



# St. Jude's Catholic Primary School

## Remote Learning Policy

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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
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

### 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 3.15pm.

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. 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 use a mix of learning workbooks, the St. Jude's Google drive page and Microsoft Teams or Zoom to set tasks for children to complete throughout the day.
- This work will need to be set before 5pm the previous day, so that parents can access resources required prior to the lesson.
- 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.
- If class teachers are unable to set work, they must inform the key stage leader by 8am the day before work is set, so that (s)he can set work and manage the year group account.
- Teachers should also set work at least once a week using online resources through the BGFL 365 learning platform, TT Rockstars and other online resources.

#### › Providing feedback on work

- Class teachers will access completed work either through BGFL 365 or through email.
- The class teacher can 'like' work and comment if they see fit. There is no expectation to comment and provide individual feedback on every piece of work submitted
- Class teachers can also make use of the general announcements feature to feedback to the whole class if there is a particular issue/gap or something to celebrate
- Teachers can also feedback answers and solutions to tasks for pupils to self-assess and mark
- Class teachers should review posts pending within 48hrs of them being posted
- It is important that class teachers review each post to assess what the children have completed and not just overuse the *approve all* function

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

- Microsoft Teams and Zoom allows for regular contact between the class teacher and the pupils/parents. Scheduled meeting times will be emailed to them and they will also be notified by text message.
- Teachers can respond to individual comments or questions (within reason) within 48hrs using the comment function, via email or with a telephone call. However, under no circumstances should teachers respond to queries or concerns outside of normal working hours.
- Teachers should not conduct online meetings on personal devices such as their mobile phones.
- Any complaints from parents must be shared with the SLT immediately– for any safeguarding concerns staff must contact a DSL as a matter of importance and details recorded on My Concern.
- If a comment received is rude or inappropriate, then the class teacher must refer this to the SLT using the screen shot function. SLT will then make contact with the parent.
- If children do not 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.
- There will be regular contact made with all pupils who are not in school by a member of staff from school.
- The offer of food parcels for pupils entitled to FSM (not universal FSM) will be made unless replaced by a national voucher scheme.

#### › Attending virtual meetings with staff, parents and pupils

- **Dress code** : When either attending virtual meetings via Microsoft teams/Zoom 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.
- We do not expect staff to conduct live lessons throughout a whole school day as this is not practical.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.15pm

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

## 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** – Mr Powell is the designated Remote Learning lead 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
- **Monitoring the security of remote learning systems**, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

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

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents 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
- Assisting pupils and parents with accessing the internet or devices

## 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 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 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 Smith
- › Issues with IT – Mr Powell or Mrs Bevan
- › Issues with their own workload or wellbeing – SLT
- › Concerns about data protection – Mrs Smith/Mrs Dann
- › Concerns about safeguarding – talk to the DSL

## 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.

### 4.2 Processing personal data

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

### 4.3 Keeping devices secure

See [GDPR and remote learning](#).

**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.
- 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.

<b>Approved by:</b>	<b>[Name]</b>	<b>Date:</b> <b>[Date]</b>
<b>Last reviewed on:</b>	<b>July 2020</b>	
<b>Next review due by:</b>	<b>July 2022</b>	