



# Remote learning policy

ST John Fisher Catholic Primary School

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Approved by: [Name]

Date: [Date]

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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

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 9 am to 3.15 pm

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, contacting the school office phone and texting the Principal by 7.30am. A call by 3.30 pm the next day will be made to ascertain if they are fit to return to teaching duties. When providing remote learning, teachers are responsible for:

- › Setting work
  - **Teachers** will provide and plan work for their class and ensure that it is made accessible for all learners
  - KS2:
    - Two whole class **reading sessions** will be recorded with follow up comprehension activities that can be accessed via the school website or through the teacher and pupil email twice a week. The content and text will follow the SJF writing framework and will be text based. This will be delivered using visualiser and sharing content on screen
    - **Three writing sessions** based on creativity will be recorded and delivered by the class teacher and three follow up activities. In addition to this, two SPAG sessions will be delivered with follow up activities. The content of the writing session will follow the SJF writing framework.
    - **Four maths** sessions will be delivered from the White Rose Platform and the interactive taught sessions.
    - **From 11- 12 daily, teachers will be available to make phone calls and contact children via emails to help to support learning and answer questions**
    - This work will be uploaded by 3 pm the day before at the latest
    - Learning for Non-core subjects such as Geography, History and French may be linked to Purple Mash or Classroom secrets kids. Children have been given passwords for all of these forums and they are stuck in their homework books.
    - Lessons content links and activities will be uploaded on the school website. They will be sent to the children, via the child and teacher email system. Communications can also take place using Purple Mash class blogs.
    - Paper copies and packs can be delivered to pupils who are unable to access learning electronically. Weekly phone calls will take place between class teachers and parents. Children will be expected to return packs to school, weekly, so that they can be marked, and feedback given.
    - A combination of virtual and face to face staff meetings will take place to review content and delivery.
    - **KS1:**
      - Daily government phonics link will be sent out for children
      - Two whole class **reading sessions** will be recorded with follow up activities that can be accessed. This will be delivered using visualiser and sharing content on screen.

- **Four maths** sessions will be delivered from the White Rose Platform and the interactive taught sessions.
- **From 11- 12 daily, teachers will be available to make phone calls and contact children via emails to help to support learning and answer questions about learning**
- This work will be uploaded by 3 pm the day before at the latest
- Paper copies and packs can be delivered to pupils who are unable to access learning electronically. Weekly phone calls will take place between class teachers and parents. Children will be expected to return packs to school, weekly, so that they can be marked, and feedback given
- A combination of virtual and face to face staff meetings will take place to review content and delivery.
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➤ Providing feedback on work:

- Pupils are able to attach work to emails through photographing it or attaching it. If using paper copies, these will be returned to school at the end of the week.
- Verbal feedback can be given in one of the writing sessions as part of a whole class next step. This can also be the case when delivering maths to address common misconceptions.
- Emails to specific children can also help to improve learning.
- Teachers will keep a record of engagement and this will be monitored by SLT team.

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

- Regular contact with parents can be made between 11-12 daily by emails, phone calls or social media
- Contact with parents will be limited to working hours e.g. 8.30am - 3.15pm
- Safeguarding concerns should be directed to safeguarding team MMoss, LP and EB immediately.
- Teachers will raise concern if a pupil is not engaging for more than a day and they are not unwell.

➤ Attending virtual meetings with staff, parents and pupils –

- Dress code should be smart, as if in work
- Ensure that you are recording in a location with little background noise, nothing inappropriate in the background.
- There might be an overlap between teaching in school and providing remote learning e.g. streaming lessons, this will be confirmed in line with our safeguarding policies.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00 and 3.15 pm

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:

➤ Supporting pupils who aren't in school with learning remotely

- Supporting accessibility to learning and ensuring that additional resources are ready (as requested by class teacher).
- Ensuring that paper packs have resources that are ready and make learning accessible.

## 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
- › Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely
- › SENDCo to maintain contact with professionals and parents on the SEN register through weekly phone calls.
- › SENDCo to email any recent resources to support learning and print off, as needed
- › Learning mentor to contact vulnerable families and visit as needed to supply learning, advice. Phone calls to be made weekly and visits if needed. Learning mentor and safeguarding leads to be in close contact with vulnerable families

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school and supporting as needed
- › 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
- › Ensuring that parents and children have signed the ICT contract promoting safe and appropriate use of virtual learning and communications

## 2.5 Designated safeguarding lead

The DSL is responsible for:

Regular liaison between services

Supporting vulnerable families through holding virtual meetings, making phone calls and home visits

Liaising with the head teacher, Principal and SENDCo

## 2.6 IT staff

IT staff are responsible for:

Insert details, such as:

- › 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 – 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, through emails and phone calls
- › 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 these if they're struggling, include those here
- › 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 and relevant, closely matching what is offered in face-to-face teaching
- › 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 Subject Lead or SENCO/Assistant Principal
- › Issues with behaviour – talk to Principal/Assistant Principal
- › Issues with IT – talk to IT staff (Turniton)
- › Issues with their own workload or wellbeing – talk to Assistant Principal and Principal
- › Concerns about data protection – talk to the Data Protection officer
- › Concerns about safeguarding – talk to the DSL EB LP or MMoss

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:

- › Staff can access data on a secure cloud service or a server in your IT network
- › Staff will use a school device to access this data.

## 4.2 Processing personal data

Staff will be provided with a school laptop on which to deliver online learning and contact pupils. 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)
- › 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 policy

## 6. Monitoring arrangements

This policy will be reviewed in line with government guidelines by Principal at every review, it will be approved by Chair of Governors, John Allen

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy [insert if relevant:] 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

Add any other related policies and procedures that the school has here.