



# Remote learning policy

## St Gregory's Catholic Primary School

Approved by: LAC Date: 12/11/20

Last reviewed on: [Date]

Next review due by: [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 9am – 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 providing remote learning, teachers are responsible for:

- Setting work:
    - Work to be set for their class in collaboration with their year group partner if applicable.
    - Daily Maths, English as well as topic pieces should be set following the normal timetable as much as practically possible. Science will need to be set once a week and RE at least twice a week.
    - Weekly overview of expected learning including links to online resources should be uploaded to the school website .Any daily additions will be set by 4pm the day before
    - Teachers should liaise with the Assistant Head, who will monitor consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
  - Providing feedback on work:
    - Work can be uploaded and shared through Purple Mash. This method should be used as much as possible.
    - Feedback with pupils to be given via Purple Mash
  - Keeping in touch with pupils who aren't in school and their parents:
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- In event of a bubble isolating the teacher would endeavour to keep in touch with all pupils through their learning feedback.
- Parents can email individual teachers in relation to the work set, however teachers shouldn't answer emails outside of working hours.

➤ Attending virtual meetings with staff, parents and pupils:

- Professional dress code as per the staff conduct policy applies during any virtual meetings
- Locations -avoid areas with background noise and there should be nothing inappropriate in the background

If teachers will also be working in school, the responsibilities above during this time, will be shared with their year group colleagues.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their working hours.

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:

- Through preparation of resources.
- Working with set children in need of support.
- Making calls to families to offer advice and support on learning.
- storytelling (recorded in school) to be shared remotely if necessary.

➤ Attending virtual meetings with teachers, parents and pupils:

- Professional dress code as per the staff conduct policy applies during any virtual meetings
- Locations -avoid areas with background noise and there should be nothing inappropriate in the background

If teaching assistants will also be working in school, the responsibilities of the above will be shared with colleagues.

## 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

## 2.4 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, such as 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 leads

The DSL is responsible for ensuring that all children are kept safe.

- Checking in with families that may require extra support.
- Monitoring children that are not accessing the remote home learning.

## 2.6 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
- 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 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
- Issues with behaviour – talk to the Assistant Head



- › Issues with IT – talk to IT / office staff
- › Issues with their own workload or wellbeing – talk to a senior Leader.
- › Concerns about safeguarding – talk to a DSL

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

- › access the data, such as on a secure cloud service or a server in your IT network
- › staff use work devices, rather than their own personal devices

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as, such as email addresses, as part of the remote learning system. If 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)
- › 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. Monitoring arrangements**

This policy will be reviewed every 6 months by K. Yuen and will be approved by Local committee Chair of Governors.

## **6. 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
- › Online safety policy

