



# Our Lady's Catholic Primary School

*Living and Learning in Faith*

## Remote Learning Policy

<b>Approved by:</b>	Our Lady's Catholic Primary School Governing Body	<b>Date:</b> November 2020
<b>Last reviewed on:</b>	Autumn 2024	
<b>Next review due by:</b>	Autumn 2026	

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The need for this policy has arisen largely due to the Covid-19 pandemic and the government's expectation that teachers and support staff may be required to work from home if part or all of school closes or if shielding is required. The policy should ensure that there is clarity about what staff should do in terms of work expectation – it should be fair and not place an onerous burden on any staff member, or cause stress or anxiety for staff.

### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for children who are not 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 8.40 and 3.40.

If they are 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 your own class
- Reading, Grammar, Maths and Mathletics
- All children will be working from English and Maths books (CGP and Dactyl) which will be provided in a Home Learning pack to the children prior to isolating and leaving school.
- The expectation is that the class teacher will record an introduction via Seesaw for each piece of work daily (this will be three introductory recordings a day: Reading, Grammar and Maths).

Providing feedback:

- School will ensure that parents are clear about expectations of work being carried out.
- If issues arise from the child's perspective, they can contact the class teacher via Seesaw for support who will only respond between 8:40am and 3:40pm.
- The class teacher will record the answers via Seesaw the following day.

Keeping in touch with children who are not in school and their parents:

- Parents will be informed that communications from them will only be answered between the hours of 8.40 and 3.40
- If a child does not have internet access at home, they will be receive the CGP and Dactyl books along with a covering letter that will inform the child which pages to complete and on what day.
- If behaviour is inappropriate or you have concerns about the level of work a child has completed, please contact a member of SLT who will make a follow up call to parents.
- Safeguarding – Vulnerable families or families in need will be contacted by the Headteacher by phone at least once a week if their bubble is closed. Support with food through food vouchers will be offered where required. Serious safeguarding

concerns will be reported to Children's Services following the Safeguarding Policy and procedures.

Attending virtual meetings:

- Staff must be dressed appropriately during video recordings.
- Avoid areas where there is a lot of noise, consider your background.
- There is an expectation that staff will attend staff meetings as usual, staff will be invited via zoom or a similar platform.

## **2.2 Teaching Assistants**

When assisting with remote learning, teaching assistants must be available during their normal working hours.

If they are 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 children who are not in school with learning remotely:

- Making resources that could be used with children once you return to school

Attending virtual meetings:

- Staff and children must be dressed appropriately during video calls.
- Avoid areas where there is a lot of noise, consider your background.
- There is an expectation that staff will attend staff meetings as usual, staff will be invited via zoom or a similar platform.

Professional Development:

- Accessing professional development materials through platforms such as Learning Leads, White Rose training materials or any other as directed by the Headteacher.

## **2.3 Senior leaders**

Alongside any teaching responsibilities, the Headteacher and the Senior Leadership Team (SLT) are responsible for:

- Co-ordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning – this will be by monitoring work set on Seesaw Regular check-ins with teachers either by telephone or video platform such as zoom or Microsoft teams
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.4 Designated Safeguarding Lead**

The DSL is responsible for:

- The Headteacher is the DSL and will undertake role of Safeguarding Lead (see job description; also refer to the safeguarding policy). In the event of her absence this role will be deputised by the Deputy Headteacher and the SLT

## **2.5 IT staff**

School is supported by AVA, for internet problems they can be contacted by telephoning 0161 474 4100 or emailing [ictschoools.support@stockport.gov.uk](mailto:ictschoools.support@stockport.gov.uk) : for email support they can be contacted by telephone on 0161 474 2239 or email [support@ava.stockport.gov.uk](mailto:support@ava.stockport.gov.uk)

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- The Deputy Headteacher can be contacted on his working days to assist with in-school issues relating to technology

## **2.6 Children and parents**

Staff can expect children 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 are not able to complete work
- Adhere to the Home/School Agreement

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it via Seesaw between 8.40 and 3.40
- Be respectful when raising any concerns 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 – talk to the Headteacher or Deputy Head.
- Issues with behaviour – talk to the Headteacher or Deputy Head.
- Issues with their own workload or wellbeing – talk to the Headteacher or PSHE Subject Leader).
- Concerns about data protection – talk to the Headteacher.
- Concerns about safeguarding – talk to the Headteacher or Deputy Head or seek advice from the MASSH on 0161 217 6028

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Use the school's remote learning through SSELN Citrix Stockport Remote Learning Platform. This will be used in-line with the school's Safeguarding Policy and Acceptable Use Policy. Personal details of children must never be saved onto a pen drive or personal device.
- Staff should use laptops or i-Pads provided by school. If staff have the Seesaw app on their smartphone they can use this to message parents or respond to messages to parents. Personal details such as personal phone numbers must not be shared.

### **4.2 Processing personal data**

Staff members should not need to collect and/or share personal data such as names and addresses as these are available on SIMS; SIMS can be accessed through Citrix. In the event of a new child starting school or leaving school the office staff may need to access or process personal data. Personal information may need to be shared with agencies such as Social Workers or health professionals.

However, staff are reminded to collect and/or share as little personal data as possible online, all personal information must be password protected.

### **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 any portable storage devices such as a 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 Headteacher is the DSL and will undertake role of Safeguarding Lead (see job description; also refer to the safeguarding policy). In the event of her absence this will be deputised by the Deputy Headteacher and then a member of the SLT. Concerns about children's welfare must be shared by using CPOMs and alerting all DSL.

## **6. Monitoring arrangements**

This policy will be reviewed biannually by the Headteacher and Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour and Discipline Policy
- Safeguarding Policy
- Data Protection Policy
- Home-School Agreement
- Acceptable Use Policy