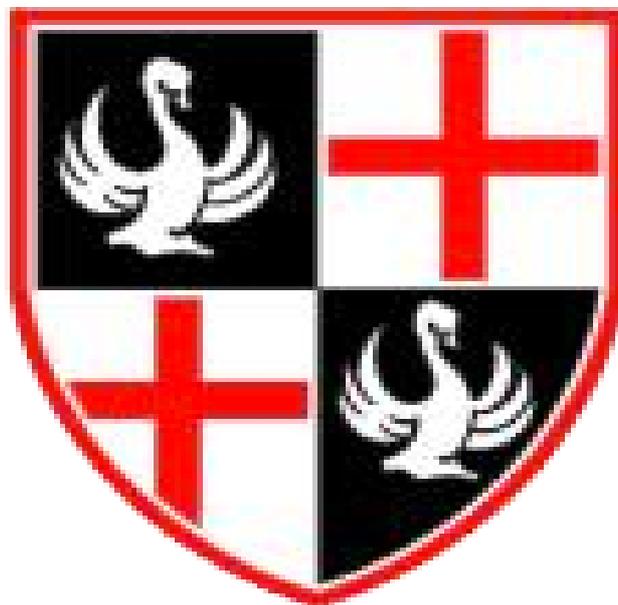


# Remote learning policy

St Modwen's Catholic Primary School



<b>Approved by:</b>	Anna Duffy	<b>Date:</b>
<b>Last reviewed on:</b>	20.10.20	
<b>Next review due by:</b>	20.10.21	

## Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	4
4. Data protection .....	5
5. Safeguarding .....	<b>Error! Bookmark not defined.</b>
6. Monitoring arrangements .....	5
7. Links with other policies .....	5

---

### 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

It is the responsibility of each class teacher to ensure that work has been set for any pupils who are not attending school due to shielding or self-isolating.

It is the responsibility of the SENCO to monitor work has been set for SEND children ensuring it is in line with children's individual education plans. The SENCO must liaise with the teachers and parents to best meet their needs of SEND children.

#### 2.1 Teachers

When providing remote learning, teachers must be available between 8.30am-4.00pm.

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 – cover details like:
  - All teachers must set work for their pupils in their class. The work must be differentiated and mirror the expectations in class.
  - Work set must include daily Reading, English and Mathematics. Additional work must be set that includes the wider curriculum.
  - Online work must be set before 9am each morning.
  - Online work should be uploaded on to Class Dojo.
  - Teachers are expected to communicate with parents using the Class Dojo during school hours to provide support or answer questions.
  - Online work must continue to demonstrate a parallel curriculum, therefore teacher are expected to communicate with one another using school email address.

➤ **Providing feedback during full 'bubble'/school closure:**

- It is expected that pupils work is uploaded on to Class Dojo so that teachers can review it, when this is not possible it can be sent into school for teacher feedback. (This is only possible when the class teacher is at work)
- Teachers will give feedback to children in the form of a 'like.'
- In addition to a 'like' on every piece of work, per week, one comment for Mathematics and one comment for English.

➤ **Providing Feedback for individual children.**

- Teachers and office staff will liaise with parents and agree on the format of how work will be set. Parents will have the option of work been sent either using Class Dojo or in the post.
- Teachers will give feedback to children in the form of a 'like,' on Class Dojo.
- Teachers will mark work that is sent in the post in line with school's marking policy.
- Teachers and office staff will liaise with parents

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

- Teachers are expected to answer parent/child questions relating to their work during office hours.
- Teachers are not expected to answer emails for messages on Class Dojo outside of office hours.
- Teachers should liaise with Senior Management if any complaints or Safeguarding concerns are disclosed. Teachers should not respond prior to seeking advice and reporting concerns to a member of SLT.
- Safeguarding concerns should be recorded using CPOMS and reported verbally to a member of SMT.
- Behavioural issues, such as failure to complete work, should be reported by teachers to SMT.

➤ **Communicating with Parents.**

- No virtual meetings should be held with parents when staff members are also isolating.
- Staff are not to contact parents via telephone if staff members are also isolating.
- Teachers will contact children/parents via telephone if children are self-isolating for more than 14days.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

- Ensuring that all children and staff have access to any subject specific website to support with remote learning.
- Provide support to new members of staff /NQTs to ensure their subject is being delivered remotely.
- Monitor remote work that has been set to ensure their subject has been included in remote learning through discussion with class teachers and monitoring the online platform.
- 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 –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:

- › Record any Safeguarding concerns using CPOMS and follow Safeguarding Policy.
- › Complete Safe and well telephone checks for any 'vulnerable' families.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## 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
- › 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 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
- › 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 a member of SMT
- › Issues with behaviour – talk to Phase Leaders, Deputy Head teacher and Head teacher.
- › Issues with IT – talk to Mark
- › Issues with their own workload or wellbeing – Deputy Head teacher and Head teacher
- › Concerns about data protection – talk to School Business Manager
- › 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:

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, 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

## 6. Monitoring arrangements

This policy will be reviewed annually by SMT.

## 7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection 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