



St Gerard's Catholic Primary School

We live, love, learn and pray together.

Remote Learning Policy

CONTEXT:

In September 2020 as schools fully reopened, the issue of further outbreaks of Covid-19 quickly became an issue. However unlike in March, pupils are being sent home either individually or in smaller groups (bubbles) to self-isolate, leading to a need to provide teaching both virtually and face to face. This is an ever-changing situation and the requirements for pupils' isolating at home is likely to continue throughout the coming academic year with little notice.

DfE guidance states, *"Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision in place."*

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

SLT:

Aaron Crehan (Headteacher/ Lead DSL)

Anne-Marie Guiney (EYFS Lead)

Laura Jones (DSL)

Ann Nicholls (School Business Manager/DSL/Data Protection Officer)

DSL Team:

Aaron Crehan (Lead DSL)

Laura Jones (DSL)

Monica Powis(DSL)

Ann Nicholls (DSL)

Elaine Kissun (DSL)

SENDCo:

Monica Powis (DSL)

2.1 TEACHERS

When providing remote learning, teachers **must be available during the working school day**.

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:
 - Their class pupils
 - A 14 day isolation pack for pupils isolating away from school, or broad set of lessons across school day when whole class isolating away from school.
 - Work set by 9am each day when all children isolating.
 - All work uploaded to Google Classroom
 - Co-ordinate with support staff to assess work sent to each designated class email.

- Providing feedback on work:
 - Pupils to be encouraged to email work to their class email or upload to Google Classroom.
 - Staff to assess work and give feedback to pupils via class email or Google Classroom.
 - Feedback to be offered to all pupils each day.

- Keeping in touch with pupils who aren't in school and their parents:
 - Staff to give feedback to pupils not in school via class email.
 - Staff encouraged to feedback to pupils within school hours (8am-5pm)
 - Concerns from parents should be shared with senior leadership and feedback given by appropriate member of staff. All safeguarding concerns raised with DSLs.
 - Children who are not sending work back to be assessed are to be flagged with school and safe and well-being contact made with family.

- Attending virtual meetings with staff, parents and pupils:
 - Adhere to the staff dress code
 - Avoid areas with background noise or anything that might be considered inappropriate in the background (it is recommended that staff use the 'blur background' facility for all virtual meetings)

In the event that a class are in school but a child/ group of children are away, an isolation pack will be available online or a paper version sent home upon request. The class teacher will continue to support the class on a daily basis; providing periodic feedback and communication with children out of school via the class email.

2.2 TEACHING ASSISTANTS

When assisting with remote learning, teaching assistants **must be available to support during their normal 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:
 - Provide assessment support and feedback using the class email.
 - Work with class teacher offering support with lesson resources.
- Attending virtual meetings with teachers, parents and pupils:
 - Adhere to the staff dress code
 - Avoid areas with background noise or anything that might be considered inappropriate in the background (it is recommended that staff use the 'blur background' facility for all virtual meetings)

2.3 Subject Leaders & SENCO

Alongside their teaching responsibilities, subject leads and SENCOs 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
- 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 DESIGNATED SAFEGUARDING LEAD

The Lead DSL will have access to all Google Classrooms and class year group email accounts. Details of Safeguarding procedures can be found in the updated safeguarding policy and available on the school website.

2.6 ICT STAFF

ICT 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 remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

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

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 a member of the SLT
- Issues with behaviour – talk to a member of the SLT
- Issues with ICT – talk to Mr Hartop (contact SLT if issues are not corrected)
- Issues with their own workload or wellbeing – talk to a member of the SLT
- Concerns about data protection – talk to the data protection officer – Ann Nicholls
- Concerns about safeguarding – talk to the school DSLs (listed at top of policy)

4. DATA PROTECTION

4.1 ACCESSING PERSONAL DATA

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

- Ensure passwords used to access data systems are complex and kept secret. Passwords should not be written down in any form.
- Ensure data is not stored on drives which can be easily lost or stolen.
- Ensure data is not transferred to systems outside of the school systems
- Not allow any individual, who does not have a legitimate reason, to view the data being accessed by the staff member.
- Use work laptops/devices and not personal computers unless agreed safety and security measures are in place and approved by the Headteacher

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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

5. SAFEGUARDING

The updated safeguarding policy is available on the school website.