

St Mary and St Michael Catholic Primary School



Remote learning policy

Approved by:	Governor's Standards & Personnel Committee	Date: 20 th October 2020
Last reviewed on:		
Next review due by:	January 2021	

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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

We have carried out a survey to find out which families have limited online access and steps will be taken to address each individual case.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8:30 and 12:30 and 13:30 and 15:30.

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 – whole class or year group sent home

Timetable

- A weekly timetable will be prepared and emailed to parents and uploaded to Google Classroom.

English, Maths and RE

- Both teachers are to plan for their year group.
- English and Maths require daily, pre-recorded lesson videos. These will be saved to the Google Drive and then inserted into Google Classroom. One teacher will be responsible for the daily English lesson and the other the maths.
- Phonics will be set daily with links to external pre-recorded lessons
- Two RE lessons will be pre-recorded each week. Teachers will share this workload equally.
- Every teacher will record a daily ten-minute story time for their own class.

Topic - Science, History and Geography

- There will be a minimum of two topic lessons set per week.
- Teachers will set work using Google Classroom with links to online teaching videos from Oak Academy.
- When using Oak Academy links, teachers are responsible for ensuring content is relevant for their class' learning outcomes.

PSHE

- A weekly PSHE lesson will be set, using the Oak Academy online lessons.

PE

- PE Co-ordinator will pre-record a weekly lesson for the year group and provide links to online PE lessons/resources

Music

- Teachers to set a weekly music lesson by using Oak Academy Videos.

Spanish

- Spanish resources have been prepared by the Spanish teacher and will be uploaded by class teachers.

> Providing feedback on work –

- Work will be marked online using Google Classroom.
- Maths fluency work will be automatically marked by Google Classroom. Reasoning and Problem Solving will be checked by teachers.
- Work from books can be photographed and uploaded by children onto the Google Drive or emailed to the class teacher. All work will be acknowledged by teachers and teaching assistants and where appropriate, a comment will be given.
- As in school, children should not be expected to begin a new piece of work unless the previous piece has been marked.

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

- All children will have the opportunity to participate in a daily class Google Meet at an allocated time between 9.30am and 12.30pm. Participation is optional. This will be an opportunity for pupils to see each other and exchange news, supervised by their teacher. It will last no longer than 15 minutes.
- If any children have not participated in remote learning for two successive days, teachers will telephone to check on them.
- Working hours are 8:30am to 3:30pm. Teachers will respond to e-mails during the working day and are not expected to respond outside of these hours. Teachers will respond to e-mails within 24 hours.
- Any safeguarding concerns will be logged on CPOMS and the Designated Safeguarding Lead (DSL) will be alerted. If the concern requires immediate action, teachers will telephone the school and speak to the DSL.
- Any concerns related to remote learning raised by parents that the class teacher cannot address will be forwarded to the phase leader.
- When filming pre-recorded lessons or holding a Google Meet, teachers need to avoid areas with background noise and ensure that there is nothing inappropriate in the background. Teachers will follow the school dress code.

> Setting work – individuals self-isolating for 10 or 14 days or shielding

- The office will inform by email class teacher and phase leader if a child is isolating.
- The remote learning overview sheet and recommended timetable will be emailed to parent/carer by lunchtime on the day school is informed.
- The class teacher will do a daily check in via email. The email will be sent between 9am and 12.30 – this may be prewritten the message sent using delayed delivery.
- The class teacher will phone twice a week and will speak to the parent/carer and child. The days and times of when these phone calls take place will be agreed with the parent/carer. Record outcome of call on CPOMS.

- Once a week the parent/carer will have the option of a 5-minute whole class Google Meet where their child can see their peers and catch up and share class news.
- Teacher/TA to check class email account every day to see if any completed work has been sent or if there are any questions about work.
- In addition, children who are **shielding** will have a live teaching session with a teacher or TA at least 3 times a week.
- Maths – links to Oak Academy lessons that correspond with the learning which will be missed.
- Each child will be given a login to the IXL for the duration of their isolation.
- Set an English unit from Oak Academy – same one for all 10/14 day isolation children.
- Reading – Y2 – 6 ,2 or 3 reading comprehensions will be emailed
- EYFS and Key Stage 1 - Phonics will be set daily with links to external pre-recorded lessons
- Handwriting – Y1 – Y4 a booklet will be sent home.
- Science/History and Geography - links to Oak Academy lessons which correspond to topics being taught.
- RE – work will be set by class teacher on Google Classroom related to the current topic/liturgical year.
- PHSE – Children will be learning about staying safe online. Links to activities and videos will be sent.
- Art – A generic, age appropriate task will be set.
- PE – links to online activities

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 12:30 and 13:30 and 15:30.

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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely by marking and providing feedback on completed work.
- Attending the daily class Google Meet catch up session. When attending the Google Meet, staff will ensure that they are dressed appropriately and have nothing inappropriate in the background, when on camera.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Alerting teachers to resources they can use to teach their subject remotely
- Spanish resources will be distributed by the subject lead.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school.
- › Phase leaders will monitor and support staff in their phase.
- › The SENCo will support teachers in adapting work for child with SEND.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is Rachel Mahon.

The deputy safeguarding leads are:

- Tracey Flannery – Early Years
- Joseph Pomeroy – Year 1 and 2
- Sue-Helen Steyn – Year 3 and 4
- Margaret Coxhead – Year 5 and 6

Any safeguarding concerns will be reported to the allocated DSL, using CPOMS and dealt with in accordance with the school safeguarding procedure.

2.6 IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff 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
- › Preparing devices to be loaned to parents

2.7 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, 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful 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

- › 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 phase leader
- › Issues with behaviour – talk to the phase leader
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to Rachel Mahon
- › Concerns about safeguarding – talk to the DSL
- › Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

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

- › Logon via the remote server, which ensures a secure connection to the school network.
- › Logon using their LGFL login when using G-Suite.
- › If staff do not have a suitable device, they will be loaned a school laptop.

4.2 Processing personal data

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

However, staff are reminded to collect and/or share as little personal data as possible online. All group emails will be sent using BCC.

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)
- › Making sure the device locks if left inactive for a period of time or is manually locked
- › Not sharing the device among family or friends when logged on to any school systems
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

5. Safeguarding

See addendum to School Safeguarding Policy, available on the school website and on the shared drive.

6. Monitoring arrangements

This policy will be reviewed termly. At every review, it will be approved by the headteacher.

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