St Mary's Catholic Primary School

Remote Learning Policy

St Marys Catholic Primary School
'Learning together in Faith and Love'

Mission Statement

"Learning together in Faith and Love"

St Mary's is a vibrant two form entry Catholic Primary School in North Kensington with a strong sense of community. We are a school that welcomes all children from the ages of 3 to 11 years. Our school serves the Catholic Parish of Our Lady of the Holy Souls, Kensal New Town and other local parishes**.**

The aims of our schools are:

- To promote Christian values where children live, learn and celebrate the teaching of Christ.

- To provide a curriculum which is broad, balanced and meaningful and where children can experience enjoyment and fulfilment.

- To promote the highest standards of teaching and learning within the framework of the National Curriculum

- To develop in each child a sense of achievement, value and self-worth and to achieve the standards of which they are capable.

- To help our children acquire the skills of independent learning and make sufficiently rapid progress.

- To provide a safe and secure environment where children feel valued, and where they respect, help and care for each other.

- To involve parents in all aspects of their child's education and promote good home/school partnership.

- To develop in our children awareness and respect for the different cultures and religions represented in society and their responsibility to the wider community.

- To foster the continuing development of staff, parents and governors in serving the community.

St. Mary's Values- these are the values that underpin all areas of our school community:

- **Kindness**
- **Respect**
- **Tolerance**
- **Honesty**
- **Responsibility (for ourselves and our world)**
- **Co-operation**

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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 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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm.

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.

When providing remote learning, teachers are responsible for:

> Setting work

  o Work needs to be provide for your own class. If you are asked to cover for other classes, you will need to liaise with parallel teacher/subject lead/member of SLT.

  o There should be at least three activities per day: English, Maths then R.E. or a wider curriculum subject Science, Computing, History, Geography, Art, D.T. and P.E.

  o This work needs to be set by at least 3pm the day before or weekly through class email system.

  o This work should be uploaded onto Google Classroom or sent through the class email system.

- o Please co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.

> Providing feedback on work:

- o Completed work from pupils can be accessed on Google Classroom or through communication with parents/carers on the class email system.
- o Feedback to be shared with pupils through the platform it was sent.
- o Finish sharing feedback on completed work within 48 working hours of receiving it.

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

- o Teachers are expected to make regular contact, through emails and Google Classroom.
- o Teachers should respond to any emails from parents/children within 48 hours.
- o Please refer complaints or concerns shared by parents and pupils to the relevant individual(s) in section 3.
- o If there are any behavioural issues, such as failing to complete work please speak to the key stage leader or a member of SLT.

> Attending virtual meetings with staff, parents and pupils:

- o Please refer to our staff code of conduct in Staff Handbook
- o Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers will also be working in school, they will still need to provide remote learning. This will be discussed on a case-by-case basis with SLT. There may be an opportunity to make links between the in-school and remote provision.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am – 3pm Monday to Friday. During this time, they are expected to check work emails and be available when called upon to attend school. 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.

When assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely

- o Which pupils they'll need to support and how they should provide support

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> Monitoring the remote work set by teachers in their subject – through regular meetings with teachers or by reviewing work set

> Alerting teachers to resources they can use to teach their subject remotely

2.4 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 – 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.

2.5 Designated safeguarding lead

The DSL is responsible for responding to any concerns, maintaining contact, collating and passing on information. Please refer to Child Protection Policy and Covid-19 Addendum.

2.6 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff and parents with any technical issues they're experiencing

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

> Assisting pupils and parents with accessing the internet or devices

2.7 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

> Alert teachers if they're not able to complete work

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 – if you know of any resources staff should point parents towards if they're struggling, include those here

> 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

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 Louise Donohue Assistant Headteacher

> Issues with behaviour – Loredana Beurthe

> Issues with IT – talk to IT staff or Fabio Fernandes

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the data protection officer – Louise Donohue

> Concerns about safeguarding – talk to the DSL – Magdalena Tusting or Loredana Beurthe

4. Data protection

4.1 Accessing personal data

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

> Can use a secure server in your IT network

> SIMS can be accessed through a member of the administration team or an SLT member, if access is not available remotely.

4.2 Processing personal data

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

5. Safeguarding

Child Protection Covid-19 Addendum available on our website.

6. Monitoring arrangements

This policy will be reviewed as and when government provides updates to home earning procedures by Ann Slavin Executive Headteacher/Louise Donohue Assistant Headteacher. At every review, the full governing board will approve it.

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

This Remote Learning Policy has been approved and adopted by the Governing Body on 16th September 2020 and will be reviewed in the Autumn term 2021, and then annually.

Signed by Chair of Governors:

Signed by Headteacher: