



St John Fisher Catholic Primary School  
"Growing through God, we learn, laugh and love"

# Remote Learning Policy

**Approved by:** Nicola Dickinson **Date:** 15<sup>th</sup> September 2020

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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

### 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 – in the first instance, contact Head Teacher.

When providing remote learning, teachers are responsible for:

- › Setting work:
  - Teachers will set work for the class that they are directly attached to or for children in that class that may be absent from school with pandemic related issues. Any teachers that work across classes (e.g. Science Lead) should liaise with individual class teachers.
  - Teachers will set three pieces of work per day plus one creative piece of work.
  - When this work needs to be set by 3pm the day before.
  - Where work should be uploaded (e.g. school website, remote learning platform) – clear instructions will be provided for staff who are unfamiliar with the system – staff meeting time will be dedicated to training staff with these issues.
  - Teachers will co-ordinate with families to make sure pupils with limited access to devices can still complete the work
- › Providing feedback on work:
  - Completed work from pupils should be uploaded to the school website in the Homework section (Y2-6) or using Tapestry (YR-Y1) so that it can be reviewed by teachers.
  - Teachers will share feedback with pupils via the school website Homework section – children have a unique login details to their own Homework section.
  - Feedback will be given the day after the work has been completed provided that the child has completed the work on time.
- › Keeping in touch with pupils who aren't in school and their parents:

- Teachers will be in touch with pupils via feedback on a daily basis and with parents via a phone call once in a two-week period of absence.
- Teachers will answer emails from parents and pupils during the hours of 8.30am and 3.30pm.
- Any complaints or concerns shared by parents and pupils should be documented using the school CPOMS system and reported to the Head Teacher as soon as possible.

➤ Attending virtual meetings with staff, parents and pupils – cover details like:

- Dress code – as in school, professional
- Locations – teachers will avoid areas with background noise, nothing inappropriate in the background

When teachers are working in school within their bubble but have one or two children isolating (for more than 2 days), they are still responsible for providing remote learning for these children.

## 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 – in the first instance, contact Head Teacher.

When assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who aren't in school with learning remotely by:

- Liaising with class teacher to provide alternative or extra resources for children that they would normally be supporting in school.
- Contact parents and children to check learning is understood and to help where parents need assistance.

➤ Attending virtual meetings with teachers, parents and pupils – cover details like:

- Dress code – as in school, professional
- Locations – teaching assistants will avoid areas with background noise, nothing inappropriate in the background

## 2.3 Subject leads

Alongside their teaching responsibilities, subject 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 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 – 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

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Clare Hodgkins/James McCulloch

- › Monitoring the effectiveness of remote learning – this will be done 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:

Maintaining contact, collating, passing on information and responding to any concerns.

**See the COVID-19 amendments to the Child Protection Policy.**

## 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:

- › Be contactable during the school day
- › 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 SENCO James McCulloch (SLT)
- › Issues with behaviour – talk to SLT
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to SLT

- › Concerns about data protection – talk to SLT
- › 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:

Explain:

- › Use School Website Secure System
- › Only use laptops provided by school and should not use their own personal devices

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails/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 the following for updates concerning safeguarding in relation to home learning:

**COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.**

## 6. Monitoring arrangements

This policy will be reviewed every half term as we are in extreme circumstances by Clare Hodgkins (SLT). At every review, it will be approved by Head Teacher and Chair of Governors.

## 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