There are a number of different scenarios explained in this policy to help explain the provision in place for each scenario:

- Individuals having to self-isolate
- Whole class self-isolation/whole school closure

### **Individuals having to self-isolate**

In the event that individual pupils are confirmed to be self-isolating due to COVID, a ten day work pack will be issued.

In the work pack, a timetable is included to act as a guide to support remote learning. This timetable will, as much as possible, link to our long-term curriculum plans. For each subject, explanations to each activity will be included to provide as much assistance as is possible.

Work completed by pupils can be sent to [homeworking@stbartsleeds.org.uk](mailto:homeworking@stbartsleeds.org.uk) for teachers to assess and comment on within 24 hours. Comments on work will be sent by email to the parents/carers.

Completed work can also be handed to the teacher on the pupil's return to school (the teacher will assess the work and provide feedback to the pupil). Teachers will also make a weekly telephone call home to check-in with the pupil/adults. If teachers are making the call because they are self-isolating, they will use a school mobile. A log will be kept of phone calls detailing date, time and content of conversation. Initials only will be used.

### **Whole class self-isolation/whole school closure**

In the event that a whole class has to self-isolate, a ten day work pack will be issued. In the event that there is a whole school closure, a ten day work pack will be issued.

In the work pack, a timetable is included to act as a guide to support remote learning. This timetable will, as much as possible, link to our long-term curriculum plans. For each subject, explanations to each activity will be included to provide as much assistance as is possible.

Work completed by pupils can be sent to [homeworking@stbartsleeds.org.uk](mailto:homeworking@stbartsleeds.org.uk) for teachers to assess and comment on within 24 hours. Comments on work will be sent by email to the parents/carers.

Completed work can also be handed to the teacher on the pupil's return to school (the teacher will assess the work and provide feedback to the pupil). Teachers will also make a weekly telephone call home to check-in with the pupil/adults in the home. If teachers are making the call because they are self-isolating, they will use a school mobile. A record of calls will be kept detailing date, time and content of conversation. Initials only will be used.

### **Interaction**

We are keen to make remote learning an interactive experience through the submission and sharing of work by pupils and delivery of feedback from teachers through the website and phone calls home.

Completed work can be emailed to [homeworking@stbartsleeds.org.uk](mailto:homeworking@stbartsleeds.org.uk) and the ICT Technician will send to the identified teacher, who will then provide the ICT Technician with written feedback to be then emailed back to the parent. Completed work can also be handed in on the pupil's return to school.

Teachers will be expected to make weekly phone calls home to families/pupils to provide support/guidance on completing work. If teachers are making the call because they are self-isolating, they will use a school mobile. A record of calls will be kept detailing date, time and content of conversation. Initials only will be used.

Communication between staff and pupils/families must be through authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Teachers will also write messages to their class which will be uploaded on to the remote learning section of the school website.

## **Role and responsibilities**

Roles and responsibilities will be extended as use of 'Microsoft Teams' is developed.

### **Teachers are responsible for:**

- Working as part of a Year Group Team to plan and create ten days of learning that can be completed at home to the best of the ability of the child.
- Providing feedback within twenty four hours of receiving it. This will be in the form of an email response sent from the [homeworking@stbartsleeds.org.uk](mailto:homeworking@stbartsleeds.org.uk) email address.
- Make weekly phone calls to provide support and guidance.
- Contact should be polite and encouraging.
- Any issues that are received are to be dealt with professionally by the class teacher. If necessary, a member of SLT will be informed who may then choose to contact the parents directly.

### **Subject leads are responsible for:**

- Liaising with Year Groups on what work is set for remote learning.

### **Senior Leaders are responsible for:**

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers.
- Co-ordinate feedback of work.
- Continually evaluate the provision of remote learning in school.

### **Designated safeguarding lead is responsible for:**

- Maintaining contact, collating, passing on information and responding to any concerns.

### **ICT Technician is responsible for:**

- Managing and developing the 'Microsoft Teams' school system.
- Providing guidance to staff on the use of 'Microsoft Teams.'
- Reviewing the security of systems.
- Providing guidance to parents on the use of 'Microsoft Teams.'

### **Pupils are expected to:**

- Be contactable during the hours of the school day.
- Seek advice if they need it, from teachers.

### **Parents are expected to:**

- Seek help from the school if they need it.
- Be respectful towards staff.

### **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 systems are appropriately secure, for both data protection and safeguarding reasons.

## **Who to contact**

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

- Issues in setting work – talk to Year Group leaders, or SLT.
- Issues with ICT – talk to the ICT Technician.

- Issues with workload – talk to their line manager.
- Concerns about data protection – talk to the data protection manager (Business Manager)
- Concerns about safeguarding – talk to the DSL.

## **Data Protection**

### **Accessing personal data**

When accessing personal data, all staff members will:

- Ensure all contact details for classes are kept secure on school laptop.
- Call logs on school mobile phones will be deleted after weekly phone calls made to parents/carers.

### **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 doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little as personal data as possible online.

### **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.
- Antivirus and anti-spyware software installed.
- Operating systems up to date – latest updates always installed.

## **Safeguarding and Remote Learning**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents/guardians are advised to spend time speaking with their child (ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

Online safety concerns should still be reported to the school.

The following websites offer useful support:

- Childcare – for support.
- UK Safer Internet Centre – to report and remove harmful online content.
- CEOP – for advice on making a report about online abuse.

In addition, the following sites are an excellent source of advice and information:

- Internet matters – for support for parents and carers to keep their children safe online.
- Net-aware – for support for parents and carers from the NSPCC.
- Parent info – for support for parents and carers to keep their children safe online.
- Thinkuknow – for advice from the National Crime Agency to stay online.
- UK Safer Internet Centre – advice for parents and carers.

If parents have any safeguarding concerns that need discussing, they can contact school to speak to one of the Safeguarding Team.

Staff should be vigilant at this time and follow our usual online safety and safeguarding/child protection policies and procedures, contacting a member of the safeguarding team if concerns arise.

**Monitoring arrangements**

This policy will be reviewed fortnightly by the Senior Leadership Team.

**Links to other policies:**

- Safeguarding/Child Protection Policy
- Online Safety Policy/Acceptable Usage Agreements
- Behaviour Management Policy
- Guidance for Safer Working Practice
- Data Protection/GDPR Policy