Remote Learning Policy

"An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge."

Proverbs 18:15

'Feeding Hearts and Minds'

The peace, joy and love of Christ is at the heart of all that we do in our school. Through religious education, school policy and, primarily, our culture of prayerfulness, charity and joy, we seek to share the Gospel with our families, our parish, our community and the wider world.

Using the example of Jesus Christ, we cultivate the skills of heart and mind that allow us to develop our talents and take a shared responsibility for ourselves, each other and the world He gave us. We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Our school is animated by love and our shared faith and clear values drive our behaviour and our relationships; we are tolerant and respectful of the unique value of each person. Our individual needs and talents are recognised and nurtured in a warm, inclusive environment where we are able to use our gifts for the glory of God and in loving service of others.

We have excellent role models who empower us to believe in ourselves and provide us with an outstanding education and a wide range of opportunities – our aspirations for the future are high and we believe that through God's grace we can grow, learn and realise our full potential.

<u>**AIMS:**</u>

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

<u>**ROLES & RESPONSIBILITIES**</u>

TEACHERS

When providing remote learning, teachers must be available between **9am – 3pm**.
If they're 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

- Set learning activities for their own class (and any other class as required)
- Provide work that equates to approximately 4 hours 30 minutes for each day, this should be a mix of independent, self-led work, pre-prepared 'online lessons' / videos and live lessons via teams.
- Set work by 9am each morning
- Upload daily work to Class Notebook. Overviews of learning should be uploaded to the school website
- 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.
- Follow up on any children who have not engaged
- Prepare home learning packs for printing

Providing Feedback on Work

- Access completed work through Class Notebook / email
- Mark work online for children to access. In the majority of cases this will be available for the child prior to the next lesson.
- For detailed, specific, individual feedback / support carry this out using 'Teams' and record – this can then be shared with the child through Notebook. If this is not possible, try to have a 'conference call' with the parent and child.
- All online work completed during an isolation / school closure, should be marked prior to the return to school.
- Any work completed on paper and brought to school upon the return of the child should be marked and returned within 5 days.

Attending virtual meetings with other staff, parents and pupils

- Staff will dress appropriately for online meetings, although they can be casually dressed, their clothing must maintain the professional reputation of the school

- In selecting a location from which to attend virtual meetings, teachers will avoid areas with background noise and ensure there is nothing inappropriate in the background

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

Attending virtual meetings with teachers, parents and pupils

- Staff will dress appropriately for online meetings, although they can be casually dressed, their clothing must maintain the professional reputation of the school
- In selecting a location from which to attend virtual meetings, teachers will avoid areas with background noise and ensure there is nothing inappropriate in the background

Specific details regarding expectations of Teaching Assistants will be provided within 24 hours of remote learning commencing by the relevant Phase Leader / Class Teacher

FACULTY / SUBJECT LEADERS

Alongside their teaching responsibilities, faculty / subject leaders are responsible for

- Supporting staff in identifying key knowledge relating to units of work
- Working with teachers remotely to make sure all work set is appropriate and consistent
- Working with other subject leaders and senior leaders to make sure work set remotely across all subjects is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through regular meetings with teachers and reviewing the work set
- Supporting teachers in accessing resources they can use to teach remotely

SENIOR LEADERS

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the phase / Key Stage
- Establishing clear expectations for Teaching Assistants
- 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

DESGNATED SAFEGUARDING LEAD

The DSL is responsible for carrying out / delegating:

- 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 the online systems

DATA PROTECTION OFFICER:

- 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.

HEALTH AND SAFETY LEAD:

- 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.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

ICT TECHNICIAN:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed.
- 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.
- Working with the SLT to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- Supporting staff to resolve 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

PARENTS:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely for the equivalent of 4 ½ hours per day.
- Reporting any technical issues to the school as soon as possible.
- Maintaining contact with the class teacher via the email address provided (all email addresses are available on the school website) and keeping the school informed of any COVID illnesses
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Returning completed work to the school
- Make the school aware if their child is sick or otherwise can't complete work
- Be respectful when making any complaints or concerns known to staff

PUPILS:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any issues with remote learning to their teacher as soon as possible.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy of the school and following The Blessed Sacrament Way
- Completing all work set by the teacher
- Be contactable during the school day

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
    - EYFS / Key Stage One – angelamorris@blessedsacrament.lancs.sch.uk
    - Key Stage Two – stuartaris@blessedsacrament.lancs.sch.uk
- Issues with behaviour
    - EYFS / Key Stage One – angelamorris@blessedsacrament.lancs.sch.uk
    - Key Stage Two – stuartaris@blessedsacrament.lancs.sch.uk
- Issues with IT
    - System problems – gillstables@blessedsacrament.lancs.sch.uk
    - Pedagogy advice – lauracallagher@blessedsacrament.lancs.sch.uk
- Issues with their own workload or wellbeing
    - EYFS – louisethompson@blessedsacrament.lancs.sch.uk
    - Key Stage One – nancybillingsley@blessedsacrament.lancs.sch.uk
    - 'Blessed' – stuartaris@blessedsacrament.lancs.sch.uk
    - 'Sacrament' – nickingleby@blessedsacrament.lancs.sch.uk
- Concerns about data protection – bursar@blessedsacrament.lancs.sch.uk

- Concerns about safeguarding
  - Kelly Hannah – head@blessedsacrament.lancs.sch.uk
  - Jo Liddle – joliddle@blessedsacrament.lancs.sch.uk
- Concerns about SEN / Inclusion – nicholabonsor@blessedsacrament.lancs.sch.uk

DATA PROTECTION

ACCESSING PERSONAL DATA

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

- Access data through CPOMS or Sharepoint
- Access data using the devices provided by school

PROCESSING PERSONAL DATA

- Staff members may need to collect and/or share personal data such as email 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.
- Staff are reminded to collect and/or share as little personal data as possible online.

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 any 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
- Keeping operating systems up to date – always install the latest updates

SAFEGUARDING

The Safeguarding Policy will be updated as necessary throughout any school closure. The latest version is available on the school website: https://www.blessedsacrament.lancs.sch.uk/our-school/policies-and-key-documentation

LINKS WITH OTHER POLICIES

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

All policies are available on the school website: https://www.blessedsacrament.lancs.sch.uk/our-school/policies-and-key-documentation

Remote Learning Policy

October 2020

The implementation of this policy will be monitored by Kelly Hannah in consultation with SLT

This policy will be reviewed as appropriate by the FCC committee on behalf of The Governing Body.

Intended Policy Review Date – September 2021

Approved by: _____ (Headteacher)

Date: _____

Approved by: _____ (Governor)

Date:_____