St Edmund's Catholic Primary School
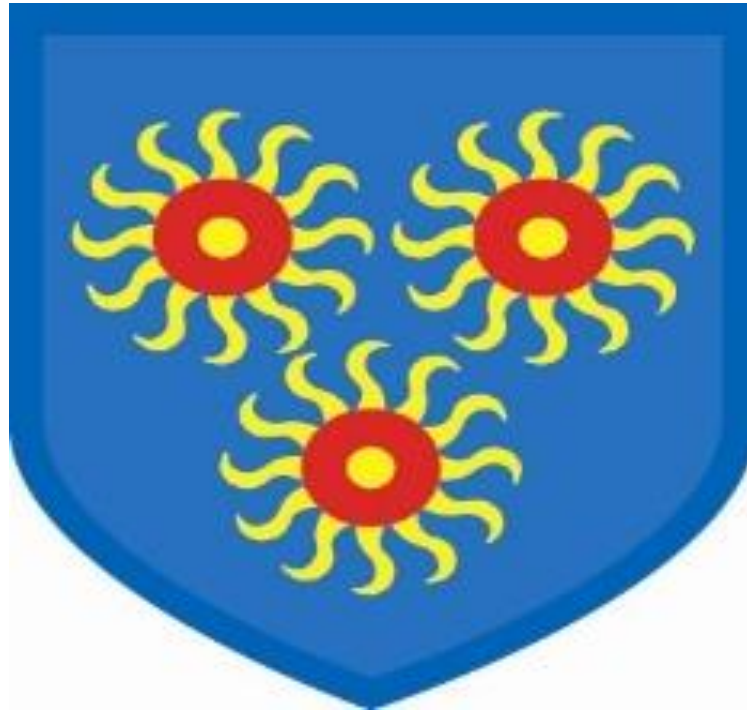
Diocese of Westminster

Remote Learning Policy

Approved by:	Stella Oladinni, Chair of Governors	**Date:** 20/01/2021
Last reviewed on:	[Date]	
Next review due by:	[Date]	

Contents

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 with the school community

> Continue to ensure that every child receives the best education the school can provide them

> Ensure that remote education is integrated into 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:

> Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents

> 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 Leadership team will try to ensure someone acts on this ASAP.

Designated Safeguarding Lead

The DSL is responsible for: safeguarding concerns, including those related to remote learning.

Teachers

When providing remote learning, teachers must be available as per their contracted hours.

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:

- o Teachers will provide learning for their current class within 24hrs of isolation. Teachers will provide daily Maths and English lessons plus R.E. and foundation subject coverage each week.
- o Teachers will use resources provided by St Edmund's Catholic Primary School and any other resources identified by school leaders.
- o Work will be set weekly.
- o A weekly timetable will be uploaded, so that parents and children are aware of what work is required on specified days.
- o Work will be uploaded to Google Classroom and teachers will outline the work daily.
- o Questions and queries will be via email on Google Classroom and teachers will respond accordingly.
- o Teachers (Year 1 – Year 6) will provide a short video at the start of each week to their class in order to give feedback on tasks from prior week and to introduce the tasks for the upcoming week.
- o Teachers will provide recorded videos to supplement remote learning, including signposting to learning platforms which provide video lessons.

> Providing feedback on work:

- o Pupils will upload work to Google Classroom. All work submitted will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual, group or whole class basis. Feedback will be age appropriate.
- o Feedback will be provided also via google meet on a whole class basis.
- o If verbal feedback is given, there will not be a written version.

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

- o In the case of a national or local lockdown, teachers will call parents/pupils at least every 3 weeks. Any concerns should be recorded on CPOMS (or lilac forms whilst CPOMS is being rolled out) and DSLs (Debbie Halpin-Lowe & Ricky Ramesar) alerted. In the event of a class bubble isolation, communication will be via Google Classroom. If there has been no communication from a parent/child during the lockdown/isolation period, the teacher will call parents to provide assistance.
- o Vulnerable pupils - CP/EHCP/identified pupils, will we called regularly by Deborah Halpin-Lowe, our SENDCO.
- o Emails received from parents and pupils are to be checked between 9am and 3pm, Monday – Friday. Teachers should respond to emails within 48 hours.
- o If there has been no communication or engagement with remote learning within one week a referral will be made to the AWA in order to support you.

Teaching assistants

Teaching assistants will be required to supervise children when completing remote learning tasks in school.

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.

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 by alerting teachers, through Google Classroom, when experiencing difficulties

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 when making any complaints or concerns known to staff

Governing board

The governing board has overall responsibility 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 staff should contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact:

> Issues in setting work – talk to your buddy teacher or a member of the Leadership Team

> Issues with behaviour – talk to a member of the Leadership Team

> Issues with IT – contact Afzal Hussain by email

> Issues with their own workload or wellbeing – talk to a member of the Leadership Team

> Concerns about data protection – talk to Jo Hannan

> Concerns about safeguarding – talk to the DSL

4. Data protection

Accessing personal data

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

> Have access to CPOMS, once rolled out, to record any parent contact or concerns about their children, this is accessed via a secure password.

> Be able to access parent contact details via the folder held at the reception desk.

> Contact details and passwords are not to be shared with anyone

> School ICT equipment is the school's preferred devices to be used when accessing any personal information on pupils.

Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers or 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.

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

5. Safeguarding.

Please note that if any safeguarding issues arise because of remote learning they will be treated as usual, and escalated using the St Edmund's Catholic Primary School's Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed as and when updates to remote 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.

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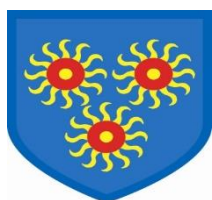
St Edmund's Catholic Primary School

Remote Learning Charter

Appendix A – Charter

This is the St Edmund's Remote Working Charter. This lists what our expectations are from parents and pupils and what to expect from the school.

By logging on to Google Classroom you agree to abide by this charter.

When providing remote learning, teachers are responsible for:

> Setting work:
>   - Teachers will provide learning for their current class within 24hrs of isolation. Teachers will provide daily Maths and English lessons plus R.E. and foundation subject coverage each week.
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- o If there has been no communication or engagement with remote learning within one week a referral will be made to the AWA in order to support you.

We expect parents to:

- o Ensure that your child is ready to learn and has all items they need
- o Make sure everybody is appropriately dressed for live sessions
- o Help your child access sessions if they need it
- o Make sure the camera is off unless you are told otherwise
- o Monitor your child's behavior
- o Allow children to work independently
- o DO NOT record sessions, as this is a Safeguarding and GDPR issue

We expect pupils to:

- o Keep any logins, meeting links and passwords private and only share them with parents/carers
- o Make sure your camera is off unless you are told otherwise
- o Make sure you are dressed appropriately
- o Please behave as you would at school
- o Try and find a quiet place where you will not be interrupted with no distractions or noise if possible
- o Make sure you close down your laptop/ device/ app when the session has finished
- o Do not record or capture any sessions as this is illegal
- o Use the chat function to participate and ask questions
- o Tell their teacher or adult straight away if there is something on screen, or if you hear something, that makes you upset or feel uneasy or uncomfortable
- o Use appropriate language when talking in lessons or any written comments in the chat function

Under no circumstances must parents or students record or take screen shots of any live sessions. This is a Safeguarding issue and a privacy concern, and will be considered a serious breach of the school behaviour policy and the appropriate action taken.