HOLY GHOST CATHOLIC PRIMARY SCHOOL

Remote Learning Policy

September 2020

Approved by:	The Governing Body	**Date:** 23rd September 2020
Next review due by:	As required, and September 2021	

Contents

1. **Preamble and Aims**

With regard to the provision of remote education the DfE guidance is clear that where a child is unable to attend school because they are complying with clinical or public health advice, the school is expected to offer that child access to remote education immediately and the absence will not be penalised. All other children must attend school.

The following principles will apply at a Holy Ghost with respect to remote learning:

➢ provision is available to the individual or group of pupil(s) from the first day (or as close to the first day as possible) that an approved Covid-19 reason for absence is reported;
➢ provision offers curriculum continuity and enables pupils to continue in their class learning;
➢ provision offers a blend of high quality online and offline resources;
➢ provision ensures there is some opportunity to pupil(s) for teacher interaction, feedback and assessment;
➢ the school will work directly with the families of SEND children unable to access remote education without adult support to ensure their access to a broad and ambitious curriculum;
➢ pupils without online access will be provided with alternative resources to support the curriculum continuity in their curriculum learning.

At Holy Ghost remote learning provision may include the selective use of 'live' interactions / lessons via Zoom or Microsoft Teams or other similar platforms where this has educational merit and is logistically feasible to deliver. However, this will operate as part of a suite of online and offline provision and will not be the exclusive or default method of delivery in our school.

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

> The Headteacher and senior leadership team are responsible for ensuring that there is continuity of education for children who are unable to attend school.

> The SENCO is responsible for ensuring that the learning on offer to children with SEN suits their emerging needs in so far as it possible to provide learning at a distance.

2.1 Teachers

When providing remote learning, teachers must be available to the children in their class between 9.00am and 3.15pm.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report absence using the school's normal absence reporting procedures.

When providing remote learning,

Teachers will:

> Set work for their pupils each day:

  o They will provide learning tasks in Literacy, Numeracy and one foundation subject each day.

  o The learning for the day will be uploaded to Google classroom or sent electronically by 8.30am.

  o Instructions will be given to pupils as to how the learning should be submitted – through Google classroom; Parentmail, hard copies to school or in home learning book.

  o Teachers, will ensure consistency across the year groups and subjects to make sure pupils with limited access to devices can still complete the work.

> Providing feedback on work:

  o Pupils will submit their work as requested and teachers will provide feedback for their pupils which will then be reviewed again by the teacher for assessment purposes.

  o Pupils will be expected to make the deadlines given by teachers, if feedback is to be effective.

> Keeping in touch with pupils who aren't in school because they are required to isolate, and their parents:

  o If children are well they are expected to participate in learning provided by school.

  o All reasonable steps will be made to respond to emails/chat from parents and pupils during school hours. Teachers are not expected to answer emails outside of working hours.

  o Complaints or concerns shared by parents or pupils should be sent by email to the school office in the first instance. Safeguarding concerns must be referred to the school's Designated Safeguarding Leads.

  o The school will involve parents if pupils fail to complete work.

> Attending virtual meetings with staff, parents and pupils:

  o Dress code – teachers must uphold the staff dress code when online, and pupils are not expected to be in uniform, but need to be dressed appropriately for learning.

  o Locations should avoid areas with background noise, nothing inappropriate in the background.

If teachers are also working in school, and pupils are at home, live streaming to pupils will be investigated.

2.2 Teaching assistants

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

If teaching assistants are unable to work for any reason during this time, for example, due to sickness or caring for a dependent, they should report absence using the school's normal sickness absence reporting procedure.

When assisting with remote learning, teaching assistants, as instructed by class teachers or the SENCO, are responsible for:

> Supporting pupils who aren't in school, as required by the class teacher, and subject to a risk assessment, and WiFi capabilities.

  o   If a child has an EHCP.

> If directed by a class teacher to provide support for a specific target on a child's provision map.

> Attending virtual meetings with staff, parents and pupils:

  o   Dress code – teaching assistants must uphold the staff dress code when online, and pupils are not expected to be in uniform, but need to be dressed appropriately for learning.

  o   Locations should avoid areas with background noise, nothing inappropriate in the background.

2.3 Subject leaders and SENCO

Alongside their teaching responsibilities, subject leaders are responsible for:

> Considering whether any aspects of the subject needs 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 leaders 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 – 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 remotely.

> The SENCO will provide support for teachers, in matters pertaining to children's SEN.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> coordinating the remote learning approach across the school.

> 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 all safeguarding concerns, arising from remote 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 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:

> 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'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 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 parents or children have concerns about remote learning or the learning tasks, they should contact their class teacher, or a member of the senior leadership team or email queries to office@holyghost.wandsworth.sch.uk.

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

> Concerns about safeguarding – talk to the DSL – Miss Lawless (and in her absence, the Deputy DSLs Mrs Jones and Miss Murphy).

4. Data protection

4.1 Accessing personal data

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

> Access the data on a secure cloud service provided by Google or via the school's protected server.

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

Please refer to our policy for Safeguarding and Child Protection, including the addendum for Covid 19.

6. Monitoring arrangements

This policy will be reviewed annually and managed by the Headteacher and SLT. At every review, it will be approved by curriculum /committee. It will be kept under informal review for the foreseeable future.

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

> ICT and internet acceptable use policy

> Online safety policy