



ST. ALBAN'S

Catholic Primary School

Remote Learning Policy

" Following in the footsteps of Jesus we love, live and learn together."

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

2. Roles and responsibilities

2.1 Teachers

If teachers have to work remotely and provide remote learning for example lockdown, school closure, they must be available between 8.30am and 3.30pm

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. If it affects the completion of any work required, ensure that arrangements have been made with phase leaders or SLT to ensure work is completed. When providing remote learning, teachers are responsible for:

➤ Setting work

- It is the class teachers responsibly to set appropriate work for their class.
- Each teacher will hold a Zoom meeting at 10.00am daily to check in, pray and discuss the work set for the day ahead with the children. They will also teach.
- Each teacher will use the school website to upload a weekly timetable of activities for children to complete throughout the day. This work can be shared through various medium that may be uploaded such as: written instruction, internet links, video recordings etc.
- This timetable will need to be by Monday at 9.00am for the week and additional resources 3pm the previous day, so that parents can access resources required prior to the lesson. If a bubble is closed during the school week, a plan for the

day must be uploaded by 9.30am the morning after the bubble closed and as soon as possible for the remainder of that week.

- The amount of lessons and activities will vary from class to class and will be judged by each individual class teacher as (s)he will know the best approach for their class
- The class teacher, when setting work, will determine how parents and pupils can complete the work. Work of a high standard will be shared via twitter.
- If class teachers are unable to set work, they must inform the phase leader and SLT by 8am the day before work is set, so that (s)he can manage the year group account.
- Teachers should also set work at least once a week using My Maths and TT Rockstars.

➤ **Providing feedback on work**

- Class teachers will access completed work emailed to them by parents.
- The class teacher will send a response back to the parent/child for any piece of work received. For written work, it is an expectation to comment and provide individual feedback including next steps.
- Class teachers can also make use of the class page to feedback to the whole class if there is a particular issue/gap or something to celebrate as well as Twitter.
- Teachers can also feedback answers and solutions to tasks for pupils to self-assess and mark during the daily zoom call.
- Class teachers should review emails within 48hrs of them being sent.

➤ **Keeping in touch with pupils who are not in school and their parents**

- The daily zoom call will allow for regular contact between the class teacher and the pupils/parents.
- Teachers will respond to individual comments or questions (within reason) within 48hrs via email. However, under no circumstances should teachers respond to queries or concerns outside of normal working hours.
- Any complaints from parents must be shared with the SLT immediately– for any safeguarding concerns staff must contact a DSL as a matter of urgency.
- If children fail to complete work, the teachers can use their professional judgments to assess why this is the case as the circumstances for this can vary from child to child and discuss with SLT next steps.
- If children fail to attend the zoom meetings parents will be contacted to ensure staff can provide additional support when needed. Please also inform the family support worker via CPOMS of any concerns.

➤ **Attending virtual meetings with staff, parents and pupils**

- **Dress code** : When either attending virtual meetings via Microsoft teams/zoom or using the Video Resource Centre , it is important that staff ensure that they are appropriately dressed to do so.
- **Conduct**: Staff must conduct themselves in a professional manner during such meetings interactions as per the staff code of conduct.
- **Locations**: Staff can make use of this from home, but will need to make sure all of their own personal information is not visible to parents and pupils.
- At this moment in time, we would only expect staff to live stream one video call per day at 10.00am. They may use this time as a short teaching tool.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm

Teaching assistants must be available for the Zoom call daily at 10.00am.

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 will work under the direction of their class teacher and the SLT to support remote learning.

Teaching assistants will be expected to attend virtual training during periods of isolation.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- 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 being set an appropriate distance away from each other.
- 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** – Mrs McKinney and Miss Finnegan are the designated Remote Learning leads across the school
- **Monitoring the effectiveness of remote learning** –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents for their phase.
- **Monitoring the security of remote learning systems**, including data protection and safeguarding considerations.

- **Pupils with Special Educational Needs** - The SENCO will work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers.

2.5 Designated safeguarding leads

The DSLs are responsible for:

- Please see Child Protection and Safeguarding Policy. DSLs are responsible for dealing with any safeguarding concerns around remote/digital learning.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day so that teachers can set them work and tasks to complete – although must consider they may not always be in front of a device the entire time.
- Complete work in their home learning isolation exercise books.
- 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 cannot complete work via the school website and email.
- Request support with ICT devices if the child is entitled to free school meals and does not have access to a laptop or tablet.
- Attend the daily Zoom call at 10.00am.
- Seek help from the school if they need it in a considered and respectful manner.
- Be respectful when making any complaints or concerns known to staff.
- Be mindful of the time it may take staff to respond and be reasonable with their requests.

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:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – Mrs Donnellan
- Issues with IT – contact the IT technicians via spice works and inform phase leaders
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – Mrs Donnellan
- Concerns about safeguarding – talk to the DSLs – Mrs McKinney, Mrs Donnellan, Miss Ingram or Mrs Doherty
- Named person responsible for the quality of remote learning is the Head teacher.

4. Data protection

4.1 Accessing personal data

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

- Use either a school laptop or school iPad. Class teachers should not use own personal device when setting work unless prearranged with the Headteacher.

4.2 Processing personal data

Staff are reminded not to collect and/or share personal data online.

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 a period of time
- 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

Please refer to Child Protection and Safeguarding Policy

6. Monitoring arrangements

This policy will be reviewed every 2 years by SLT at every review, it will be approved by the full governing body

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
- ICT and internet acceptable use policy
- Online safety policy

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