



REMOTE LEARNING POLICY

Mission Statement: To love, to learn with God in our hearts

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for all pupils who aren't in school including those with SEND
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Support effective communication between the school and families and support attendance

2. Home / School Partnership

St John Evangelist Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St John Evangelist Catholic Primary School would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work in the family home and to support and encourage children to complete the work set for each day.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working online at home.

3. Resources to deliver this Remote Education Plan

- Online tools for EYFS KS1 KS2 (*Google Classroom and SeeSaw*)
- Use of Recorded video (for Start Day registration and instructional videos)
- Phone calls home
- Emailed learning packs
- Physical materials such as story books and writing tools
- Use of BBC Bitesize, Oak Academy, Mathletics, LGfL

4. Roles and responsibilities

4.1 Teachers

When providing remote learning, teachers 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 providing remote learning, teachers are responsible for:

- Setting work
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (office@stjohnevangelist.islington.sch.uk)
 - Any complaints or concerns shared by parents or pupils should be reported to a member of LT– for any safeguarding concerns, refer immediately to DSL Gemma Raheem-Lee
- See Appendix A for full details of Teaching and Learning roles and responsibilities for teaching staff

4.2 Teaching assistants

Teaching assistants must be available during their usual 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.

During the school day, teaching assistant must complete the following tasks as directed by a member of the SLT.

- Teaching Assistants should support in the design of online work as directed by the class teacher
- Supporting SEND pupils via recorded and live video
- Attending virtual meetings with teachers
- Attending weekly virtual Phase Meeting

- Completing Professional Development tasks
- Completing statutory training

4.3 The SENCO

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the class teacher and other professionals to support their learning
- Liaising regularly with the parents of children with EHC plans and SEN support plans

4.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Gemma Raheem-Lee
- Monitoring the effectiveness of remote learning – Gemma Raheem-Lee and Phase Leaders
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Stephanie Day and Gemma Raheem-Lee
- Phase Leaders will monitor a sample of activities for all classes in their Phase each week
- Phase Leaders will meet with their Phase Team (Teachers and Teaching Assistants) weekly

4.5 Designated safeguarding lead

The DSL, Gemma Raheem-Lee, is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

4.6 IT Lead and Admin Team

IT Lead and the Admin Team are responsible for:

- Fixing issues with systems used to set and collect work – David Bucknall
- Helping staff and parents with any technical issues they're experiencing – Gemma Ryan and Tina Roseman
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer – David Bucknall
- Assisting pupils and parents with accessing the internet or devices – Gemma Ryan and Tina Roseman

4.7 Pupils and parents

Staff can expect pupils learning remotely to:

- 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

4.8 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

5. Who to contact

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

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – David Bucknall
- Issues with behaviour – Phase Leader or SLT (Kim Connor or Gemma Raheem-Lee)
- Issues with IT – David Bucknall / Jordan Chambers
- Issues with their own workload or wellbeing – Gemma Raheem-Lee or Stephanie Day
- Concerns about data protection – Tina Roseman
- Concerns about safeguarding –DSL – Gemma Raheem-Lee

6. Data protection

6.1 Accessing personal data

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

- Access any data through the LGfL email system, CPOMs or on the remote learning platform.
- If a year group was to go into lockdown then staff must use their school laptop (not a personal device)

6.2 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.

6.3 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 – ICT support will ensure this is up-to-date.
- 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

7. Safeguarding

Please see the Safeguarding and Child Protection Policy.

8. Monitoring arrangements

This policy will be reviewed once a year by Stephanie Day (Headteacher) and David Bucknall (IT Leader). At every review, it will be approved by the full governing board.

9. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

Appendix A

- Teachers will post daily activities by 9:00am Monday - Friday.
- A daily timetable should indicate the order in which to complete tasks and approximately how long should be spent on each task.
- Activities should be a balanced mixture of subjects. The online learning experience will not replicate the school day.
- Activities should capitalise on the home environment, reduce screen time and include physical activity as much as possible.
- Each day there will be Physical, Reading, Writing and Maths activities. Each week there will be two RE, one Science and two Topic activities (History / Geography / Art and DT).
- There will be a set of spellings to learn for the week.
- In EYFS and KS1 there will be daily phonics activities.
- Work should be accessible and suitable for all levels e.g. differentiated challenges where appropriate.
- Timings of tasks set should not exceed two hours per day in Early Years (nursery and Reception) and three hours per day in KS1 and KS2.
- Modelling or supportive materials will be included to support learning. These may be links to existing materials such as Whiterose videos, BBC bitesize and other web links or recorded videos.
- In the case of a staff member being unwell planned activities should be shared with the parallel teacher to be uploaded by them.
- Teachers will track student progress to ensure participation. Teachers will phone parents when children are not completing work. Understanding should always be given to different family circumstances. SLT should be informed where children are not participating after teacher contact.
- Each day, feedback should be given on at least one piece of work children have submitted.
- Work will only be shared to the whole year group/ class via the teacher. The share all option should not be enabled for children.
- Comments from children should be monitored by the class teacher.
- Teachers should monitor the morale of their class and the workload of the students carefully. They have the opportunity to make good decisions for the wellbeing of their students.
- Any concerns of a safeguarding nature should be dealt with by following the safeguarding policy and reported to the DSL.
- Teachers are expected to work within the school hours of 9:00 - 3:30pm. Responses to work should not be given after 4:30pm.