Remote Learning Policy

St Pius X RCVA Primary School

Approved by: Full Governing Body	Date: <mark>November 2020</mark>
Last reviewed on: November 2021 first copy	
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1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils

> 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 will be available between 9 and 3 with a lunch hour and comfort break as required.

(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 setting work for either the whole class, groups or individuals. In the case of isolating individuals this will be a photocopied work pack linking to classroom work for that week. Where a full class is isolated there will be a balance of virtual and hard copies of work.

- o There will be a daily lesson for Maths, English and a focus on phonic input. Foundation subjects could be delivered as a topic / theme on afternoons.

- o A timetable will be provided within 24 to 48 hours of a whole class isolation.

- o Where work is uploaded it should be available before the start of the day if a whole class isolation. Where an individual is isolated we will get the work to them within 24 to 48 hours. Where staff are confident, pupils may link into lessons in the classroom via Teams .

- o Liaison with other teachers, TAs, 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 Pupils will be asked to retain and return work to school either in paper format or email / work folders so that staff can check learning and attainment.

- o Staff will provide feedback to pupils via Teams or in person on return.

- o Some staff will use daily plenaries or communications with adults at home to check on a pupil's understanding of a given task.

- o Staff will request work returned safely at intervals where a pupil is not able to upload work or feedback can't be achieved in any other way.

> Keeping in touch with pupils who are not in school and their parents/carers:

- o A daily check of who is online, who is accessing and returning work should be maintained so that no child' slips through the net'. This can be done in partnership with office staff and senior leaders so they can help support access, remove barriers and offer technical support where able to do so.

- o Where a child does not have access to or engage with Teams or 2build, staff will have daily contact with all isolating pupils via telephone or email to check on progress with work, any difficulties accessing or engagement.

- o There is an expectation that pupils engage with their teacher on a daily basis if a whole class is isolated. This would be via Teams or emailed so that staff are aware which pupils are having difficulty or in danger of not accessing their daily lessons.

- o Staff are not expected to answer email queries before 9a.m. or after 3p.m. Where queries can be handled by the Headteacher or school office this will be done so work load for isolating teacher is not unmanageable. Where emails relate to work undertaken these can be responded to directly from staffs' work email account.

- o Where there are barriers to access to remote learning we will try to resolve by loaning devices (only 5 accessible from government) or providing an alternative.

- o Where a pupil does not engage in the Teams lessons / 2buildaprofile(for Class 1) school staff will call parents to find out whet the barriers are and endeavour to engage with pupil in another way.

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> Attending virtual meetings with staff, parents and pupils:

*Staff will be dressed appropriately and positioned in an area where they are free from distractions

*Staff will ensure they are in a private area where they can engage with pupils away from other family members/ own children etc. Where this will be an issue then staff should use online or pre recorded videos. Individual staff will then be able to manage their own provision effectively according to their own circumstances.

* Staff will be sensitive to the needs and abilities of all pupils and be mindful of the attendance of parents

Where our supply teacher is available, we will enlist support from her to plan and support work packs for pupils if the class teacher is ill and isolating and unable to perform online tasks.

2.2 Teaching assistants

When supporting remote learning, teaching assistants must be available between 9 and 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 supporting remote learning, teaching assistants are responsible for:

Insert details of responsibilities:

> Supporting pupils who are not in school with learning:

  o Funded pupils with EHCPs, pupils who usually receive intervention in class.

  o The support will be given in the form of photocopiable intervention packs that will be emailed to school and distributed by school staff.

> Attending virtual meetings with teachers, parents and pupils:

  o Dress code

  o Locations – we will avoid areas with background noise, nothing inappropriate in the background, private space where others cannot see or hear content of the meeting

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2.3 Subject leads (including SENDCO)

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children

> Consider how approaches to remote learning are integrated into the wider curriculum design

> 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 reasonable and age-appropriate

> Monitoring the work set by teachers in their subject – explain how they'll do this, such as 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

> Understanding how approaches to remote learning are integrated into the wider curriculum design

> Monitoring the effectiveness of remote learning – explain how this will be done, such as through regular meetings with teachers and subject leaders, reviewing work set or using 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:

Ensuring all aspects of the Safeguarding Policy are carried out.

2.6 IT staff / Computing lead

IT staff are responsible for:

Insert details:

> Fixing issues with systems used to set and collect work

> Helping staff and parents with any technical issues they may experience

> 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

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or teaching assistants

> Alert teachers if they are unable 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

> Be respectful and timely when making any complaints or concerns known to staff

2.8 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 and is integrated into the wider curriculum design

> 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:

> Issues in setting work –relevant subject lead or SENDCO

> Issues with behaviour –relevant teacher or senior leader

> Issues with IT –Andrew Freeman

> Issues with their own workload or wellbeing – Head teacher

> Concerns about data protection –data protection officer

> Concerns about safeguarding –DSL

4. Data protection

4.1 Accessing personal data

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

> access the data, such as on a secure cloud service or a server on the IT network

> be prepared for which devices they should use to access the data

> Add links to Acceptable Use Policy / Mobile Phone Policy

4.2 Processing personal data

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

Staff should never give out their own phone numbers or make phone calls from their personal mobiles or house phones.

Staff should only correspond using their work email account.

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 30 mins

> 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

Safeguarding Policy can be viewed on the school website.

Staff should ensure personal telephones and mobiles are set to caller unknown if contacting pupils and families from home during isolation. No personal numbers should be given out.

6. Monitoring arrangements

This policy will be as required, but within a year otherwise

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Safeguarding policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy