



**St Edward's Catholic Primary School
Remote Learning Policy (COVID-19)
September 2020**

Last reviewed on: September 2020

Next review due by: July 2021

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1. 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

2. Roles and responsibilities

Senior leaders

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
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will look to resolve this as efficiently as is possible. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

2.1 Teachers

When providing remote learning, teachers must be available between 8.50 am 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 providing remote learning, teachers are responsible for:

Setting work –:

- Teachers will provide learning for their current class. The amount of work they need to provide is daily Maths and English lessons plus 3/4 lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2. These will all be delivered via The Purple Mash platform offered through Warwickshire Welearn365. Phonics and RE resources will be uploaded via Homeroom for completion.
- For additional home learning, families will be signposted to resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
- The work will be set weekly.

- Teachers will provide home learning packs for those with no device access, these are to be collected by prior arrangement.
- The work will be uploaded to Purple Mash by Sunday evening in readiness for learning on Monday.

Providing feedback on work –:

- Pupils will upload work to 'Purple Mash'. Work submitted will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual, group or whole class basis. Feedback will be age appropriate.

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

- In the case of a national or local lockdown, Teachers will call every pupil/family every two weeks. Any concerns should be recorded on Myconcern and DSL team alerted. In the event of a self/class bubble isolation, the same communication frequency will apply. If there has been no communication from either a parent or child via 'Purple Mash' after two days, then Class teacher or SLT to ring and ascertain any potential issues.
- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO team and Class Teachers.
- Emails received from parents and pupils are to be checked between 9am and 3pm, Mon-Fri. Teachers should respond to pupil/parent emails within 24 hours.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:50am 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 aren't in school with learning remotely
 - When requested by the SENCO or Class Teacher.
 - Will liaise with class teachers to support planning and resourcing differentiated learning.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for: Monitoring the work set by teachers in their subject

- Review work set weekly. This will be available on both the 'Purple Mash' and 'Homeroom' platforms.

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 by checking all work set is appropriately pitched and offers children challenge.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

Please refer to our safeguarding policy.

2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 8.50am – 3pm, although they may not always be

in front of a device the entire time.

- Seek help from teachers if they need it.
- Alert teachers if they're not able to complete

work

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any concerns known to staff
- Make requests for paper packs by 9am Wednesday for the following week.

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
- 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 the following individuals:

Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to the relevant subject lead or SENCO/ Resource Base teachers
- Issues with behaviour – talk to the Head teacher/Deputy Head teacher
- Issues with IT – contact Computing lead and Deputy Headteacher.
- Issues with their own workload or wellbeing – talk to the Head teacher/Deputy Head teacher
- Concerns about data protection – talk to the Head teacher/Deputy Head teacher
- Concerns about safeguarding – talk to the DSL/DSL team

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to Myconcern to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via secure access.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

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 used.

- 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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please refer to Child Protection and Safeguarding Policy.

6. Free School meals.

Those children who are eligible for free school meals will be able to pick up a lunch from School if they require one.

7. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Mr T Carroll and Mrs L Flanagan. At every review, it will be approved by SLT.

8. 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
- ICT and internet acceptable use policy
- Online safety policy