



# Remote Learning Policy

## Holy Family Catholic Primary and Nursery School

**Hand in hand in God's loving family we will dream and learn, growing into the best we can be.**

### 1. Aims

At Holy Family Catholic Primary and Nursery School we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

### 2. Roles and responsibilities

#### 2.1 Teachers

When providing remote learning, teachers must be available between 8:50 – 3:00pm. Teachers will take their lunch hour between 12-1

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. (See Staff Absence Policy)

When providing remote learning, teachers are responsible for:

Setting work:

- Creating a weekly timetable of work for their year group in liaison with their phase which will be available to parents via google classroom. This will include a range of subjects from across the curriculum.

- The weekly time table will include an RE activity, at least 4 maths activities, 4 English activities, reading and relevant foundation subjects.
- Setting tasks using online platforms.
- Work as a team to ensure that the above work is planned and uploaded to google remote learning platform by 3pm the day before.
- Ensure they co-ordinate with the teachers in their phase, to ensure consistency across the year groups and national curriculum subjects.
- Liaise with the SENCO to ensure all pupils remain fully supported for the duration of the remote learning period.
- Report any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the head teacher. Following the schools safeguarding procedure.
- Report any defects on school-owned equipment used for remote learning to the ICT technician.
- Adhering to the Staff Code of Conduct at all times.

Providing feedback on work:

- Children's work can be uploaded to the google remote learning platform in order for teachers to provide feedback to children.
- Where appropriate, work will be marked and feedback given to pupils within 48 hours.

Keeping in touch with pupils who aren't in school and their parents:

- Phase leaders can be contacted via their allocated phase email address (See school website). These will be checked between the hours of 8:30 and 3:30pm Monday – Friday. Emails will be replied to within 48 hours.
- All issues are to be dealt with professionally by the phase leader in consultation with the class teacher if necessary.
- If necessary, any complaints or concerns can be discussed with their line manager or a member of SLT to ensure that they are dealt with in an effective and timely manner. That member of staff may choose to contact the parents directly if required.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available within their contracted working hours. During this time they are expected to check work emails, complete any set tasks and/or training and be available when called upon to support with remote learning.

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. (See staff absence policy)

When assisting with remote learning:

- General Teaching Assistants may be required to support and provide feedback to groups of children in accordance with instructions for the class teacher/Phase Leader or SLT.
- 1:1 support assistants, when requested by the class teacher and/or SENCO to support 1:1 pupil with remote learning.

## **2.3 Subject leaders**

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:  
Monitoring the work set by teachers in their subject – Review the work set on the learning platform.

Consider whether any aspects of their subject needs to change in order to be accessed through the online learning platform.

Work with and support teachers where needed to make sure all work set is appropriate and consistent  
Alerting teachers to resources they can use to teach their subject remotely

## **2.4 Co Head teachers/Deputy Head/Assistant Head**

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school.

Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and if appropriate, co ordinate feedback from pupils and parents

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

Ensuring that staff, parents and pupils adhere to the relevant policies at all times.

Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.

Overseeing that the school has the resources necessary to action the procedures in this policy.

Reviewing the effectiveness of this policy and communicate any changes to staff, parents, and pupils.

Arrange any additional training staff may require to support pupils during the period of remote learning.

## **2.5 SENCO**

- Ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made for SEN pupils where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaise with the head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period and support class teacher in planning and providing appropriate work.

## **2.6 Designated Safeguarding Lead**

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the head teacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.

- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working. Ensure all safeguarding incidents are adequately recorded and reported.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.

## **2.7 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Supporting staff 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

## **2.8 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the hours of the school day 8:50am – 3pm – although consider they may not always be in front of a device the entire time. Lunch time being between 12-1pm.
- Complete the work set by the deadline set by teachers and upload to google learning platform when required,
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Adhere to expectation of home school agreement

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Support and monitor children when they complete remote learning activities.
- Ensure children's log in details for online learning platforms are available in order for them to access online learning.
- Seek help from the school if they need it via the phase email address in the first instance.
- Be respectful when making any complaints or concerns known to staff – (See Home School Agreement)

## **2.9 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 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, line manager or member of SLT
- Issues with behaviour – talk to the relevant phase lead or AHT, DH, HT.
- Issues with IT – Seek to ICT subject lead (Ann Pocock) or log issues on ICT helpdesk,
- Issues with their own workload or wellbeing – talk to their line manager or AHT, DH or HT
- Concerns about data protection – talk to the School Business Manager (V Edwards)
- Concerns about safeguarding – talk to the DSL (Karen Bathe or Nadia Mossop) or a member of the safeguarding team., Kelly Kordula or Ana Whittle

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes:

- The office admin staff, DHT and HT are able to access parent contact details via SIMS using a secure password. If you require contact details of a parent please email the office to access the contact number
- Staff can contact parents via the school telephone system or, if at home and using their personal telephone, ensure their telephone number is withheld before contacting the parents

#### **4.2 Processing personal data**

- Staff members may need to share personal data such as school 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

### **5. Safeguarding**

- If you are ever concerned about the wellbeing or safety of a child then please contact a member of the school safeguarding team. All details can be found in the schools Safeguarding and Child Protection Policy and Procedures and this can be accessed via the

school website at

<https://www.holyfamily.swindon.sch.uk/downloads/policies/ChildProtection.pdf>

## 6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by N Mossop and Miss Bathe (Co Head/Deputy Head) At every review, change will be discussed with all staff.

## 7. 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
- Attendance Policy

Approved by staff: **November 2022**

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