St Bede's Catholic Primary School

Remote Learning Policy

Date Procedure Adopted by Governing Body	Autumn 2020
Procedure Review Period	Yearly
Procedure Review Date	Autumn 2021

Contents

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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

> Pastoral lead: Mrs Alderson

> SENCO: Mrs Alderson

> Computing Subject Leader: Mrs Tervit

> E-Safety Lead: Mrs Alderson

> Safeguarding Governor: Mr Fingleton

> DSLs: Mrs Alderson, Mrs Holtham and Mrs Spratt

2.1 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.

Staff can expect parents with children learning remotely to:

> Ensure their child's work, any teacher comments and any resources remain private between the family and the teacher. There should be no communication with school or work/comments posted on social media.

> Make the school aware if their child is sick or otherwise can't complete work.

> Seek help from the school if they need it.

> Ensure their child is respectful when communicating with staff.

> Parent communication with staff should only be via the parent e-mail (stbedesrcvaparents@durhamlearning.net)

> Alert teachers if their child is not able to complete work.

2.2 Teachers

When providing remote learning, teachers must be available between 9am and 3.30pm.

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 –

- o Provide work for the class they are responsible for.
- o Daily maths and English activities-these may be linked to appropriate websites
- o 1 x weekly reading (comprehension) and Science activity
- o Provide weekly foundation links/ task – this could be on a rotation basis.
- o Teachers should complete the shared document on the onedrive to record what home learning has been set.
- o Work needs to be uploaded to Seesaw daily before the children access.
- o Work should be uploaded into the Seesaw platform.
- o Teachers should follow their yearly plans and white rose maths plans to ensure consistency in progression across the school.

> Providing feedback on work –

- o Children should upload completed work where teachers can edit with comments
- o Class text messages/e-mails may be sent to provide class or individual feedback.
- o The completion deadlines will be set using the features in Seesaw.

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

- o Parents should email using the parent email address (stbedesrcvaparents@durhamlearning.net), sending pictures of the activities/ tasks that their children have been completing at least x 1 weekly. Parents may also use this e-mail to communicate with class teachers.
- o In the event of school closure or year group closure; a member of staff (preferably the class teacher where appropriate) should make telephone contact with the family and child 1 x weekly. If this is carried out at home, staff must use 141 before dialling.
- o All complaints, safeguarding concerns should be directed towards the appointed safe guard leads/ SLT. Mrs E Alderson, Mrs A Holtham and Mrs D Spratt at st.bedes.rc.sacriston@stbedessacriston.co.uk
- o If home learning is not being completed, in the first instance a text will be sent to alert parents to this fact. If it continues, the class teacher will e-mail the parent directly to offer support. If this still continues, the matter to be referred to the Head Teacher.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between [9am -3.30pm].

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 –

- o Assisting teachers with preparing resources and finding appropriate websites
- o Providing support where appropriate to individual children or parents

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.
- Leads should monitor the remote work set by teachers in their subject, they can do this via a meeting or check the remote learning subject check on the one drive.
- Leads should alert 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. The senior lead is Mrs Alderson
- 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 consideration.

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that online learning adheres to the school Keeping Children Safe in Education Policy or any addendum to it.

2.7 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 relevant teacher/SLT
- Issues with IT – talk to IT Subject Leader who will then refer on to the IT Technician
- Issues with their own workload or wellbeing – talk to Head Teacher
- Concerns about data protection – talk to the data protection officer (Mrs Brady)
- Concerns about safeguarding – talk to the DSL (Mrs Alderson/Mrs Holtham/Mrs Spratt)

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:

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 – if you've provided devices, such as laptops, make staff use these rather than their own personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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)

> 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 yearly –by Mrs Tervit, IT Subject Leader. At every review, it will be approved by the curriculum and standards committee.

6. Links with other policies

This policy is linked to our:

> Behaviour policy

> Keeping Children Safe in Education policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy

> Coronavirus risk assessment