St. Gregory's RC Primary School

Remote Learning Policy

January 2021

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils

> 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 will be available between 8.45 am and 3.30 pm

(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:

- Teachers will set work for their classes. This will include two forms of work: a set of short term absence activities in the event a child is absent from school for a few days, for example if they are awaiting a test result; and lockdown learning work in the event that the class bubble or school are closed for a longer period of time. Both guides will be available on the class page of the school website. In the event of a bubble closure or school lockdown, the learning worksheet will be placed on the website as soon as it has been populated with up to date curriculum information by the class teacher.

- Details of available work will be uploaded on Google Classroom. Teachers will be using Google Classroom to coordinate work, upload resources and allocate and mark children's work, in classes where this is age appropriate for the pupils. Staff who will be using this system will ensure that children have had the opportunity to use this in school with their teachers first to make sure they understand the system. Google Classroom will be used to receive work and queries from parents and children relating to class work. All other queries should be sent to the school office.

- Teachers will also be responsible for liaising with other staff members to ensure consistency across the curriculum and to make sure pupils with limited access to devices can still complete required work. For example, CGP books have been provided in each year group to provide children with paper-based lesson activities as well as online.

> Providing feedback on work:

- Teachers will access completed work by pupils through Google Classroom. This work can then be marked and returned to the child confidentially.

> Keeping in touch with pupils who are not in school and their parents/carers:

- Class inboxes will be monitored by teachers during online working hours as stated above, and parents will be able to send any queries regarding online learning to this inbox. Please note that the school office inbox should still be used for any other requests such as holidays, absences etc.

- Teachers will endeavour to reply to emails as soon as possible, however the school day can be extremely busy and if there is an urgent issue, this should still be directed to the main school office email address.

- Any complaints or concerns received by parents will be dealt with as per the school complaints procedure and the school safeguarding policy.

> Attending virtual meetings with staff, parents and pupils:

Children will be able to meet virtually with their class every day. Children should be dressed appropriately and should meet in a suitable location avoiding areas with background noise, nothing inappropriate in the background.

2.2 Subject leads (including SENCO)

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children

> Consider how approaches to remote learning are integrated into the wider curriculum design

> 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 reasonable and age-appropriate

> 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 remotely

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

> Understanding how approaches to remote learning are integrated into the wider curriculum design

> Monitoring the effectiveness of remote learning – explain how this will be done, such as through regular meetings with teachers and subject leaders, reviewing work set or using feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

See School Safeguarding Policy

2.5 IT staff / Computing lead

IT staff are responsible for:

> Supporting staff in implementing new systems and contacting IT Open Zone if necessary

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or teaching assistants

> Alert teachers if they are unable 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 and timely when making any complaints or concerns known to staff

2.7 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 and is integrated into the wider curriculum design

> 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:

> Issues in setting work –relevant subject lead or SENDCO

> Issues with behaviour –relevant teacher or senior leader

> Issues with IT –IT staff /Computing leader

> Issues with their own workload or wellbeing – Headteacher or line manager

> Concerns about data protection –data protection officer

> Concerns about safeguarding –DSL

Include contact details where necessary.

4. Data protection

4.1 Accessing personal data

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

Explain:

> Ensure that data is accessed using the secure school network

> Ensure that data is accessed using a secure device

> For additional information, refer to Acceptable Use Policy and Safeguarding Policy

4.2 Processing personal data

Staff members may need to collect personal data, such as email addresses, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

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

See School Safeguarding Policy

6. Monitoring arrangements

This policy will be reviewed yearly by Alison Dunne HT and Kath Wilson DHT. At every review, it will be approved by governors.

7. Links with other policies

This policy is linked to our:

> Behaviour policy

> Safeguarding policy

> Data protection policy and privacy notices

> ICT and internet acceptable use policy

> Online safety policy

Date: January 2021

Next review: January 2022