

# Remote Learning Policy

## St Joseph the Worker RC Primary

### OVERVIEW

The CV19 pandemic has placed this school, its governors, staff, parents and pupils under considerable strain as they try to provide an appropriate education. This policy sets out the strategy that the school will use in the event of it having to send pupils home due of outbreaks of infection. For pupils need to work at home and those who are isolating, the school will do all that it can, within its resources, to ensure that they can learn successfully at home. The school will follow the latest advice provided by the DfE if and when it needs to enact the intentions set out in this policy.

### INTENT

1. The school will do all that it can, within its resources, to ensure that those pupils who are isolating from school or have been sent home because of outbreaks of the virus, can continue to learn successfully at home.
2. The school will use its website and other appropriate means to communicate with parents, to keep them informed and to offer guidance about how they can support their pupils' remote learning.
3. The school will export the curriculum into pupils' homes by teachers and staff setting appropriate tasks and by supporting learning in every way it can within its available resources.
4. Where necessary the school will make appropriate use of telephone / internet face-to-face contact to try to maintain the partnership for learning between pupils and teachers.
5. The school will follow the DfE guidelines for making provision for the continuing safeguarding, care and support of all pupils, especially those who are vulnerable.
6. The school will make every endeavour within its resources, to offer appropriate support to those with SEND and ECHPs
7. It will liaise with appropriate agencies to maintain the specialist support that some pupils may need.

### IMPLEMENTATION

1. To maintain teaching and learning of the curriculum the school will provide pupils with appropriate tasks and work to carry out at home.
2. The school website will be used to direct parents to approved sources where they can find appropriate, high quality learning materials to support their children's learning.
3. Where homes and pupils do not have access to computers or the internet, alternative strategies will be used so that those pupils are not disadvantaged.
4. Where they cannot be provided by the pupils' homes, the school will do its best to provide appropriate materials and the other essentials necessary for pupils to learn e.g. writing materials, rulers, pencils, paper, colouring materials and work books.
5. If and when it is made available, the school will use DfE additional funding to fill gaps in pupils' resources and needs.
6. Where it is appropriate and possible to do so, the internet will be used safely by the school to maintain contact with pupils and parents to provide support for teaching and learning.
7. Teachers will try to maintain regular contact with their pupils so that they can support learning.
8. The school will follow the DfE guidelines and make appropriate provision for the continuing safeguarding, care and support of all pupils, especially those who are vulnerable.

9. The school will do all that it can will within its resources, to offer appropriate support to those with SEND and ECHPs

10. The school will remain available to offer help and advice to parents who request support with the provision of learning at home.

## **IMPACT**

This policy sets out the intent and broad guidelines that will underpin the school's actions if there is a need for pupils to work remotely and remain at home due to an outbreak of CV19 or in the event of a local or national lockdown. The working details of the policy will be devised at the time of need so that they can address the particular circumstances of that emergency. The prime intention of the school is that pupils will continue to be educated on site unless it becomes unsafe to continue. If this policy needs to be enacted it is expected that all parents and the school will work together in partnership to resolve any problems that need to be overcome.

**Approved by:**

D Ridyard  
Headteacher

**Date:** September 2020

**Last reviewed on:**

## **Home Learning Scenarios**

### **Scenario 1: A Whole Class bubble is self-isolating**

If a whole class bubble is self-isolating, then the class teacher will use the website and school email to interact throughout the self-isolation period. This means that the class teacher will upload work which the children need to complete at home. The class teacher will also be available throughout school hours to answer questions from the children to aid their learning via email and telephone. The work will be marked by the class teacher and feedback given.

If the class teacher is off sick during this time, another member of staff (supply teacher or phase leader) will provide learning and support to ensure that the remote learning is not compromised.

### **Scenario 2: Individual children across school due to medical reasons or they are self-isolating because they show symptoms and are waiting for a test result or have been in contact with a positive case outside their class bubble.**

If an individual child or a small number of children are self-isolating from a particular class, the class teacher will provide work to complete at home. Again, your child will complete work which will be marked and feedback given, but the teacher will not be available to answer questions throughout the day as they will be teaching their class. They will offer as much support to these children as possible during the self-isolation period but won't be available throughout the school day. If another member of staff is available to answer questions, they will do, but this may not always be possible.

## **Roles and responsibilities**

### **Teachers**

When providing remote learning, teachers must be available during school 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.

When providing remote learning, teachers are responsible for:

- Setting work

- Class teachers will provide work for their class by uploading to the website or emailing a weekly home learning plan. This will be uploaded for the following week or weeks ahead.
  - The home learning plan will include focused work for all subject areas relevant to the class curriculum plan.
  - Class teachers are to communicate and coordinate with other teachers in their phase who may or may not still be in school to ensure consistency in teaching.
  - Children with limited or no access to internet should be identified beforehand and paper based work will be made available to them.
- Providing feedback on work
- EYFS– Completed work (or photos) uploaded to the child’s portfolio on Tapestry
  - KS1 & KS2 – Completed work must be uploaded to the website for class teachers to provide brief feedback on. Feedback to be given by the end of the week at the latest.

## Teaching assistants

When assisting with remote learning, teaching assistants must be available during school 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.

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

- Supporting pupils who aren’t in school with learning remotely as per the direction from the class teacher.
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## 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 alongside teachers teaching their subject remotely to provide support and make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject, checking home learning menu sections for their subject
- Alerting teachers to resources they can use to teach their subject remotely

## Senior leaders / Phase leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their phase, ensuring consistency and that high quality work is being set across the classes
- Monitoring the effectiveness of remote learning through regular discussions / meetings with class teachers in the phase to assess pupil engagement.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## Designated safeguarding lead

Designated Safeguarding Lead (DSL) – Miss D Ridyard

Second Designated Safeguarding Officer - Miss G O'Malley

See Safeguarding & Child Protection Policy for more details

## **IT staff (Digitech)**

Contact number: DIGITECH Kane Winterbottom 07393182487

IT staff are available to support:

- › Fixing issues with systems used to set and collect work
- › Helping staff with any technical issues they're experiencing

## **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 set each week by teachers
- › Seek help if they need it, from teachers (through parents in EYFS & KS1)
- › Alert teachers if they're not able to complete work (through parents in EYFS & KS1)

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

## **Governing Body**

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

## **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 relevant phase leader
- › Issues with IT – talk to IT coordinator or Digitech
- › Issues with their own workload or wellbeing – talk to their phase leader
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the designated safeguard lead

## **Data protection**

### **Accessing personal data**

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

Explain:

- › How they can access the data, such as on a secure cloud service or a server in your IT network
- › Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices
- › Adhere to the Acceptable Use Policy

## **Processing personal data**

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

## **Safeguarding**

The schools safeguarding policy can be found on the school website

## **Links with other policies**

This policy is linked to our:

- › Behaviour policy
- › Safeguarding policy
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy