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**Remote Learning Policy**

Date	Review Date	Coordinator	Nominated Governor
Sept 2020	Sept 2022	J Green	

**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

**Roles and Responsibilities:**

It is the role of teachers, phase leaders, SEND and SLT to ensure remote learning is in place and consistent throughout the school. Parents have the responsibility to make sure their child has the adequate space and equipment to undertake remote learning.

**2.1 Teachers**

When providing remote learning, teachers must be available between 8:30am and 3:30pm.

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 – Maths, English, R.E and topic (daily):
  - o Provide work for their class and possibly the other class in the year group if a teacher is unwell.
  - o The work provided must be a continuation of the National Curriculum
  - o Work must be set by 8:30am each day either on Class Dojo or Google Classroom
  - o Children who are at school (Key Workers) are to do the same work as the remote learners.
- Providing feedback on work: teachers are to give weekly feedback on work either via comments, video or voice recordings. Work can be completed by the children via Class Dojo & Google Classroom.
  - o Regular contact for pupils who aren't in school, should be through Google Classroom, Class Dojo or social wellbeing phone calls.
  - o Expectations of contacting parents are the same as school. All contact must go through the school office to keep a record of conversations.
  - o Any complaints must go straight to the Headteacher. Safeguarding concerns must go onto Safeguard.co.uk and will be dealt by the DSL. See Safeguarding Policy.
  - o Children failing to complete the work or engaging with the learning will receive phone calls from either the class teacher or SLT.



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- Attending virtual meetings with staff, parents and pupils: Staff to be dressed appropriately and make sure any background noise is kept to a minimum.
- Where staff and children are taking part in a live online session, permission must be sought from parents via the remote learning form. Children must take part in the session in a place which is not private.

## **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 9am and 3pm.

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 have an EHCP, on the school's SEND register, or have been identified as vulnerable.
  - This may be via online remote teaching sessions; providing feedback or setting work.
- The guidance above must be followed by any member of staff taking part in an online live session.

## **2.3 Subject leads**

Alongside their teaching responsibilities, subject leads are responsible for:

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject and providing feedback.
- 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Regular surveying of the availability of technology within the learning community to ensure pupils will have access to online learning in the event of remote learning.

## **2.5 Designated safeguarding lead**

The updated Safeguarding policy for 2020 includes an appendix relating to COVID and remote learning.

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although we do not encourage them to be in front of a device the entire time.
- Complete work to the deadline set by teachers (if applicable)
- Seek help if they need it, from teachers or teaching assistants



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- 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
- Follow expectations as detailed in the Remote learning agreement

## **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

## **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 SLT
- Issues with behaviour – phase leader in first instance, then SLT
- Class Dojo - GH/JG; Classroom - AA/JG
- Issues with their own workload or wellbeing – Wellbeing Supervisor, then SLT
- Concerns about data protection – EB
- Concerns about safeguarding – EB or any DSL (SLT) and GR

## **Data protection**

### **4.1 Accessing personal data**

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

- Use Google Drive, using a secure sign on.
- Staff should use their school ipad and laptop to access school data.

### **4.2 Processing personal data**

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

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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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

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## Appendix 1      **Our Lady of Lourdes Remote Learning Home-School agreement**

Teachers agree to:

- be available to answer questions on school days between 8:30am and 3:30pm or detail who would be contactable in their absence
- set work daily
- set by 8:30am each day either on Class Dojo or Google Classroom
- provide feedback on work: via comments, video or voice recordings
- record any live teaching sessions
- give codes for any live teaching sessions at least 3 days in advance of the session
- give parents as much notice as possible in the event of a session needing to be cancelled

Parents agree to:

- allow sufficient set up time for any live teaching sessions
- ensure that the technology used is sufficient for the learning platform or live teaching session
- ensure that the webcam is switched on, and be present during the session for the safeguarding of all parties
- ensure that any learning space is conducive to work; that any live session is done in a neutral location (not a bedroom)
- maintain your child's attendance (on the remote classroom and on any online live sessions) and contact the teacher via classroom or dojo if you cannot complete work
- not record online sessions on any device in any way
- support your child as much as is possible to complete their work remotely

Children agree to:

- use the technology responsibly and fairly, not using inappropriate language or talking with disrespect to others or to teachers
- to ask for help from teachers when necessary
- to talk to others with respect
- to attend online live lessons wearing clothes suitable for school (not pyjamas/dressing gown etc)
- to submit my work (KS2) when requested
- to work hard (even though you might not be at school)

Parent signed: .....

Date:

.....

Child signed: .....

Date:

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