

St Thomas of Canterbury Catholic Primary School

Remote learning policy

Learn, Love and Respect through Jesus

This policy should be read in conjunction with others, particularly: Online Safety, Child Protection, Home-School agreement.

Approved by:	Local Governing Body	Date: 6 th March 2024
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Last reviewed on:	March 2024
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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 (for operational detail see Appendix)

When providing remote learning, teachers must be available between 9.00am and 4pm each school day.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should discuss this with the headteacher to agree reasonable alternative arrangements.

When providing remote learning, teachers are responsible for:

- Setting work –
 - For children in their own class and other children they routinely provide work for during the normal school week
 - The amount of work set should reflect between 3-4 hours per day (depending on Key Stage) of formalised learning and should include as a minimum: daily English/phonics lesson and activities, a maths lesson with activities and at least one other area of learning.
 - Work needs to be set before 9.00am on the day it is due to be done
 - Completed work should be uploaded using Tapestry, Seesaw or by email.
 - Teachers should co-ordinate with other teachers, including those teaching in school, to ensure consistency and to make sure any pupils with limited access to devices can still complete the work
- Providing feedback on work
 - Teachers will acknowledge receipt of completed work and, when appropriate, provide feedback.
- Keeping in touch with pupils who aren't in school and their parents –
 - Teachers are expected to make regular contact with pupils not in school via online meetings or (with individual pupil isolating) emails and/or phone calls
 - Emails from parents and pupils should be answered as quickly as possible, and at the latest within 24 hours.

- Any complaints or concerns shared by parents and pupils should be copied and discussed with the Headteacher
 - If any children are failing to complete work, then this should be sensitively investigated with parents and discussed with the Headteacher
- Attending virtual meetings with staff, parents and pupils –
- Teachers should abide by the school's dress code when participating in virtual meetings
 - Care should be taken when considering the location for a virtual meeting (particularly with parents or pupils) Avoid areas with background noise, nothing inappropriate should appear in the background)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9.00am and 3-30pm each day that they would normally work in school

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should discuss this with the Headteacher and agree suitable alternative arrangements.

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

- Supporting pupils who aren't in school with learning remotely –
 - Staff may be assigned named children to monitor closely while they are involved in home learning providing rapid support where required. They may be asked to support the class teacher in providing general support during live lessons or fielding questions logged on the remote learning platform.
- Attending virtual meetings with teachers, parents and pupils –
 - Staff should abide by the school's dress code when participating in virtual meetings
 - Care should be taken when considering the location for a virtual meeting (particularly with parents or pupils) Avoid areas with background noise, nothing inappropriate should appear 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 –
- 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
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through weekly staff meetings with teachers, 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 ensuring that the requirements of the school's Child Protection policy and Online Safety policy are being applied within Remote Learning

2.6 IT support staff (Primary 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:

- Attend online meetings with the rest of their class and any individual online teaching/assistance provided for them
- Be contactable during the school day – although 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 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 Local Governing Body

The Local 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 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
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to Primary IT Support
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the DSL and DPO
- 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:

- Use a secure cloud service or the school server
- When accessing data, only a device provided by the school should be used, such as a laptop or iPad. Staff should always use these rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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

The Child Protection Policy and Online Safety Policy are both accessible to staff through the school website, on the school server or in the file kept in the Heateacher's office.

6. Monitoring arrangements

This policy will be reviewed annually (or more frequently if required) by the local governing body

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
- Online safety policy – including safer internet/acceptable use policy and agreements

Remote Home Learning Addendum

St Thomas of Canterbury 'Plan B' to implement due to COVID absence

In preparation for any COVID absence, all pupils have been sent home with a home learning pack to utilise if required. This contains two exercise books (English and Maths) and age appropriate handwriting frames; relevant phonics support and mathematics learning resources.

Strategy 1 – For individual pupils/families isolating due to COVID: (2+ days absence)

Providing the pupil and parents are well enough, a Virtual Meeting and/or telephone call would be scheduled on Day 2 of absence. The purpose of the call would be to outline the bespoke work set. At least one further Virtual Meeting would be scheduled one week later to evaluate work and to give feedback.

Strategy 2 – To implement if a Class 'Bubble' needs to isolate or in the event of full school closure due to a local or national closure:

Early Years (Nursery and Reception) and Key Stage One (Years 1 & 2) to utilise Tapestry Online Platform for all work set and communication.

Key Stage 2 (Years 3-6) to utilise Microsoft Teams for online meetings and teaching and SeeSaw for all work set and communication.

Every week will begin with a pre-recorded assembly from a member of the Senior Leadership Team. This will be available via Tapestry or Microsoft Teams/SeeSaw.

Every Class will begin each day with a live meeting via Microsoft Teams, with their class teacher outlining the day ahead.

Years 1-6 would all switch to the Oak Academy for all English and either White Rose maths, Oak Academy maths or other online resources for Mathematics Lessons, during the school closure.

Further Subject Areas would be planned on rotation and posted via the relevant Learning Platforms.

Music and PE pre-recorded sessions and/or activities would be posted weekly.

To support reading for younger pupils, parents will be encouraged to use Oxford Owl to access ebooks. Early Years and Key Stage 1 parents will be able to collect and replenish decodable reading books if the period of closure exceeds a month. In addition to pre-recorded phonic sessions, parents will have access to 'Phonics Play'. For children in Early Years, Years 1-4 planned online reading sessions will be allocated weekly.

Regular contact calls will be scheduled for pupils with SEND, who are not in school, with the classteacher and with the relevant Learning Support Assistant. The purpose of the call will be to evaluate the week's work and ensure a tailored approach to learning is in place.

To ensure effective communication, all teachers and members of the Senior Leadership Team will be available via the following emails:

head@stcanterbury.herts.sch.uk

admin@stcanterbury.herts.sch.uk

MrBooth@stcanterbury.herts.sch.uk

MrsWClark@stcanterbury.herts.sch.uk

MrsGilbert@stcanterbury.herts.sch.uk

MrsKing@stcanterbury.herts.sch.uk

MrsKClark@stcanterbury.herts.sch.uk

MrsOverett@stcanterbury.herts.sch.uk

MrHill@stcanterbury.herts.sch.uk

The school approach to remote learning will be reviewed termly.