Remote learning policy

St. Ignatius' Catholic Primary School

Created by	Chris Hough	**Date:** 5th October 2020
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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 are not 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 8.55am and 4pm.

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 detailed in the staff handbook.

When providing remote learning, teachers are responsible for:

- Setting work –

  - o For children usually registered in their own class

  - o The amount of work will be closely matched, where possible, to the amount of work being shared with children who are having face-to-face education in school

  - o Work needs to be available for any children accessing remote education by 9am each day

  - o Work will be uploaded through Showbie and may include links to purple mash, Oak academy, Lancashire Literacy units, White Rose maths or any on line facility deemed appropriate and approved by the Senior Management Team. This will be supplemented by paper-based resources sent home where appropriate.

  - o It is the family's responsibility to inform the school of any ICT concerns or lack of devices, school will then work with the family to resolve this – there may be the need to access DfE funding for a laptop or provide paper based resources completely as an interim solution.

- Providing feedback on work –

  - o Work may be returned electronically by children, this may take the form of uploads or photos. If the device/format of work accepts digital annotations, these must be added

for feedback in line with our school marking policy and in line with the experience of children in school.

- o Parents will be asked to indicate to teachers how much of the work completed was independent and how much was supported, this information will be used to support assessment and planning

- o Teaching assistants may be used to support the marking or feedback of a child's work. They may also be involved in responses to the child through the one daily post from the teacher a single daily phone call.

- Keeping in touch with pupils who aren't in school and their parents -

  - o Teachers will keep in contact with their pupils via work communication listed above

  - o One post each day may be responded to per child and this must be sent within directed school hours

  - o Teachers are not expected to respond to daily multiple emails from one child/family or respond outside of their working hours – this is discouraged strongly for both the mental wellness of children and staff

  - o If a complaint is raised through the single daily showbie post and cannot be simply resolved with a written reply or telephone call, please refer the post to the SLT in school

  - o If a child fails to complete work then gentle encouragement via the single daily showbie post or phone call is the first step. The behaviour policy is applicable to children receiving remote education. Parents must be informed that the child has not completed tasks set and a reason established. If the child is unable to do this due to lack of adult support (parents working/childcare/grandparents etc) a mutually agreeable solution will be found. Families will be informed of the statutory nature of education.

  - o If the child or carer is ill and this negates work being completed, regular communication will be held to monitor the improvement of the situation and daily checks will be undertaken.

  - o Staff in school will make a weekly call to check on the family

  - o The class teacher or staff in school will make regular calls during the period of self-isolation to check on the wellbeing of the child and the entire family. Support identified as required will be actioned in line with school's policy for safeguarding, well-being and parental agreement forms.

2.3 Subject leads

Subject Leaders have been significantly involved in the design of the recovery curriculum. They are not required to address individual learning needs with children outside of their own class but may give advice or support to colleagues if requested.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Supporting the remote learning approach across the school – maths and English leads will prepare a bank of generic resources for all year groups

- 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 the security of remote learning systems, including data protection and safeguarding considerations

- Ensuring staff and families are up-to-date with the latest information for keeping children safe online through KCSiE 2020

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers or teaching assistants (where appropriate and authorised by the class teacher)

- Alert teachers if they are not able to complete work

- Communicate once daily, if there is a problem with a learning area or lesson content this will be addressed in a timely fashion and ready for the next day's lesson

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

- Be respectful when making any complaints or concerns known to staff

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

- Ensuring the wellbeing of the staff and the HT and that the additional work-load of supporting remote education does not exceed their directed time allocation or time in which they can effectively execute their role

3. Who to contact

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

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

- Issues with behaviour – talk to the HT

- Issues with their own workload or wellbeing – talk to the head or deputy headteacher

- Concerns about data protection – talk to the data protection officer, Mrs Wright

- Concerns about safeguarding – talk to the DSL, Mr Hough. In the event Mr Hough is unable to support a safeguarding concern, please refer immediately to a deputy DSL: Mr Lickley or Mrs Huggonson

4. Data protection

4.1 Accessing personal data

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

- Use SIMS or staff@ account

- Use only electronic devices provided by school

- Information must not be sent to families through any social media platform

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and phone numbers 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

- The use of mobile phones to communicate with families and children learning remotely is prohibited

5. Safeguarding

5.1 Designated safeguarding lead

This policy is closely linked with our safeguarding policy which is available in the staff shared area and on the website. Appendix 2 is the COVID-19 addendum created April 2020

6. Monitoring arrangements

This policy will be reviewed termly. At every review, it will be approved by the curriculum committee.

7. Links with other policies

This policy is linked to our:

- Behaviour policy

- Child protection policy and coronavirus addendum to our child protection policy

- Data protection policy and privacy notices

- Home-school agreement

- ICT and internet acceptable use policy

- Online safety policy