



St. Philomena's Catholic Primary School

Headteacher: Miss V Maher

Remote Learning Policy

September 2021

Date of Policy	Signed	Position
28 th September 2020	Veronica Maher	Headteacher
7 th September 2021	Veronica Maher	Headteacher
Monitoring	By	Date
	Full Governing Body	26 th November 2020
	Full Governing Body	18 th March 2021
Planned	Full Governing Body	4 th November 2021
Uploaded to website	By	Date
	Sarah Grieves	27 th November 2020
	Sarah Grieves	8 th September 2021
This policy will be reviewed termly by the full Governing Body		
Date of next review : March 2022		

Contents

1. Aims	3
2. Roles and responsibilities	3
3. Who to contact	5
4. Data protection.....	6
5. Safeguarding	6
6. Monitoring arrangements	6
7. Links with other policies	6

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

Each Class Teacher is responsible for provision of all National Curriculum subjects for their class remotely using the following resources :-

- Purple Mash learning platform
- Oak Academy
- Class Dojo (Reception Class)
- Seesaw (Years 1 to 6)
- MyMaths
- White Rose Maths

2.1 Teachers

When providing remote learning, teachers must be available between 9.00am to 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 for :-
 - All the children in their class
 - Core subjects to be covered daily
 - This work will be signposted via Seesaw with accompanying tutorial video

- Providing feedback on work :-
 - All work completed remotely will require feedback given to children
- Keeping in touch with pupils who aren't in school and their parents :-
 - Support staff will make weekly welfare calls to all children learning from home
 - Complaints and/or concerns shared by parents need to be reported to SLT
 - If children are not engaging with remote learning, Class Teacher should contact parent by telephone to explore the reason why. They can refer the issue to SLT to follow up.
- Attending virtual meetings :-
 - All teachers are expected to attend remote staff meetings
 - They should be dressed appropriately
 - Attendance should be from a quiet location with minimal background noise

Teachers working in school are still expected to provide the daily remote learning for their own class.

2.2 Teaching assistants

Some teaching assistants and Individual Support assistants (ISAs) will support some areas of remote learning from home, planned for by the Class Teacher.

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.

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 at an appropriate distance away from each other
- 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 responsibilities of the DSL remain the same throughout any periods of school closure.

Full details can be found in 'COVID-19 School Closure Arrangements For Child Protection and Safeguarding' which can be accessed via the school website.

2.6 Computing staff

Computing support staff may be able to assist with:

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

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
- 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 body

The governing body 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 HT/SLT
- Issues with IT – SNS
- Issues with their own workload or wellbeing – talk to HT/SLT
- Concerns about data protection – talk to HT
- Concerns about safeguarding – talk to the DSL/DDSL

4. Data protection

4.1 Accessing personal data

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

- Only use devices provided by the school – not personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers and 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
- Change passwords at least termly

5. Safeguarding

Safeguarding arrangements during periods of school closure are covered in the addendum to the Child Protection and Safeguarding Policy named 'COVID-19 School Closure Arrangements For Child Protection and Safeguarding' This can be accessed on the school website or requested via the HT.

6. Monitoring arrangements

This policy will be reviewed termly. At every review, it will be approved by the full governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding policy and COVID-19 School Closure Arrangements For Child Protection and Safeguarding
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy