# Remote learning policy

St. Alban's Catholic Primary School

| Approved by: | Pat Duprey | Date: 28th May 2020 |
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| | (Chair of Governors) | |
| Last reviewed on: | New policy | |
| Next review due by: | May 2021 | |

# Contents

# 1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning

> 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

This policy is new. The roles and responsibilities are developing and this policy will be continually updated in consultation with staff. More detail will be added later as roles and responsibilities become more clearly defined.

We've covered the people who will typically have a role in remote learning. You may want to add others, such as:

> Senior leaders

Develop the strategy and ensure that children, parents and staff are supported. New technologies and old are merged and that all the children have access to an equality of provision.

> SENDCOs

Work with the class teachers and the children on the SEND register in identifying and giving support to parents, and children with SEN needs.

## 2.1 Teachers

Teachers must be available between their normal working hours where practicable. 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. Teachers are responsible for:

> Setting work – covers details such as:

- o For their class.
- o Create and organise a class pack of work for the children
- o To set a daily class activity through Class Dojo
- o To update the class page on the school website and support Online learning such as Spelling Shed, Bug Club, and other online resources
- o To use (where possible) BBC Bitesize and the Oak academy materials to provide consistency across a year group.
- o To coordinate with the parallel class so that the workload is shared and the work set is consistent.

> Providing feedback on work –

- o To view work and comment on work sent through class Dojo
- o To ask for work to be shared and approved on the class page

> Keeping in touch with pupils and parents – covers details such as:

- o To use Class Dojo as a communication tool with parents
- o To manage workload set quiet hours between 3.30pm and 9.30am
- o To manage low level concerns but to escalate complaints through the normal complaints procedure – for any safeguarding concerns, see below
- o To identify families that are struggling and refer to the Senior leadership team

> Attending virtual meetings with staff, parents and pupils – covers details such as:

  o Smart but casual dress code

  o See separate policy for Zoom meetings – see Zoom Policy for new starters

  o The school is developing Google Classroom in partnership with Wirral LA and RM Education

  o Attend Virtual staff meetings in line with normal staff meeting time

> Support the school in  line with the Emergency provision for Key worker and Vulnerable children and other groups

## 2.2 Teaching assistants

Teaching assistants must be available between their normal working 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. Teaching assistants are responsible for:

> Supporting pupils with learning remotely and creating class packs

> Attending virtual meetings with teachers, parents and pupils – If teaching assistants will also be working in school part-time, such as on a rota system, explain who will cover the responsibilities above during this time.

> Support the school in  line with the Emergency provision for Key worker and Vulnerable children and other groups

## 2.3 Subject leads

Develop their subject knowledge whilst off.

Attend training for themselves and other staff

Review the Curriculum areas

Alongside their teaching responsibilities, as outlined above, 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 to make sure work set is appropriate and consistent

> Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

> Monitoring the 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

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Coordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here

> Monitoring the effectiveness of remote learning –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:

Addendum for the child protection policy and safeguarding considerations of Online and distance learning

## 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 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 to:

> Be contactable during the required times – 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 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 – 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

## 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 systems are appropriately secure, for both data protection and safeguarding reasons

# 3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

> Issues in setting work – talk to the relevant subject lead or SENDCO

> Issues with behaviour – talk to SENDCO / DHT / HT i

> Issues with IT – Wirral IT

> Issues with their own workload or wellbeing – DHT /HT

> Concerns about data protection – talk to the data protection officer

> Concerns about safeguarding – talk to the DSL (See Safeguarding Policy)

# 4. Data protection

## 4.1 Accessing personal data

When accessing personal data, all staff members will:

> Store on G- Suite such as on a secure cloud service or  server in St Alban's IT network

> Store on school laptops / ipads (only use school devices)

### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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

Safeguarding Policy and addendum to the Safeguarding Policy during COVID found on the school website

## 6. Monitoring arrangements

This policy will be reviewed every 3 months by John McDonald Headteacher. Every review will be approved by the Curriculum and standards 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
- ICT and internet acceptable use policy
- Online safety policy