St Paul's Catholic School

Remote learning policy
September 2020

Approved by:	[SLT]	Date: [21st September 2020]
Last reviewed on:	[21st October 2020 – section 2.1 amended] [January 2021 – parent information document created]	
Next review due by:	[March 2021]	

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*Please read this in line with the Remote Education Parent Information document

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

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 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

  o Remote learning will be provided for children who are isolating due to a positive COVID-19 result, those children who have symptoms of COVID-19 and are awaiting test results, children who are isolating in line with test and trace procedures or anyone who has been advised to isolate by the Government or NHS.

  o Work will match in class provision, in line with the long and medium term plan, following the curriculum sequence

  o Work will be set using the agreed template timetable (appendix 1)

  o Work will be set by 8:40am (apart from the first day of isolation which may be later depending on when the school are first informed that a child is isolating)

  o A daily timetable will be emailed to parents via Marvellous Me. Weblinks will be attached to the daily timetable which may include bbc teach, oak academy and other curriculum sources. Videos of teaching new concepts/ PowerPoints will be uploaded to the class webpages and direction to these will be clear on the daily timetable. Tasks will be set on purple mash.

  o If children are unable to access online work then paper printed copies, workbooks and packs will be delivered in line with class provision. If there is a local lockdown, electronic devices from the dfe will be provided. A letter has been sent to all parents to ascertain this information.

- o If a whole class is isolating then the teacher will provide a daily zoom registration and start to the day and an end of day reflection for the children. Please see zoom guidance/ procedures sent to parents/ teachers for further information
- > Providing feedback on work:
  - o Children should hand their work in on purple mash for feedback from their class teacher. This should be given regularly
  - o The year group email will be used as a communication tool between home and school
- > Keeping in touch with pupils who aren't in school and their parents:
  - o Parents should call/email the school office by 9:30am to inform us if their child is isolating
  - o Marvellous Me messages will be sent daily from the class teacher
  - o The school office will make regular contact with families to check in on how they are
  - o Parents/ teachers can use the class email address to communicate during school hours
  - o Any safeguarding concerns should be reported to one of the DSL's (Katie Worton-Geer or Katie Willson)
  - o If children are not engaging with work that is set then the class teacher should inform the phase leader. The phase leader will then speak with the parents to provide additional support. Should this still not be resolved then the Headteacher will arrange a phone meeting with the parents.
- > Attending virtual meetings with staff, parents and pupils:
  - o Staff attending meetings should ensure that they are following the school dress code
  - o Meetings taking place via video should be carried out in a suitable location, be aware of background information on display and ensure there are not any personal data showing (GDPR/Safeguarding)

If teachers are also working in school then they may arrange with their TA a time to prepare work and give feedback for children who are isolating e.g. during handwriting time

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 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:
  - o Preparing resources for teachers to send home
  - o Preparing packs of work for children who are unable to access a computer
  - o Making phone calls to check in with children
  - o Listening to children read via phone
- > Attending virtual meetings with teachers, parents and pupils – cover details like:
  - o Staff attending meetings should ensure that they are following the school dress code
  - o Meetings taking place via video should be carried out in a suitable location, be aware of background information on display and ensure there are not any personal data showing (GDPR/Safeguarding)

2.3 Subject leads/ SENCO

Alongside their teaching responsibilities, subject leads/ SENCO 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
- Supporting SEN children and their families with online learning and providing additional resources as needed

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

2.5 Designated safeguarding lead

The DSL is responsible for:

Katie Worton-Geer

Acting Head

DDSL:

Katie Willson

KS1/EYFS Phase Leader

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents 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:

- 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

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 phase leader

> Issues with behaviour – talk to SENCO, the relevant phase leader or Headteacher

> 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

> Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

> Follow the data protection policy to ensure that personal data is kept secure

> Using the remote log in system when working from home

> Using a school device

4.2 Processing personal data

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

5. Safeguarding

Please see our updated child protection policy, which can be found on our school website which includes a section on COVID measure

6. Monitoring arrangements

This policy will be reviewed termly . At every review, it will be approved by SLT.

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

> Online safety policy

Appendix 1 – Example daily timetable/ letter

St Paul's Catholic Primary School

Acting Headteacher: Mrs Katie Worton-Geer

"Our school is a place of learning, a place of love"

DATE

Dear ₪₪₪

Please find below an outline of the school work for …. for today.

Lesson	Learning objective	Activity
Maths	To understand the place value of numbers	Watch the video on place value https://www.bbc.co.uk/bitesize/topics/zsjqtfr/articles/z9w3g82 Have a look at the PowerPoint that we will use in class – this is on the class webpage https://stpauls-herts.secure-dbprimary.com/herts/primary/stpauls Complete the place value task on purple mash – this can be found in the 2do section
Guided Reading	To write a book review	Complete the book review task on purple mash – this can be found in the 2do section
English	To create a story map	Today you are going to plan a story about going on a journey. Watch this video to learn about how to write a story plan https://www.bbc.co.uk/bitesize/topics/zpccwmn/articles/zqmkh39 Use the mind map task on purple mash to help you plan your story about going on a journey – this can be found in the 2do section
Geography	To find out about earthquakes	Explore the bbc bitesize website and complete the activities about earthquakes https://www.bbc.co.uk/bitesize/topics/z849q6f/articles/zj89t39

Please remember to click the hand it in button on purple mash once your child has finished the activity so I can provide feedback. Any other work can be emailed back to me.

If you have any questions please do not hesitate to contact us via the school office.

Park Lane, Cheshunt, EN7 6LR
Tel: 01992 635060/ Email: admin@stpauls373.herts.sch.uk
http://stpauls.herts.dbprimary.com