



St Joseph's Roman Catholic
High School

Pupil Remote Learning Policy

2020/22

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom

Striving for academic excellence and celebrating success in all we do

□

Key staff involved in the policy

Role	Name(s)
Head of centre	Mr Tony McCabe
SLT member - IT / T&L	Mrs Anna McDonnell
GDPR Representative	Mrs Linda Davis
IT Manager	Mr Jonathan Butler

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Statement of Intent

At St Joseph's RC High School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal Framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:-

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'

1.3. This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Information Management Policy
- GDPR Policy
- SEN Policy
- Behaviour Policy
- Impact Marking Policy
- ICT Acceptable Use Protocol
- Health and Safety Policy
- Attendance Policy

2. Roles and Responsibilities

2.1. The **Governing Body** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The **Headteacher** is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.

- Reviewing the effectiveness of this policy on an **annual** basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a **termly** basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3 The **School Business Manager** is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements

2.4. The **Data Protection Lead** is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5. The **Designated Safeguarding Lead** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the IT Network Manager to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.

- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The **SENCO** is responsible for:

- Liaising with the **IT Network Manager** to ensure that the technology used for remote learning is accessible to all SEND pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the **Headteacher** and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Monitoring the 1-1 meetings arranged for students who are struggling when learning remotely.

2.7. The **IT Network Manager** is responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.

2.8 The **Assistant Headteacher** (Learning & Teaching) is responsible for:

- Liaising with the Network Manager to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Monitoring student and parent voice to facilitate timely adjustments to provision to secure the best model for learners as individuals or groups.
- Support line managers to monitor the provision of remote learning in their departments, adjusting training and resources in line with findings.

2.9. **Staff members** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the School Business Manager and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.

- Reporting any defects on school-owned equipment used for remote learning to an IT Technician.
- Adhering to the Staff Behaviour Code of Conduct Policy at all times. This can be accessed on the school website

2.10. **Parents** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible via: togetherapart@st-josephs.bolton.sch.uk
- Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.
- Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.11. **Pupils** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their school via togetherapart@st-josephs.bolton.sch.uk as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Acceptable Use and Behaviour Policies at all times.

3. Resources Learning materials

3.1. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Online learning portals
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

Individual or Partial Student Isolation

In the scenario where an individual student from any year group is required to isolate at home outside of a partial year/year group isolation, which should be for a maximum of 10 days, students will:

- Complete work following their daily timetable using RUnify to access Microsoft Teams and Epraise.
- Complete all online lessons set which may include a live lesson, a powerpoint lesson with a voice over or a specific activity accompanied by clear explanation and instructions. Live Lessons will be notified via E-praise and will run via TEAMS. All live lessons will follow the normal school timetable.
- Send work back in following the teacher's instructions, this could be via TEAMS, E-praise or email. Where this is not manageable students should bring their work back in with them when they return to school following isolation.

3.2 Staff will deliver lessons to pupils who are self-isolating. These lessons will follow the same timetable as the school timetable.

3.3. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

3.4. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning following a curriculum sequence that allows access to high-quality online and offline resources that is linked to the school's curriculum intent.

3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will make appropriate adjustments that are tracked by the Head of Department. They will ensure pupils are given access to these areas of the curriculum when they return to school.

3.6. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

3.7. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

3.8. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.

3.9. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.10. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.

3.11. The arrangements for any 'live' classes, e.g. webinars, will be communicated via E-Praise and TEAMS.

3.12. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

3.13 The Laptop for schools scheme will be regularly updated as a result of continuous communication with school

3.14 Digital devices provided by the school remain property of the school at all times and the appropriate loan agreement must be signed and returned to school prior to the device being issued.

Food provision

3.15 The school will signpost parents towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

3.16 Where applicable, the school will continue to provide FSM vouchers for students who are eligible.

4. Online safety

4.1 This section of the policy will be enacted in conjunction with the school's Online Safety Guidance – see attached.

4.2 Where possible, all interactions will be textual and public.

4.3 All students using video communication must:

- Attend every lesson on time.
- Be prepared with pens, paper and calculator.
- Ensure you use your correct name.
- Use a room that has a plain and appropriate background where possible.
- Respect all participants.
- Speak politely to all participants.
- Have their exercise book or paper to write on.
- Not eat or drink during the lesson.
- Only use the 'chat' feature to ask and answer questions related to the lesson..
- Dress appropriately.
- Join the lesson using the hyperlink provided.
- Must not share the TEAMS lesson link with anybody outside of their class.

4.4 All staff using video communication must:

- Ensure call security settings are appropriate, eg utilise the waiting room feature, ensure appropriate participant restrictions including in-meeting chat.
- Maintain the standard of behaviour expected in school.
- Not distribute video material without permission.
- Always remain aware that they are visible.
- Ensure the location using to host the TEAMS call is appropriate, eg utilise appropriate backgrounds or use a plain background.

4.4 All staff and students using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programmes as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

4.5 The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for students with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO or HOD and the parent.

4.6 Students not using devices or software as intended will be disciplined in line with the Behaviour Policy.

4.7 The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.8 The school will inform parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.9 The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, and allows for audio and visual material to be recorded or downloaded, where required.

4.10 During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

4.11 The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

5.1 Where there is one member of staff and one student present during a video interaction this will be at the usual timetabled lesson time. The chat and attendance list is automatically saved by TEAMS. If any video interaction is planned outside of usual lesson time then the member of staff must ensure their line manager and the child's parent / carer are informed prior to the interaction. Again the chat will be saved in TEAMS. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

5.2 The DSL and Headteacher will identify 'vulnerable' students (students who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

5.3 The DSL will arrange for regular contact to be made with vulnerable students, prior to the period of remote learning.

5.4 Phone calls made to vulnerable students will be made using school phones or school mobile phone where possible.

5.5 The DSL will arrange for regular contact with vulnerable students, with additional contact, including home visits, arranged where required.

5.6 All contact with vulnerable students will be recorded on CPOMS.

5.7 The DSL will keep in contact with vulnerable students' social workers or other care professionals during the period of remote working, as required.

5.8 All home visits will follow the school Home Visit Policy

5.9 Vulnerable students will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

5.10 The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable students learning remotely in the case of a full school closure.

5.11 All members of staff will report any safeguarding concerns to the DSL immediately.

5.12 Students and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. Data protection

6.1 This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

6.2 Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

6.3 Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.4 Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

6.5 Parents' and students' up-to-date contact details will be collected prior to the period of remote learning.

6.6 All contact details will be stored in line with the GDPR Policy.

6.7 Students are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

6.8 Any breach of confidentiality will be dealt with in accordance with the school's GDPR Policy.

6.9 Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

7.1 All schoolwork completed through remote learning must be:

- Returned to school when the child returns where possible.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the student's ability.
- The student's own work.

7.2 The school expects students and staff to maintain a good work ethic during the period of remote learning.

7.3 Students are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased. However parents are responsible for ensuring that students are following their timetable during the day when they are working at home.

7.4 Teaching staff and pastoral teams will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the relevant line manager as soon as possible.

7.5 Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENCO as soon as possible.

7.6 The school accepts a variety of formative assessment and feedback methods, and will support them with implementing these measures for remote learning where possible. These methods will vary from subject to subject and will be the best option for each (eg Mathswatch / Senca Learning/ E-praise quizzes/ Microsoft quizzes).

7.7 The school will log participation and student engagement with remote education, as well as motivation levels and progress, and this will be reported to parents via formal regular reports or, if there is a concern, individually via telephone.

8. Health and safety

8.1 This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

8.2 Teaching staff will ensure students are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3 If using electronic devices during remote learning, students will be encouraged to take a screen break between all lessons and spend lunchtime and break time away from screens. If completing a full day of live TEAMS lessons students will have a screen break of at least 10

minutes in between lessons. Staff are discouraged from teaching live for more than 45 minutes.

8.4 If any incidents or near-misses occur in a student's home, they or their parents are required to report these to school via togetherapart@st-josephs.bolton.sch.uk so that appropriate action can be taken.

9. School day and absence

9.1 Students will be present for remote learning by 08:30am and cease their remote learning at 2:45pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined below

9.2 Breaks, lunchtimes and form time will take place at the same time as outlined on the students' timetable:

Years 7 & 8

- Breaktime 10.30-10.45
- Form time 10.45- 11.00
- Lunchtime 12.00 – 12.45

Years 9, 10, 11

- Breaktime 10.45-11.00
- Form time 10.30- 10.45
- Lunchtime 1.00-1.45

9.3 Students are not expected to do schoolwork during the times outlined above.

9.4 Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.5 Students who are unwell are not expected to be present for remote working until they are well enough to do so.

9.6 Parents will inform the attendance line no later than 8:25am if their child is unwell.

9.7 The school will monitor absence and lateness in line with the Attendance and Absence Policy.

10. Communication

10.1 The school will ensure adequate channels of communication are arranged in the event of an emergency.

10.2 The school will communicate with parents via text and email as soon as possible in the first instance to inform them of remote learning. Information will then follow on the school website.

10.3 The Headteacher or Deputy Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.

10.4 The school understands that students learning remotely and staff teaching remotely have the right to privacy out-of-hours and should be able to separate their school and home

lives – where communication is sent outside of school hours there is no expectation for a reply from either party be it outside of school hours or during holidays and weekends.

10.5 Members of staff will have contact with their Subject Leader as a minimum once per week if they are working remotely

10.6 Students will have contact with a member of teaching staff at least once per week via group phone call or form TEAMS call.

10.7 Parents and students will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.8 Issues with remote learning or data protection will be communicated to the student's form teacher or via the dedicated email togetherapart@st-josephs.bolton.sch.uk as soon as possible so they can investigate and resolve the issue.

10.9 The students' form teachers will keep parents and students informed of any changes to the remote learning arrangements or the schoolwork set.

10.10 The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

11.1 This policy will be reviewed on an annual basis by the Headteacher.

11.2 Any changes to this policy will be communicated to all members of staff and other stakeholders.

11.3 The next scheduled review date for this policy is June 2022

- **How Parents/Carers Can Offer Support**

- To support your child during any phase of remote learning;
- Ensure your child has access to RMuNify via a PC/Laptop or other device. If there is an issue please contact togetherapart@st-josephs.bolton.sch.uk and we will endeavour to support you.
- Encourage your child to find a quiet place to work, ideally at a table.
- Ensure your child is up earlier before school starts and dressed appropriately for lessons.
- Check that your child knows what they are doing. If there are any issues encourage them to email their teacher in the first instance.
- Praise your child for the work and effort displayed each day.
- If you have any concerns with the provision on offer e.g. there does not appear to be any work, please contact togetherapart@st-josephs.bolton.sch.uk or your child's Head of Year. Please note, on day 1 of any isolation period the provision may still be uploading to Microsoft Teams and work may not be present for your child. If this is the case please use the RMuNify resources, GCSE Pods, BBC Bitesize, Seneca Learning, Oak National or any other alternative online platforms we use in school.

Appendix

I) Acceptable Use Agreement for Staff and Governors

St Joseph's Protocol for Teams/ Zoom meetings for Staff and Governors

Before the meeting/ lesson

All adults (staff and governors) are subject to the school's Code of Conduct when carrying out any school related business, this includes any online meetings or lessons.

All meetings must have a 'waiting room' set up by the owner so that the owner can keep the meeting/ lesson safe.

If someone is invited to the meeting who does not belong to the organisation (ie does not have @st-josephs.bolton.sch.uk email address) then 2 full working days notice must be given and the School Network Manager must be informed so that arrangements can be made to allow them into the meeting.

Adults should have their name on Zoom/ Teams as their First initial and their surname: S. Smith. Nicknames or joke names must not be used.

Live lessons must be advertised in advance to give students due warning. This can be done on E-praise and should be set with 24 hours notice where possible.

During the meeting/ lesson

It is essential that confidentiality is respected. Other members of the household must not be party to lessons or confidential meetings.

Staff and Governors must sit somewhere appropriate; at a desk is best, in bed is not appropriate. Where possible the background should be plain and should not include personal information/ photos. Do not show the inside of your home in any detail.

A suitable dress code applies to online lessons and meetings. Whilst this does not have to be 'business attire', all adults must be dressed appropriately in their day-wear.

Not all devices have a camera, for this reason, cameras are not an essential requirement for lessons or meetings.

If you 'print screen' or record a meeting it is essential that all attendees are informed of this.

These lessons or meetings may be recorded but only with notice and will *not* be reshown or shared with third parties. There must be a clear purpose for recording a meeting.

Lessons should last up to 45 minutes to allow students to prepare for their next lessons. Every effort should be made for meetings to last within their advertised time slot and not over run.

Live lessons are subject to all statutory school policies including Safeguarding. Any issues of concern must be immediately reported to the School Designated Safeguarding Lead.

Do not allow other people who are not at St Joseph's in on the live lesson, do not share the Lesson ID or password with anybody else.

If a 3rd party manages to gain entry to a meeting or a lesson then they must be removed as soon as they are discovered. The attendance register for the meeting must be downloaded *before* the meeting is ended and both the school Network Manager and the DSL must be informed immediately so that an investigation may follow.

After the live lesson / meeting

In order that the lesson/ meeting cannot be 're-entered' after the end of the meeting. It is important that the owner does not simply leave the meeting but 'ends the meeting for all' every time.

Please be aware that currently (May 2021) if a meeting / lesson is recorded then all members of the Team can access and download the recording from the chat. This recording must not be shared beyond St Joseph's RC High School.

ii) St Joseph's Acceptable Use Agreement – Remote Learning - Students

Where possible your remote learning will follow the normal school day time. Please log on to E-Praise and TEAMS by 8.25am. You will generally have 5 lessons per day. You will still be sent the lesson and will be able to ask for teacher support via the E-praise messaging service or TEAMS Chat function. Should you not be able to log on please get in touch with your Head of Year immediately who will look at support that is available to you to get you on line. Lesson resources will be available outside of school hours but pupils are strongly encouraged to follow the school day where possible.

You may join a live lesson without the camera, this can improve the bandwidth. You will still be able to see and hear and take part, but other people will not be able to see you.

You will be sent a lesson time via E-Praise and / or TEAMS. This should be sent to you with enough notice to be able to set up. The lesson will last up to 45 minutes maximum to allow time for you to re-cap and prepare for your next lesson.

You will find that you will be in a 'waiting room' while your teacher checks your name before he / she lets you in.

You will find that when you join you will be muted. Your teacher will unmute you if you need to talk you can use the 'Chat' facility or the 'hand up' facility that is available at the bottom of the screen.

What you need to know/ rules you need to follow

- Make sure your parents / carers are aware of the live lesson going ahead and check that you have their permission.
- Make sure you are sitting somewhere appropriate. At a desk is best. In bed is not appropriate, and outside can be too bright.
- Stay still, do not walk around. It is important that other family members are not included in the lesson, and that you do not show the inside of your house to people you do not know.
- Make sure you are appropriately dressed, if in doubt about what this means please check with your parents/carers or message your teacher beforehand. (no pyjamas please!).
- Make sure your name on Teams is your First name and the First Initial of your surname: ie Sam S. Do not use nicknames or joke names.
- Do not share personal information during a live lesson.

Do not allow other people who are not at St Joseph's in on the live lesson, do not share the Lesson ID or password with anybody else.

It is important to be on time -you may not be allowed in the meeting room after the meeting has started.

Do not screen shot the lesson, record or share images from the lesson.

If you do not follow the procedure for the lesson you may be removed from the lesson and reported.

If you 'misbehave' in a live lesson you will be subject to the schools' behavioural policy.

It is very important that you follow the rules for these classes to make sure that everyone can take part in these live lessons safely.

These lessons may be recorded for Safe-guarding purposes but will not be reshown or shared with third parties.

Should you have any questions please check the Remote Learning link on the school website, and read the TEAMS guide, should you still have issues please contact your Head of Year or amcdonnell@st-josephs.bolton.sch.uk

Further useful links

Remote Education Information for Parents

[Providing remot - education information to parents: template for schools \(stjosephsbolton.org.uk\)](https://stjosephsbolton.org.uk)

RM Unify

[RM Unify - Launch Pad](#)

Guide to Microsoft TEAMS

[PowerPoint Presentation \(stjosephsbolton.org.uk\)](https://stjosephsbolton.org.uk)