



St. Mary & St. Andrew's Catholic Primary School

Remote Learning Policy

We are guided by God who is at the centre of everything we do.

We support each other to be the best we can be to secure bright futures for everyone.

With our parishes, families and the community, we work together to create a school that is safe, happy, respectful and inspirational.

Created by

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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
- Ensure pupils who are unable to attend school remain included

Use of Remote Learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
 - They have an infectious illness
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between normal school hours.

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
 - Set learning activities for their own class (and any other class as required)
 - Email work using Arbor
 - Provide daily Maths and English lessons and foundation subjects will be provided as per the class timetable. Daily phonics will be planned for KS1 and EYFS.
 - Work will be provided using Oak Academy, Purple Mash, BBC Bitesize, White Rose as well as additional resources
 - Maintain contact with other teachers and staff members, as appropriate, to ensure consistency across the year group and make sure that pupils with limited access to devices can still complete the work.
- Providing feedback on work
 - Purple Mash can be submitted online
 - Pupils/parents can email other work to staff@stmarystandrews.mecmat.org
 - Staff will provide feedback via email or on return to school
 - Any work completed on paper and brought to school will be marked and returned
- Keep in touch with pupils who aren't in school and their parents

Teaching Assistants

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

If they are unable to work for any reason during this time, for example due to sickness or caring for 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
 - Support the core learning of children identified by class teacher(s) – this may involve working with children online / on the phone
 - Listening to children read through 'Teams'
 - Delivering home learning packs to children who are unable to access work remotely

Subject leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Being available to offer support to staff
- Supporting teachers in accessing resources they can use to teach remotely

Headteacher/Senior Leaders

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning by:
 - Holding regular meetings with teachers and subject leaders
 - Reviewing the work set
 - Reaching out for feedback from pupils / parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Co-ordinating remote learning for classes where the class teacher is unwell and unable to lead remote learning.
- Supporting families who are struggling with access to appropriate ICT equipment

Designated safeguarding lead

- Attendance and arrangement, where necessary, of any safeguarding meetings that occur during the remote learning period
- Liaison with ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online
- Identification of vulnerable pupils who may be at risk if they are learning remotely
- The enforcement of CP plans whilst children are working remotely
- Identification of the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place • Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Liaison 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
- Monitoring concerns and referrals made from other staff using CPOMS

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day 9am to 3pm– although school understands that 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
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Ensuring their child is available to learn remotely each day
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – let staff know of any resources needed
- Be respectful when making any complaints or concerns known to staff

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

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 Headteacher
- Issues with behaviour – talk to the Headteacher
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

Data protection

Accessing personal data

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

- Access information for contacting families through Arbor
- Use school devices such as laptops or staff iPad
- Staff do not share personal data with third parties

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)
- 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

Safeguarding

The Child Protection and Safeguarding Policy will be updated as necessary throughout any school closure. The latest version is available on the school website:

<https://stmarystandrews.mecmat.org/key-information/policies>

Links with other policies

This policy is linked to our:

- Graduated Response to Behaviour Policy (<https://stmarystandrews.mecmat.org/key-information/policies>)
- Child protection and Safeguarding policy (<https://stmarystandrews.mecmat.org/key-information/policies>)
- Data protection policy and privacy notices (<https://mecmat.org/about-us/policies>)
- Code of Conduct (<https://stmarystandrews.mecmat.org/key-information/policies>)
- Online access and safety policy (<https://stmarystandrews.mecmat.org/key-information/policies>)