



Our Lady of the Assumption Catholic Primary School



Approved Remote Learning Policy

Agreed by Chair of Governors 24 September 2022

Signed *Patrick E. Daly* Chair of Governors.

To be reviewed: September 2024 or dependent on any legislative changes

Safeguarding Statement:

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents, governors and volunteers to share this commitment.'

Our Vision

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

Values and Ethos

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

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 during their normal 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 providing remote learning, teachers are responsible for:

- Setting work for their class (working collaboratively with other teachers where necessary) which is equivalent of 3 hours per day for KS1 and 4 hours for KS2. Nursery and Reception will set work equivalent to 1 ½ hours a day.

- Ensure an overview of the week is available for parents to view on the website by Friday of the preceding week so that they have time to prepare if needed.
- Providing teaching videos each week to support learning of new concepts and upload these to Seesaw, ClassDojo or YouTube (maths, writing, phonics, spelling)
- Providing feedback on work via Seesaw or Classdojo. Teachers will give a comment (written or audio recording) to one piece of work from each child every day; all other work will be acknowledged e.g. 'liked'
- Keeping in touch with pupils who aren't in school and their parents via Classdojo and a weekly Zoom meeting with pupils (this will take place on the school site) (see guidelines for Zoom meetings – Appendix A)
- Promptly contacting parents by phone if pupils fail to complete work for 2 or more days – any contact must be made from the school site

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal 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:

- Providing tasks and challenges for the children to complete
- Setting work for a specific subject (HLTAs)

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 by monitoring the activities set on the website
- 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:

Insert details, such as:

- Co-ordinating the remote learning approach across the school (EM)
- Ensuring appropriate work is set for SEND pupils (JW)
- Monitoring the effectiveness of remote learning by gathering feedback from teachers within their phase and reporting to the Headteacher where necessary
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL and deputy DSLs are responsible for:

- Ensuring that staff are aware of their safeguarding responsibilities and the practice of the school
- Updating the safeguarding section of this policy as and when necessary

2.6 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
- Supervise pupils during Zoom meetings
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.7 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 – phases leaders
- Issues with behaviour – phase leaders/HT
- Issues with IT – Mark Clarke
- Issues with their own workload or wellbeing – phase leaders/pastoral manager/HT
- Concerns about data protection – school business manager
- 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:

- Access pupil data via Classdojo or Seesaw

4.2 Processing personal data

Staff members may need to collect personal data such as emails 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 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

- The school recognises that children both on-site and off-site are vulnerable to abuse and radicalisation online.
- Children who are at home may be spending more time online and this increases their vulnerability.
- Our Lady of the Assumption recognises that additional safeguarding arrangements are required to ensure that children are safe online at this time.
- Governors will review arrangements to ensure that they continue to be appropriate.
- Online activity in school will continued to be monitored through our usual IT monitoring systems.
- Children who are not attending school – parents have been sent links to online safety and children will be sent online safety tasks.
- The school is using technology to deliver learning to pupils who are at home. In order to ensure that children are safe when learning online, the school has;
 - Ensured posts are seen/monitored by more than none member of staff
 - the DSL and deputy DSL have access to each class page and monitor regularly
 - parents are alerted to the risks of working online via updates posted on the website and sent via Teacher2parents.
 - ensured virtual meetings involve groups of pupils, not individual pupils
- Ensuring contact is made with parents of pupils who do not engage with learning to ensure that they are safe and well
- Ensure school works closely with Social Workers and the Local Authority to encourage vulnerable pupils to attend school

6. 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
- Online safety policy

Appendix A

Whilst participating in Zoom parents and pupils are reminded that:

- The sessions are live.
- Meetings will only take place in groups. If your child is invited to take part in a 1:1 meeting with an adult from school, alert the Headteacher.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas that are easily supervised, for example, not in bedrooms.
- An adult should be present during the Zoom meeting.
- Language must be appropriate and we request that any adults or children nearby are mindful of this.
- Don't take screenshots or screen recordings of virtual classrooms.