

Remote Learning Policy

St. John Vianney Catholic Primary School



Approved by:

Mrs A. Thorpe

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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;
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and Responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm.

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. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure that work is completed.

When providing remote learning, teachers are responsible for:

- Setting work;
- Creating a weekly timetable of work for their year group in liaison with year group partners. This **must** include a daily Maths and English lesson, a weekly R.E. lesson and foundation subjects from across the curriculum;
- Year group weekly timetables and online learning to be emailed directly to the School Business Manager the Thursday before the week the work commences. The Deputy Headteacher and Headteacher to proof read all and ensure consistency before they are uploaded to the school

website. Teaching and learning plans will be uploaded onto the school website by 12 noon each Friday for the following week;

- Working as a year group team to ensure the above work is planned, ready and of high quality;
- Every week, a member of staff will make a telephone call to all pupils not in school in order to keep in touch with pupils and their parents;
- Any issues that are received are to be dealt with by the School Business Manager, Deputy Headteacher and class teacher and the Headteacher should be included in the communication. If necessary, teachers are to contact a member of SLT for advice;
- Teachers are to attempt to make contact with all pupils in their class weekly via telephone call when in school. Contact details can be accessed from the school office. Please ensure that you do not share information with a third party. Record all contacts with parents on CPOMs and add any relevant actions. Example CPOMS comment, 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert Phase Leader with each contact made and, if there is a safeguarding concern, alert the Safeguarding team;
- Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT, who may choose to contact the parents directly.

2.2 Teaching Assistants

Teaching assistants must be available between 8.30am – 3.30pm, Monday to Friday. 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.

2.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, Subject Leads are responsible for:

- Monitoring the work set by teachers in their subject and review work set weekly on the website;
- Review your current subject in the light of home learning. Evaluate what changes will need to be made in light of their subject action plan.

2.4 Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across the school;
- Monitoring the effectiveness of remote learning by reviewing work set by teachers weekly;
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated Safeguarding Lead

The Designated Safeguarding Lead is responsible for:

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

2.6 IT Staff

IT staff are responsible for:

1. Creating emails;
2. Fixing issues with systems used to set and collect work;
3. Helping staff with any technical issues they're experiencing;
4. Reviewing the security of systems and flagging any data protection breaches to the data protection officer.

2.7 Pupils and Parents/Carers

Staff can expect pupils learning remotely to:

1. Be contactable during the school day;
2. Complete work to the deadline set by teachers;
3. Seek help if they need it, from teachers or teaching assistants;
4. Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

1. Make the school aware if their child can't complete work;
2. Seek help from the school if they need it;
3. Be respectful when making complaints or concerns known to staff.

2.8 Governing Body

The Governing Body 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 about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the Phase Leader or SENCO;
- Issues with behaviour – talk to the Phase Leader, Deputy Headteacher or SENCO;
- Issues with IT – talk to the School Business Manager, Mrs McDine;
- Issues with their own workload or wellbeing – talk to their Phase Leader or Deputy Headteacher;
- Concerns about data protection – talk to the School Business Manager, Mrs McDine;
- Concerns about safeguarding – talk to the DSL in school.

4. Data Protection

4.1 Accessing Personal Data

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

1. Have access to CPOMS to record any parent contact or concerns about children. This is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party;
2. Teachers are able to access parent contact details via the school office. Do not share any details with third parties;
3. SLT have the ability to locate personal details of families when required through securely accessing CPOMS. SLT are not to share their access permissions with other members of staff;
4. School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

4.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as emails or phone numbers with each other as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not 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.

5. Monitoring Arrangements

This policy will be reviewed annually by Allyson Thorpe, Headteacher. At every review, it will be approved and ratified by the Governing Body.

6. Links with Other Policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy