

# St. Michael's Catholic Primary School



## Remote Learning Policy November 2020

Approved by Governors: November 2020  
Review date: November 2022

"In the footsteps of Jesus, we strive to achieve excellence in everything we do."

## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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 9:00 a.m. and 3:00 p.m. 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 of calling the Headteacher 7.00 am and 8.00 am.

Teachers are responsible for setting work for their classes via Google Classrooms. Once the class has been created they will include the deputy/headteacher in it to keep them up to date with the classes' learning.

Activities set will include:

- 5 maths activities,
- 5 English activities
- daily foundation activities including RE, Science, History or Geography, Computing, MFL and Music
- In EYFS the activities will reflect their own curriculum and recording will be in line with their abilities.

Daily work will be scheduled by 3.30pm to go live in each Google Classroom at 9.00am of the next day. Guidelines on how to do this can be found in Google Shared Drives, Staff Area, Google Classroom Tutorials.

The activities selected need to be better pitched to the children's abilities, we can-not rely on parents helping children at home because that is not possible for many children for a variety of reasons.

Teachers need to be giving some kind of written feedback each day, whether that is giving individual feedback to each child in the class or given a whole class feedback highlighting some of the **what went well** related to the learning intention and **even better** if linking to the improvement that should be made. You should alternate between these two each day, but daily feedback should be given. Shout outs and praise in the class stream are also highly encouraged.

Keeping in touch with pupils daily is very important in this learning process and will be done through feedback of their presented work; this will be in the form of personal or group comments as explained before. To keep in touch with parents however, they are asked to contact the school and teachers via the school's admin account or telephone. In the case that parents do try to make contact about the child(ren)'s work directly with the teacher, then it should only be through Google Classroom - NOT any other way. Teachers are reminded that this is a professional interaction and that professional language and communication is of the essence (no text speak, personal comments etc).

Teachers need to ensure they are planning regular wellbeing contact / pastoral support for isolating pupils; they are ensuring that downtime and recreation is included in the remote teaching timetable; that they are directly teaching pupils about online safety when accessing internet resources, video-conferencing and live streaming, particularly when in an isolated private setting.

If or when attending virtual meetings with staff, parents and pupils please be mindful that the regular school dress code applies and ensure you are in a neutral location.

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.

Staff on duty on the key worker rota will have to ensure all work is set out for the week and frequently find time during the "school day" when they can take it in turns to review their children's work and respond to it or answer questions that may have arisen throughout the day.

## 2.2 Teaching assistants

Teaching assistants must be available between 9:00 a.m. and 3:00 p.m. 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 of calling the Deputy/Headteacher between 7:00am and 8:00am.

Teaching assistants are responsible for checking their emails no less than twice a day and respond as needed. Teachers might ask them to provide activities for their classes like for example reading a story to be uploaded.

Teaching assistants will be added to the classrooms to keep up to date with children's work, they can provide comment or feedback to children as part of the stream for the activity. They can of course email the teacher and let them know anything worth noticing.

If or when attending virtual meetings with other members of staff please be mindful that the regular school dress code applies and ensure you are in a neutral location.

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.

Teaching assistants on duty as per the key worker rota will liaise with the teachers on duty so that they have some time to review their children's work.

## 2.3 Subject leads

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

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning and if so inform teachers and senior leaders.

Supporting teachers when teaching their subject to make sure work set is appropriate and consistent.

Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

Alerting teachers to resources they can use to teach their subject.

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Coordinating the remote learning approach across the school. SLT members will have an overall view across the school and a special focus on the phase they lead by being part of their classrooms to ensure work set is appropriate and review how children are responding to it.

Monitoring the effectiveness of remote learning by checking all children are accessing it and if that is not the case contact parents to find out what the barriers are and offer ways to help.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

EYFS - Ms Pereira

KS1 - Ms Bohane

Year 3 and Year 4 - Ms Cox

Year 5 and Year 6 - Ms Davies/Ms Scott

## 2.5 Designated safeguarding lead

The DSL is responsible for making sure that although we are working in a different manner we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- It's essential that unsuitable people don't enter the school workforce or gain access to children
- Children should continue to be protected when they are online

We aim to have a trained DSL or deputy DSL on site wherever possible and will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL or deputy on site, the senior leader will take responsibility for co-ordinating safeguarding although the DSL is still reachable via phone or email or a Safeguard report if necessary.

As our vulnerable children may not be attending school during this closure the DSL and deputy DSL will follow up on their wellbeing via phone or email. If that does not prove successful then their social worker will be notified (where they have one) or a home visit may be made to ensure the child(ren) are safe.

## 2.6 IT staff

IT staff are responsible for:

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

## 2.7 Pupils and parents

Staff can expect pupils to:

Complete work to the deadline set by teachers - although be aware that this may not always be possible due to few devices at home etc.

Seek help if they need it from teachers

Alert teachers if they're not able to complete work

Staff can expect parents to:

Contact school via school admin account or phone - not directly to the teacher unless it is work related and they can do so in Google classroom

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

Seek help from the school if they need it. This includes help with passwords, work, signposting to resources that may help them help their child(ren)

Be respectful when making any complaints or concerns known to staff

Engage with online safety training sessions and ensure that home devices, networks and software are safe;

Engage with wellbeing strategies for their isolating children.

## **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 systems are appropriately secure, for both data protection and safeguarding reasons

## **3. Who to contact**

If staff have any questions or concerns, they should contact the following individuals:

Issues in setting work - the relevant subject lead or SENCO

Issues with behaviour - Deputy Headteacher

Issues with IT - IT Technician by logging a call with Pauline

Issues with their own workload or wellbeing - their line manager

Concerns about data protection - School Business Manager

Concerns about safeguarding - DSL or Deputy DSL

All these people can be reached via email and can be expected to respond within 24 hours - except IT Technician who may have a priority list.

## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data, all staff members will:

access and share the data via Google Drives which is a secure cloud service which encrypts data.

if using a personal computer shared with other family members, make sure you always log out after finishing your work.

## **4.2 Sharing personal data**

Staff members may need to collect and/or share personal data such as email addresses or school passwords for educational websites 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)

Making sure the device locks if left inactive for a period of time

Installing antivirus and anti-spyware software

Keeping operating systems up to date - always install the latest updates

## **5. Safeguarding**

Please refer to our Model child protection and safeguarding policy and Safeguarding policy.

## **6. Monitoring arrangements**

This policy will be reviewed yearly by members of SLT. At every review, it will be approved by the quality and standards committee of the governing body.

## **7. 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

ICT and internet acceptable use policy

Online safety policy