

# **St Mary's Catholic Primary School**

## **Remote Learning Policy – Covid-19**



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**Staff responsible: Emma Woods**

**Governor responsible: John Hayes**

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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.
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown it allows learning to continue at home.

## 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 via the MS Teams Insights app.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring regular reviews of MS Teams and remote learning are undertaken at Standards Meetings and Staff Meetings and any issues logged and flagged to SNS.
- If the class teacher is unwell and unable to lead remote learning, then the parallel teacher in the Year Group will support the remote learning where necessary.
- The co-ordination of the remote learning approach is assigned to Mrs E. Woods.

## 2.2 Designated Safeguarding Leads

The DSLs are responsible for:

Safeguarding concerns, including those related to Remote Learning. Please refer to Child Protection and Safeguarding Policy.

## 2.3 Teachers

Where a hub is closed and a the whole class is learning remotely, teachers must be available between 9am-3pm on their working days; however where a child is isolating at home but the class and teacher remain in school, then the teacher may choose to make contact outside of these hours to fit around lesson time. It is not expected that teachers would contact a student any later than 4.30pm.

If a teacher is 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 –

- Teachers will provide learning for their current class.
- In the event that a teacher is unwell, the parallel teacher will set the work.
- The amount of work they need to provide is daily Maths and English lessons, plus wider curriculum subjects each week.
- Daily phonics lessons will be planned for EYFS and KS1.
- Teachers may use resources provided by the Oak National Academy, White Rose Maths, BBC Bitesize, and Phonics Play as well as other resources identified by school curriculum leaders.
- All work will be set and monitored via Microsoft 365: MS Teams
- Lesson resources should be uploaded to MS Teams as per the usual planning and PPA rhythm.
- In the even where a hub is closed and the teacher is teaching the whole class online, 'live' lessons will be recorded for children to view at a later time (in the case of siblings sharing devices or parental availability for supervision).
- The work will be planned and set in accordance with the timetable and assigned using the Assignments function in MS Teams or emailed directly to parents.
- In the case where pupils cannot access remote learning digitally, resources will be printed by staff who are on site, ready for parents to collect or for delivery to homes.
- Teachers will outline the work daily via their class activity page; in the situation where some children are isolating, the teacher will call them daily to discuss work.
- In the event of the whole hub isolating at home, class teachers will run a live check-in at the start of the day.
- When delivering online lessons, dress codes remain unchanged to in-school standards and appropriate backgrounds should be chosen.

Providing feedback on work –

- Pupils can email work to their class teachers using the Year group email address, or respond in MS Teams.
- All work submitted will be acknowledged by the class teacher.
- Feedback will be given for English and Maths on a class or individual basis as appropriate.
- Feedback will be age appropriate.
- Children who are self-isolating will have the opportunity to speak to the teacher daily.

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

- In the case of a national or local lockdown, children will have daily face-to-face contact with teachers.
- Any parental concerns, or staff concerns about engagement, should be recorded and the Head Teacher alerted.
- In the event of a self/class hub isolation, communication will be via email and MS Teams.
- If there has been no communication from either a parent or child by day 3 of the lockdown/self-isolation period starting, the teacher or SLT member will call parents/pupils on day 4.
- Vulnerable - CP/EHCP identified pupils - will be called weekly; this will be done by SENCO/DSL.
- Emails received from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Teachers should respond to pupil/parent emails within two working days.

## **2.4 Teaching assistants**

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

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, the teaching assistant should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants will work under the direction of the class teacher.

## **2.5 Subject leads**

Subject leads should be available to support Teachers remotely with subject-specific guidance

## **2.6 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 9am-3pm - although they may not always be in front of a device the entire time
- 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 (parents should have been guided towards the Parent Fact Sheet for accessing remote learning by Office 365/MS Teams)
- Be respectful when making any complaints or concerns known to staff

## **2.7 IT staff**

Staff experiencing issues with accessing school systems remotely should raise a trouble ticket using the SNS shortcut on the desktop.

User queries for MS Teams should be checked in the 'How To' or training sections on the Staff Team page and further queries sent to Mrs E Woods.

Assisting pupils and parents with accessing the internet or devices is the responsibility of Mrs I Vassallo and Mr D McCabe.

Reviewing the security of remote learning systems is the responsibility of Mr D McCabe.

All staff are responsible for flagging any potential protection breaches to the DSLs.

## **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, SENCO or phase leader.
- Issues with behaviour – talk to the relevant head of phase (EYFS & KS1: Mrs A Beirne; LKS2: Mrs E Woods; UKS2 Mr S Ringwood)
- Issues with IT – raise a trouble-ticket using the SNS app on the desktop
- Issues with their own workload or wellbeing – talk to your head of phase or the Head Teacher
- Concerns about data protection – talk to the DSL or Mr D McCabe (local data protection officer)
- Concerns about safeguarding – talk to the DSL

### 4. Data protection

#### 4.1 Accessing personal data

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

- Access SIMs for parent email addresses and phone numbers
- Access Teacher Share for children's email addresses
- Confidential information can only be accessed via the remote access app on school laptops; personal data must never be downloaded and stored on a personal computer

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails addresses 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.

### 5. Safeguarding

Please refer to the Child Protection and Safeguarding policy.

### 6. Monitoring arrangements

This policy will be reviewed as and when there are updates to home learning provided by the government; the review will be completed by Mrs E Woods. At every review, it will be approved by the Governing Body.

Post launch, weekly reviews will be carried out regarding issues/successes in using MS Teams. These will be carried out by Mrs E Woods, and will be conducted informally on a weekly basis with users, followed by formal reviews at Standards Meetings and Staff Meetings.

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

This policy is linked to our:

- Behaviour policy
- SEN 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
- School marking policy
- Staff Handbook