St. Joseph's RC Primary School

Remote Learning Policy

January 2021

"I came so that
you may have life,
and have it to
the full."
– John 10:10

Faith   Respect   Confidence   Resilience   Empathy

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Content

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

The Headteacher and Deputy Headteacher will oversee the content of remote learning to ensure consistency of approach throughout classes.

Our SENCO will be available to support staff and parents to ensure that all children can access work set.

2.1 Teachers

Teachers must be available between 9am and 3.30pm, not including break and lunch times. 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 - a phone call to the Headteacher.

Teachers have been trained in the appropriate use of Google Classroom for delivering lessons.

Teachers are responsible for:

- Setting work:
  - For all children in their class
  - Daily for maths, reading, literacy. Weekly for RE and foundation subjects
  - Work needs to be set by 9.00 in the morning for all subjects taught that day.
  - Work should be uploaded onto the class page on Google Classroom/set on Purple Mash. Loom and Google Classroom will be used to deliver lessons.
  - If delivering a live session, all teachers must ensure that they have a neutral background or are in the school building.
  - Subject leads will liaise with staff regarding content and progression. Hard copies of work will be available if requested.

- Providing feedback on work:
  - Access to completed work from pupils Google Classroom
  - Share feedback with pupils via Google Classroom. Phone calls will be made to any pupils not engaging on a weekly basis.

- o Feedback on work will be brief but effective, providing pupils with points to improve on in the future.
- Keeping in touch with pupils and parents:
  - o Make regular contact, through Google Classroom. Phone calls can be made, when necessary, if no contact has been established. In exceptional circumstances 2 staff can make a home visit.
  - o Answer emails from parents and pupils in a timely fashion, not outside of normal school day working hours
  - o Teachers will be available at certain times throughout the day to deal with any parental issues
  - o Any complaints or concerns shared by parents and pupils need to be addressed, logged and outcome shared with SLT– for any safeguarding concerns, report to Designated Safeguarding Lead (DSL)
  - o Any behavioural issues, such as failing to complete work need to be discussed with SLT, reasons investigated and a solution found through discussion with parent/s

- Attending virtual meetings with staff, parents and pupils:
  - o Smart professional dress code
  - o Ensure that the location is quiet, a private area, no interruptions, (e.g. avoid areas with background noise, nothing inappropriate in the background). Meetings to take place on school site if possible

2.2 Teaching assistants

Teaching assistants must be available between 9am and 3.30pm, not including break and lunchtimes. 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 - phone call to Headteacher.

Teaching assistants are responsible for:

- Completing tasks as directed by the class teacher
- Attending virtual meetings with teachers. Location, quiet, not disturbed (avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers to make sure work set is appropriate and consistent and offer support if needed
- Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school –member of staff to lead on this, Mrs R Hince, Mrs M Harris. Miss S Chappell who is Computing Lead.
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leads, reviewing work set, 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 that all safeguarding procedures are followed (see policy). CPOMS is used effectively to record any concerns/incidents.

2.6 IT staff

IT staff (Digitech), are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are experiencing
- Reviewing the security of 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 to:

- Be contactable at some point during the required times (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
- Alert teachers if they are not able to complete work

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it –any resources to support parents will be available on the website or as hard copies.
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

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

- Issues in setting work – talk to the HT, DHT, SENCO
- Issues with behaviour – talk to the SLT
- Issues with IT – talk to Digitech staff, Miss Chappell
- Issues with their own workload or wellbeing – talk to their dedicated member of SLT
- Concerns about data protection – talk to the data protection officer, Mrs Byrne
- Concerns about safeguarding – talk to the DSL or Deputy DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Understand:
  - How they can access the data, such as on a secure cloud service or a server in your IT network
  - They should only use their school laptop to access the data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible 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 (Digitech)
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Updated policy shared with staff, available on website.

6. Monitoring arrangements

This policy will be reviewed after the first week, and then as required by Headteacher and SLT. At every review, it will be approved by the chair of governors, chair of resources committee.

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