



## ***Believe - Achieve - Serve***

### **Our Mission Statement:**

At Ursuline Catholic Primary School we aim to build up a Christian Community which develops the full spiritual, emotional, intellectual and physical potential of each and every pupil in the happy, caring, supportive, family atmosphere of a Catholic School.

Together we endeavour, in all things, to honour God's name, to advance His Kingdom and to carry out His will.

## **1. 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 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.

## **2. Roles and responsibilities**

### **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.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

### **Designated safeguarding Lead**

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

### **Teachers**

When providing remote learning, teachers must be available for their usual working 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.

When providing remote learning, teachers are responsible for:

- Setting work

- Teachers will provide learning for a class or assigned group of children. Lessons will need to be provided for all aspects of the school taught curriculum and will need to meet the needs of children including those with specific learning needs/SEN.
  - Lessons should be largely video based and should be viewable on a range of devices. Teachers will mostly use resources provide by the Oak National Academy and these may be supplemented by others from White Rose Maths, Read Write Inc, Liverpool Archdiocese and BBC Bitesize. Other resources may be identified by school curriculum leaders.
  - For curriculum areas where video is not available to match the school curriculum, Loom is used to allow recording and sharing of videos.
  - Work will be set daily and communicated using 2email from within Purple Mash. The majority of work will be suitable for completion without any specific materials other than paper, pen or pencil. Completed work will be collected using 2Dos within Purple Mash. We do not expect children or families to need to print any resources.
  - Teachers may need to provide alternative work (e.g. CGP booklets, talk4writing packs) in specific circumstances.
- Providing feedback on work and home/school communication
    - Work submitted will be acknowledged by the class teacher. This may include acknowledgements, virtual 'rewards' and feedback.
    - Electronic tools will be used to monitor completion of work and identify children who may need additional support and follow up to complete work.
- Keeping in touch with pupils who are not in school and their parents
    - Teachers will be in frequent electronic contact with children (through emails, lesson feedback etc).
    - Teachers, in conjunction with other classroom staff, will also aim to telephone all pupils and their parents and carers. The frequency of this will depend upon the nature of any lockdown/bubble closure and the needs of an individual child or family. Vulnerable children and those with SEN will be a priority for more frequent contact.
    - Any concerns should be recorded as a contact in SchoolPod and the Head teacher alerted.
    - If there has been no communication from either a parent or child over 3 days, teachers must make a member of SLT aware. For some identified children this may need to be daily.
    - Emails and communication received from parents/carers and pupils are to be checked during working hours. Teachers should aim to respond to messages promptly and ideally within 48 hours.

### **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 a dependent, they should report this using the normal absence procedure.

Teaching assistants are responsible for supporting pupils who are not in school with learning remotely. They will liaise with class teachers/SENDCO and SLT to provide home/school communication and to support with planning/learning for children with specific needs.

### **Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 cannot complete work
- Seek support from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **Governing body**

The governing body 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 - relevant subject lead or SENCO
- Issues with behaviour - Head Teacher
- Issues with IT - contact D Briscoe or email technician directly
- Issues with their own workload or wellbeing - Head Teacher
- Concerns about data protection - D Briscoe or T Hampson
- Concerns about safeguarding - DSL

## **4. Data protection**

### **Accessing personal data**

- Teachers are able to access parent contact details from SchoolPod using a secure password. This data may be shared with other classroom staff for the purpose of maintaining contact with pupils and their families whilst they are at home. These details must not be shared with third parties.
- When accessing personal data for remote learning purposes, all staff members will make use of school laptops when accessing any personal information on pupils.

### **Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping their device password protected
- Not sharing passwords
- Making sure the device locks if left unattended
- Not sharing the device among family or friends
- Keeping operating systems and antivirus software up to date by always installing the latest updates

## **5. Safeguarding**

Please refer to Child Protection and Safeguarding Policy.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government.

## **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