Jesus said, "Love one another as I have loved you."

Our Lady's Catholic Primary School Remote Learning Policy

Contents

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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. Roles and responsibilities

These will be shared by staff in school and out of school, dependent on what their job role is and what their area of responsibility is. Wherever possible, remote learning will not be managed by staff in school who are delivering face to face input.

2.1 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 are responsible for:

> Setting work:

  o   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.

  o   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.

  o   There will be one English and one Maths face-to-face lesson via Teams each day.

  o   There will also be a minimum of one worship session weekly via Teams or Zoom.

  o   There will be at least one Oak Academy/video lesson/school developed PowerPoint set daily.

  o   Curriculum focused learning activities and RE lessons should be uploaded on Teams.

  o   For EYFS, home learning ideas will be emailed directly to parents and be available on our website.

> Providing feedback on work

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

  o   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

   o Parents will be provided with the Class Teacher's email address so that they can be contacted directly.

   o Staff will only be expected to respond to parents and pupils during their working hours (between 9:00am and 3:00pm)

   o 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

   o 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

   o be held in appropriate clothing – office dress.

   o be held in a quiet and private space.

2.2 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.

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

> Attending virtual meetings with teachers will

   o be held in appropriate clothing – office dress.

   o be held in a quiet and private space.

   o take a register to support with our Safeguarding responsibility.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school – Elise Gribble – Deputy Headteacher

> Monitoring the effectiveness of remote learning through

   - regular meetings with teachers and subject leaders

   - reviewing work set

   - monitoring students online behaviour

   - reaching out for feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations – Heather O'Neill – DDSL and SenCo

2.4 Designated safeguarding lead

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.

2.5 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:

> Seek help from the school if they need it

> Be respectful when making any complaints or concerns known to staff

2.6 Local Academy Committee

The Local Academy Committee (LAC) 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 or parents 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/KS1 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

4. Data protection

4.1 Accessing personal data

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

> Ensure their home Wifi network is secure.

> Try to ensure that school devices are being used not personal ones.

4.2 Processing personal data

Staff members will need to share data such as their school email address 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 and to report any breeches of data protection to the School Business Manager.

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

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

6. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Local Academy 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

> Online safety policy