



Remote Learning Policy



Our Lady's Catholic Primary School

Approved by: Local Academy Committee

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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. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
 - They have an infectious illness
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers will have access to a school laptop and must be available by phone to school and email to school and parents between 9:00am to 3:00pm on the days that they are contracted.

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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work:
 - They must provide learning for the agreed children (this maybe their class or year group) that they hold responsibility for – the expectations will be dependent on the length of the closure.
 - IXL will be used to support independent learning in English and Maths for closures and children who are self-isolating due to an infectious disease.

If the school is closed for a period of 2 consecutive days, during term time (190 days based on Teachers' Pay and Conditions):

- There will be one English and one Maths face-to-face lesson via Teams each day.
- There will also be a minimum of one worship session weekly via Teams or Zoom.
- There will be at least one Oak Academy/video lesson/school developed PowerPoint set daily.
- Curriculum focused learning activities and RE lessons should be uploaded on Teams.
- For EYFS, home learning ideas will also be emailed directly to parents and be available on our website.

There will be a minimum of:

- 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children
- 4 hours a day for KS2

Providing feedback on work

- Staff will feedback directly to children through the IXL using the messaging tool.

- Staff will feedback verbally via Teams in response to any virtual lesson activities or directed tasks.

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

- Parents will be provided with the Class Teacher's email address so that they can be contacted directly.
- Staff will only be expected to respond to parents and pupils during their working hours (between 9:00am and 3:00pm)
- Staff will contact the Senior Leadership Team/DSL Team if the contact from the child or parent is concerning, the child's behaviour is concerning or to raise Safeguarding Concerns
- Staff will direct parents to the Senior Leadership Team who will provide the parents with the Complaints Procedure if they have a grievance

Attending virtual meetings with staff, parents and pupils will

- be held in appropriate clothing – office dress.
- be held in a quiet and private space.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants can be provided with a school iPad and must be available during their contracted 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 with IXL, TTRS, Bug Club and Teams.

- Pupils that need support will be identified by the Class Teachers

Attending virtual meetings with teachers will

- be held in appropriate clothing – office dress.
- be held in a quiet and private space.
- take a register to support with our Safeguarding responsibility.

3.3 Phase leads and our SENDCO

Alongside their teaching responsibilities, phase 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 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- Making decisions about the use of online video lessons such as Oak National Academy

Our SENDCO will oversee and monitor all of the provision for our SEND children and support parents and carers.

3.4 Senior leaders

Our Senior Leadership Team has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Monitoring the effectiveness of remote learning through regular meetings with teachers and phase leaders, reviewing work set or reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Training staff on relevant accessibility features that your chosen digital platform has available
- Providing information to parents/carers and pupils about remote education through our website and via email.
- Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

3.5 Designated safeguarding lead (DSL)

The DSL Team is responsible for:

- Dealing with any Safeguarding concerns.
- Checking on the welfare of vulnerable children and those open to social care.
- Attending social care meetings virtually or person, if appropriate.
- Keeping in regular contact with Parents and sharing useful links to support or advice.

Please see our Safeguarding and Child Protection Policy for further information.

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers 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 (DPO)
- Assisting pupils and parents/carers with accessing the internet or devices

3.7 Pupils and parents/carers

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
- Act in accordance with normal behaviour rules / conduct rules of the school and in line with our IT acceptable use Policy

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible
- 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

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. 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 Deputy Headteacher
- Issues with behaviour – talk to the Deputy Headteacher/Headteacher
- Issues with IT – talk to Easi-PC or for Teams issues: deployment@olicatschools.org
- Issues with their own workload or wellbeing – talk to the EYFS Lead or the Deputy Headteacher
- Concerns about data protection – talk to the School Business Manager
- Concerns about safeguarding – talk to the DSL Team
- Concerns about Special Educational Needs – talk to the SENCO

5. Data protection

5.1 Accessing personal data

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

- Have access to Bromcom and/or Class Dojo in order to make contact with children and parents/carers
- Use school devices that have monitoring software on

5.2 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on our school website.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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

6. Safeguarding

Safeguarding is everyone's responsibility and Staff will be expected to refer any concerns to the DSL Team – in line with our Child Protection and Safeguarding Policy. There will always be a DSL available to deal with concerns and their contact numbers are on the School Website for Parents and Teachers.

7. Monitoring arrangements

This policy will be reviewed every two years unless required by government guidance. At every review, it will be approved by the Headteacher and the Local Academy Committee.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy

- Data protection policy and privacy notices
- Home-school agreement
- ICT and acceptable use policy
- Online safety policy

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