

Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'.



REMOTE LEARNING POLICY

Approved by the Governing Body of Our Lady of Peace Catholic Primary and Nursery School

Review Dates:	Date Reviewed: Quality of Education 06/05/2021	Next Review: May 23
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The school has a commitment to safeguarding and promoting the welfare of children.

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

Teachers must be available between 8.30am and 4pm. 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 procedures between 7am and 4pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Using Teams- setting work for home learning when a year group bubble closes or in the event of whole school closure.
- Create a timetable for the week (with year group partners)- similar to that taught in school. This must include subjects from across the curriculum. The timetable will include pre-recorded lessons for Maths and English. Non – Core lessons will be provided by powerpoints. Lessons will be uploaded by 4.30pm ready for the next day.
- Holding live registration sessions via Team at 9am and 1pm
- Ensuring children have access to lessons from 9am to 3.20pm the same length taught in school.
- Ensuring children have continued interaction with the teacher. This will be via the registration and also the live feedback which is provided daily at the end of the day. Invites will be sent by teachers to pupils.
- Liaising with year group to produce weekly English and Maths plans
- Setting differentiated tasks for pupils
- Uploading the weekly timetable to Teams
- Creating online resources to support lessons throughout the week on Teams. These will range from pre-recorded lessons by the class/year group teacher, Oak Academy resources, White Rose Maths videos, Spelling Shed, Bug Club, TTRS and Purple Mash.
- Pupils will complete English and Maths lessons in the morning and will be directed to other lessons in the afternoon. During the afternoon sessions, teachers will arrange for live sessions with groups of pupils to go through any misconceptions and check on pupil well-being.

Providing feedback on work:

- Pupils can send any completed work to teachers via Teams
- Teachers can mark and return work to pupils via the comments feature or provide feedback during the group live sessions

Keeping in touch with pupils and parents:

- Via Teams and live feedback sessions
- Parents to be called if pupils do not attend the daily register via Teams/are not engaging in the home learning
- Year group emails- Emails received in the year group email from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. Emails must be replied to within 48hrs. Only send replies between these times.
- Any issues that are received are to be dealt with professionally by the class teacher.. If necessary, teachers to contact a member of SLT for advice.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from SIMS, please ensure you log off and do not share information with a third party. Alert DSL with any immediate concerns via telephone.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Attending virtual meetings with staff, parents and pupil:

- Pupils are expected to attend the daily feedback sessions.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

In the event of individual pupil self-isolation- Teacher Responsibility

- Weekly home learning to be set via Teams for all individual pupils who find themselves in isolation
- Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating - daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.
- Work is tailored to each pupil and those with SEN have individual work provided.

2.2 Teaching Assistants/LSAs

Teaching assistants must be available between 8.30am – 3.30pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon to support the children with their learning. 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. Teaching assistants are responsible for:

- Supporting pupils with learning remotely
- When requested by the SENCO prepare resources for SEN pupils
- Attending virtual meetings with teachers, parents and pupils:

2.3 Subject leads

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

- Supporting teachers with setting relevant online learning via Teams

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Designated safeguarding lead

The DSL is responsible for maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

IT staff

IT staff are responsible for:

- Creating emails
- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

2.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 8.45am – 3.20pm – although they may not always be in front of a device the entire time
- Seek help if they need it from teachers
- Alert teachers if they're not able to complete work
- Staff can expect parents to: Seek help from the school if they need it
- Be respectful when making concerns known to staff

2.6 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 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 the relevant subject lead or SENCO/Remote Learning Team
- Issues with behaviour – talk to the relevant phase leader.
- Issues with IT – talk to IT staff/Remote Learning Team
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing SIMS.
- SLT are not to share their access permissions with other members of staff.
- School laptops are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers 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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by Mrs Holden (Headteacher) and SLT.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy