# St Edmund's Catholic Primary School
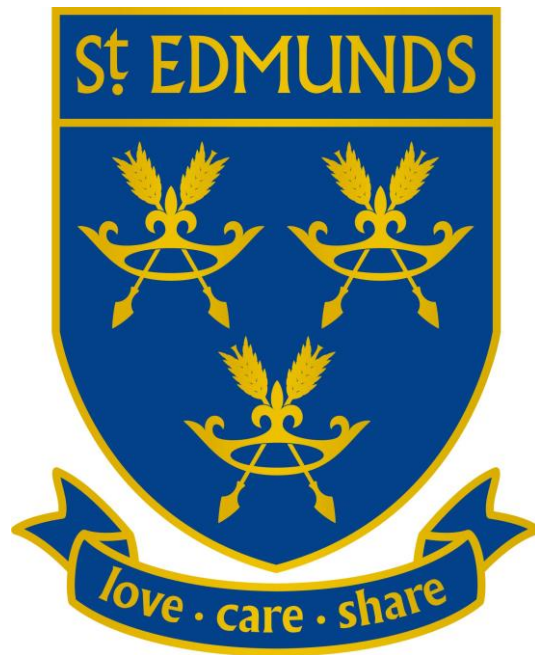


# Remote Learning Policy

## 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
- Ensure pupils unable to attend school remain fully included within 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 or national lockdown.

## 2. Roles and responsibilities

The class teachers have responsibility for the day to day remote learning in case of a child isolating, 'bubble' closure of full national and regional lockdown. The Headteacher / Deputy Headteacher will monitor the curriculum coverage to meet school and government expectations.

### 2.1 Teachers

When providing remote learning, teachers must be available between 08:45 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. Please contact the Headteacher or Deputy Headteacher if you will be absent from duty for any of the above reasons.

When providing remote learning, teachers are responsible for:

Setting work:

- Providing work for the class they would usually teach in. In the event of an absence or the use of a school rota, the parallel class teacher sets the work for two classes.
- The work set will include three lessons per day with a minimum of 3 hours of teaching/working time. Per day, children will receive 1 Maths, 1 English and 1 Foundation lesson. Teachers can also provide Early Morning Work, Handwriting, Story time, Well-Being related tasks and challenges, but these are down to the teachers' discretion.
- Work needs to be set by 08:30 at the latest for each day

- All work to be set on Google Classroom
- Parallel classes –the work set must be the same to ensure equality of opportunity.
- Where a child does not have access to remote learning, class teachers will arrange the printing and delivery of a week's worth of resources. This work must be the same as for the children, who complete the work online.

Providing feedback on work:
- All work is accessed on Google Classroom
- Feedback is given daily and in line with the school's normal feedback approach.
- If a class teacher is unwell and unable to report for duties parents will be notified.

Keeping in touch with pupils who aren't in school and their parents (in case of 'bubble' closure)
- If children are self –isolating or if the 'bubble' is closed – the expectation is (if a child feels well) that they will complete their work daily.
- If the work is not completed, it is presumed that the child is not well enough and parents will need to contact the school office to report an absence as per the normal procedure.
- The class teacher will monitor the completion of work by the children and follow up through a phone call, any child not completing their work.
- Class teachers will keep contact with any children, completing paper-based work (weekly phone call).
- In the case of a whole school closure, class teachers will call parents to offer support and encourage children to complete work.
- Pupils may communicate with their teachers via the Private or Class comments on Google Classroom. Teachers will respond to these comments as soon as possible. If outside the working hours of  08:45 – 15:30, the teacher will respond the next day.
- All technical queries should be directed to the IT department via the email below: homelearning@st-edmunds.enfield.sch.uk
- For any safeguarding concerns, teachers, please see the section below.
- If, after the teacher has contacted the family, children continue to not complete the work assigned, and they have not been reported absent, the class teachers will report to Key Stage Leaders to ring the family and reinforce the expectations.

Google Classroom Recordings
- Staff should ensure that they are dressed and conduct themselves in line with the Staff Code of Conduct:
- Staff to ensure that they are working in an environment with limited background noise and that does not have any inappropriate or personal items in sight.

In the event of a child self-isolating, but well enough to work, class teachers are responsible for their class in line with their usual working hours. This means that work will need to be set for the isolating child each day, as close to work completed in school as possible. This ensures that the child can transition back into school without any loss of learning.

<u>Children with Special educational needs</u>
For pupils with SEND, their class teachers are best-placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress, even if they cannot be in school due to self-isolating. Teachers should use their best endeavours to secure the special educational provision called for by the pupils' special educational needs remains in place.

The Senco will work collaboratively with families and teachers, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers.

## 2.2 Teaching assistants
When assisting with remote learning, teaching assistants must be available between 08:45 and 15:30 (or their usual working hours/days).

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 assisting with remote learning, teaching assistants are responsible for:
Helping the class teacher to support pupils who aren't in school with learning remotely by:
- Researching and compiling suitable work for children they regularly work with on a 1:1 basis or in a small group
- Supporting teachers with the setting and marking of work on Google Classroom
- Staff should ensure that they are dressed and conduct themselves in line with the Staff Code of Conduct.

Staff to ensure that they are working in an environment with limited background noise and that does not have any inappropriate or personal items in sight.

## 2.3 Subject leads
We've used the term 'subject lead' here to refer to anyone leading subject provision across your school.

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 ensure all work set is appropriate and consistent – to advise and give ideas to other staff as needed.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- 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 –This remit will fall to Mr Kenny, Deputy Headteacher, supported by the other members of the SLT
- Monitoring the effectiveness of remote learning –SLT to monitor during the regular SLT meetings.

- Reaching out for feedback from pupils and parents – via surveys or personal phone calls.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

**2.5 Designated safeguarding lead**
The DSL is responsible for: as per the current Safeguarding Policy as well as E-Safety Policy and any amendments made in light of the Covid-19 pandemic.

**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

**2.7 Pupils and parents**
Staff can expect pupils learning remotely to:
- 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
- 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 – Mr Kenny / Mrs Wright
- Issues in setting work for children with EHCPs – Miss Graves / Mrs Wright
- Issues with accessing appropriate technology – Mr Kenny / Mrs Wright
- Issues with behaviour – Mr Kenny / Mrs Wright
- Issues with IT – Mr Ellington
- Issues with their own workload or well-being – Mrs Johnstone / Mr Kenny
- Concerns about data protection – Mrs Johnstone / Mr Kenny
- Concerns about safeguarding –Mrs Johnstone / Mr Kenny / Mrs Wright / Miss Graves

### 4. Data protection

**4.1 Accessing personal data**
When accessing personal data for remote learning purposes, all staff members will be able to
explain:
- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data

**4.2 Processing personal data**
Staff members may need to collect and/or share personal data such as email addresses or phone numbers 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.

**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
- Not sharing the device among family or friends/having separate password protected profiles
- Up to date antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

### 5. Safeguarding
Staff to follow safeguarding and other policies as discussed and issued at the start of the year. These can be found on the school network or the school website. Keeping children safe online is essential. The statutory guidance Keeping Children Safe in Education (2020) provides schools and colleges with information on what they should be doing to protect their pupils online. This guidance will be followed when using remote learning platforms.

Online or offline, effective safeguarding requires a whole-school approach. Planning for online or distance learning activities includes the school's safeguarding team as part of the planning process.
The DSLs will ensure online tuition follows best practice:
- No 1:1s or 'live' lessons.
- Staff and children must wear suitable clothing, as should anyone else in the household when sending a recording.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred / or plain if possible.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed by SLT to communicate with pupils
- Staff should record the attendance/completion of work
- Remind pupils of who they can contact within the school for help or support.

### 6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher / Deputy Headteacher when the government provides updates to remote learning.

The Policy needs to be approved by the Governing Body annually.

### 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
- Online safety policy