



St. Joseph & St. Bede R.C. Primary School

Remote Learning Policy

With **Christ** at the centre, our *Dream* is for **greatness** in our learning, to *Believe* in our **unique talents**, to be Guardians of **life & creation** and to *Achieve* a **better world**, by **living life to the full.**

Approved by: Mrs J. Myerscough

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Written by: Mrs S. Prince

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1. Introduction

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

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3pm.

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 –

- Teacher will set work for pupils in their class or year group, some may be mixed classes due to shared topic work for eg EYFS or Years 3 & 4.
- Teachers in EYFS will provide daily:
 - one Maths
 - one Phonic/Communication and Language session
 - RE and Topic activity will be provided weekly
- EYFS teachers will model activity and upload this to Tapestry. Weekly story/rhymes etc via Teams
- Teachers in KS1 and KS2 will provide daily:
 - one Maths
 - one Literacy (and one phonic for KS1) session daily
 - RE, Science and Topic activities weekly
- KS1 and 2 teachers can upload Powerpoint Presentations alongside, and in some cases instead, of a Teams meeting.
- Work will be set any time before 9.30am in the morning.
- Work will be uploaded onto Tapestry (EYFS) and SeeSaw (KS1 & 2)
- Teachers will co-ordinate with other teachers, including those teaching in school, to ensure consistency across the Year/subject.
- Staff must be mindful to ensure that pupils with limited access to devices can still complete the work. Staff in teaching sets to meet together to coordinate this.
- Timings and duration of Microsoft Team meetings must be considered for children and families who may share one device/have lots of siblings.

- A pack of none topic based learning should be prepared ready to send home for pupils. This may include place value work, SPAG activities, reading comprehension etc. These will be printed off ready incase of immediate closure.

Providing feedback on work -

- Teachers will be able to comment on completed work from pupils on SeeSaw and Tapestry
- Feedback to pupils may be via written comment, video or audio clip

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

- Teachers will be expected to make regular contact with all pupils in their class, this will usually be via Tapestry on SeeSaw. If the child or parent has not logged on to any online learning platform within a week then a phone call home will be made.
- Any lack on contact will be logged on Safeguarding Monitor ensuring it is visible to the Child Protection Team.
- If parents do not answer the phone then a member of the Safeguarding Team will contact the family.
- Teachers are not expected to answer emails or comment on work outside of working hours
- Any complaints or concerns shared by parents and pupils will be passed on to a member of SLT.

Attending virtual meetings with staff, parents and pupils –

- Dress code; appropriate clothing to be worn for video meetings, work wear/smart clothing
- Locations; avoid areas with too much background noise, ensure there nothing inappropriate in the background

If teachers will also be working in school and need to provide remote learning then this can be either sharing the weekly PowerPoint, setting up a Teams to live stream lessons or setting activites on Tapestry and SeeSaw.

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm. 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
- Logging on SeeSaw and Tapestry and providing feedback on activities

Attending virtual meetings with teachers, parents and pupils –

Teaching Assistants may be asked to attend a virtual meeting (for example an ECHP review)

- Dress code – appropriate clothing to be worn for video meetings, work wear / smart clothing
- Locations; avoid areas with too much background noise, ensure there nothing inappropriate in the background

TAs are to take home a school iPad if they are not able to access SeeSaw, Tapestry or Teams from home.

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 ensuring that:

- Personal email accounts and or messaging services must not be used as a line of communication between staff and pupils.
- Social media must not be used to communicate privately with pupils
- If there is lack of communication from a child/family then the DSL will attempt to contact the family

2.6 IT staff

IT staff are responsible for:

Fixing issues with systems used to set and collect work

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Any issues to be logged via the school Every system.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although 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
- 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 teacher teams

Issues with behaviour – talk to the relevant head of phase or SLT

Issues with IT – talk to IT staff

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer – ltheadale@sjsb.co.uk

Concerns about safeguarding – talk to the DSL Team jmyerscough@sjsb.co.uk, sprince@sjsb.co.uk, hdaly@sjsb.co.uk, nmcdonald@sjsb.co.uk, t.beswick@bury.gov.uk.

3. Data protection

4.1 Accessing personal data

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

- Access the school server from home using their school laptop

- Staff should use the school provided laptop rather than their own personal devices
- Personal data is stored remotely on Integris Bury, staff we ensure that they are logged out of Integris Bury once the data has been retrieved

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers or 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

4. Safeguarding

Any safeguarding concerns must be logged on Edaware (Safeguarding Monitor) and the Child Protection Team are to be tagged in any concerns. Please see the Child Protection Policy for more details.

5. Monitoring arrangements

This policy will be reviewed by S. Prince. At every review, it will be approved by J. Myerscough and the Curriculum Committee.

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
- Home-school agreement
- ICT and internet acceptable use policy
- Mobile Phone Policy
- Online learning Policy