



# **St. Joseph's Catholic Primary School**

## **Remote Learning Policy**

<b>Approved by:</b>	Governing Body	<b>Date:</b> December 2020
<b>Last reviewed on:</b>	December 2021	
<b>Next review due by:</b>	December 2023	

**St. Joseph's Catholic Primary School builds God's kingdom here and now by being:**

- **A welcoming school,**  
where everyone cares for and respects each other.
- **A learning school,**  
which inspires creativity and challenges through guidance and encouragement all members of the community to learn and aim to be the best they can be.
- **A vibrant school,**  
which celebrates its variety and creativity and seeks to meet the needs of each person by working together in this ever changing world.
- **A holy school,**  
where prayer and worship are valued and we the community serve as a living witness to the Gospel of Jesus Christ

**LOVE LEARN BELIEVE**

In line with our mission statement, the school's aim is to help children develop their own intrinsic motivation to learn in a manner which builds God's community here and now, brings enjoyment to themselves and their peers, and promotes the learning of all.

However, we recognise that children and their families sometimes need encouragement and guidance to achieve this and our school will always balance the needs of the individual with the good of the community.

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## **1. Aims**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for whole groups of pupils who are not in school because of class, year, or whole school periods of isolation or lockdown (individual pupils who are well at home but have to isolate will be directed by their teachers through class email to resources).
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Ensure pupils unable to attend school remain fully included in the school community.
- Ensure the appropriate child protection procedures are in place during a partial, local or national lockdown.
- Continue to ensure that every child receives the best education that school can provide for them.
- Ensure that remote education, in the case of a partial, local or national lockdown, is an essential part of the school's teaching and learning.

## **2. Roles and Responsibilities**

### **2.1 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.
  - If a class teacher is unwell and unable to lead remote learning, senior leaders will organise alternative arrangements so that pupils still receive access to remote learning.
  - Children who do not have access to a laptop or tablet at home will be allocated a school computer which will be on loan from the school for the duration of the lockdown. If any children do not have internet access alternative arrangements will be agreed.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **2.2 Teachers**

When providing remote learning, teachers must be available to work between 8.45am -3.15pm allowing for lunch breaks, comfort breaks and PPA.

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 to the Deputy Headteacher.

**When providing remote learning, teachers should:**

Provide learning for their current class/year group.  
Provide for curriculum RE during the week.  
Provide daily English and maths lessons.  
Provide a daily foundation subject.  
Include provision for Phonics for Lower Phase and Middle Phase.  
Include provision for SPAG for Middle and Upper Phase.  
Provide Early Years lessons that will include practical activities - phonics, handwriting, letter formation and counting.  
Teachers will use Microsoft Teams for recorded/live lessons and for delivery of recorded video lessons supported by a range of online resources.

**Providing feedback on work**

Children/parents can upload work onto Microsoft Teams using the 'Assignments' function or email work to their year group email address making sure to put their name and class in the subject bar. All work submitted will be acknowledged by the class teachers. Feedback will be given for English, maths and RE on an individual, group or whole class basis. Feedback will be age appropriate.

**Keeping in touch with children who are not in school**

During an extended period of lockdown, teachers will phone families on a two-weekly rota basis.

For any pupils not engaging consistently in remote learning, teachers will notify their Phase Leaders or SENDCO who will call the family to understand the challenges and barriers and seek to address them.

Vulnerable children will be contacted by class teachers on a weekly basis.

The SENDCO will contact children on EHC plans on a weekly rota.

Any Child Protection concerns must be reported to one of the DSLs using normal reporting procedures – My Concern.

The year group email addresses must be monitored and responded to within 48 hours during normal school hours.

**2.3 Teaching Assistants (TAs)/Early Years Practitioners (EYPs) and Learning Support Assistants (LSAs)**

When assisting with remote learning, TAs/EYPs/LSAs must be available during their normal working hours. If TAs/EYPs/LSAs are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should contact the Deputy Headteacher.

**When assisting with remote learning, TAs/EYPs/LSAs are responsible for:**

- Liaising with class teachers and supporting as directed.
- Liaising with the SENDCO and supporting as directed.

## **2.4 SENDCO**

Alongside their usual responsibilities, the SENDCO is responsible for:

- Considering whether any aspects of the curriculum needs to change to accommodate remote learning for children on the SEND register and advise teachers.
- Working with outside agencies such as Speech and Language and Occupational Therapy to ensure children are supported in their learning.
- Working with the School Counsellor to ensure pupils and staff are supported.
- Alerting teachers and support staff to resources that could support SEND pupils working from home.

## **2.5 Designated Safeguarding Leader (DSL)**

The DSL is responsible for all Child Protection and safeguarding concerns. At St. Joseph's we have three DSLs who can cover each other in case of illness. Concerns can be reported to any one of the DSLs through My Concern.

## **2.6 Administration Staff**

The administration staff is responsible for:

- Ensuring communication between school, parents and other stakeholders works well.
- Keeping the registers and contact details up to date.
- Helping staff and parents with any technical issues they are experiencing accessing Microsoft Teams or any other remote learning platform.
- Assisting pupils and parents with accessing the internet or devices.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

## **2.7 Children and parents**

Children, with parental support if need be, when learning remotely need 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 TAs/EYPs using year group email or the communication tools in Microsoft TEAMS.
- Alert teachers if they are not able to complete work.

The staff of St. Joseph's can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful when communicating with staff.

## 2.8 Governors

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 is 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 – contact your Phase Leader.
- Issues with behaviour – contact your Phase Leader.
- Issues with IT – contact the administration team/Trusol.
- Issues with their own workload or wellbeing – contact Deputy Headteacher.
- Concerns about data protection – contact Headteacher.
- Concerns about safeguarding – contact DSLs.

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff must remember to:

- Only use school computers for accessing SIMS or the school's server.
- Remember that any file/email sent that contains Sensitive Personal Data should be either sent via Egress or be password protected.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as parent email addresses (if they have sent emails) 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. Staff are reminded to use the **blind cc** function. Staff must be mindful 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 and adhere to the St. Joseph's Digital Technologies Acceptable Use Agreement. This includes:

- Keeping the devices password protected.
- Ensuring the hard drive is encrypted.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Keeping operating systems and security up to date.

## **5. Safeguarding**

Please refer to the Safeguarding Policy.

## **6. Monitoring arrangements**

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

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding policies
- Data Protection policy and Privacy notices
- ICT Acceptable Use policy