

# Our Lady's Catholic Primary School

## Remote Learning Policy



### “Loving Learning and Reaching Out to All”

Approved by: Governing Body

Date: 6.10.2020

Next review due by: October 202

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## **1. Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning in the event of whole school lockdown or whole bubble isolation.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

## **2. Roles and responsibilities**

### **2.1 Teachers**

If a member of staff is unable to work remotely for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal procedures to the Senior Leadership Team. If it affects the completion of any work required ensure that arrangements have been made with SLT to ensure work is completed.

Teachers are responsible for:

- Setting overview: Creating a weekly overview/timetable of work for their year group. This must include core and foundation subjects from across the curriculum. The overview is to be uploaded on the school website, Class Dojo Class Story or Tapestry at the beginning of every week.
- Setting work online: Where appropriate work set should be differentiated if necessary.

EYFS – Work will be set on Tapestry Online or DOJO

Y1- Y6 - Work will be set on Class Dojo Portfolios

Online resources - My Maths, Times Table Rockstars, Education City, Twinkl, Padlet

Work Packs to be made available for parents to collect from the Office every Monday. Packs to be collected from bookshelf outside the Office. Packs to be labelled clearly and parents informed of appropriate time for collection.

- Providing feedback on work: Pupils send any completed work to teachers via their Class Dojo Portfolios. Teachers/Teaching Assistants approve and comment upon the work submitted.
- Keeping in touch with pupils and parents: Class Story posts to be published with messages, inspiration and examples of good work.

- In the event of pupils not submitting work despite being well - Teachers are to attempt to make contact with the pupil via their Portfolio in the first instance then telephone call to parents when in school or from a withheld number. Make a note of all contacts with parents by telephone (use speakerphone) and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Contact should be polite and encouraging. Parents are trying their best.
- Teachers must adhere to the Data Protection policy and not give out any personal details.
- If there is a safeguarding concern alert the safeguarding team immediately.
- Any other concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

## **2.2 Teaching assistants**

Teaching assistants are responsible for:

- Supporting pupils with learning remotely
- Supporting Teaching staff with feedback and marking. Each TA will be given access to their Class Dojo to facilitate supporting pupils, especially if 1:1.

## **2.3. Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **2.4 Designated safeguarding lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns. See the COVID-19 amendments to the Child Protection Policy

## **2.5 Pupils and parents**

Staff can expect pupils to:

- Seek help if they need it, from teachers or teaching assistants. Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it – staff should refer parents to the Home Learning section on our website and the Class Story page for the weekly timetables, daily activities and other useful links for learning.

## **2.6 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 systems are appropriately secure, for both data protection and safeguarding reasons

## **3. Who to contact**

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead/SENCO/SLT
- Issues with behaviour – talk to the Deputy Headteacher/SLT
- Issues with IT – talk to the Office who can contact borough support if needed
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection Officer
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

## **4. Data protection**

### 4.1 Accessing personal data

When accessing personal data, all staff members will:

Teachers are able to access parent contact details via Class Dojo using a their secure password. Do not share any details with third parties and ensure Class Dojo is logged off after every session. Class Dojo must not be used on mobile devices only on encrypted laptops. SLT have the ability to locate personal details of families when required through securely accessing SIMS. School laptops are the school's preferred devices to be used when accessing any personal information on pupils.

### 4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. While this may be

necessary, 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) 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**

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online. This policy is available on our website.

### **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by Mr H. Boyle (Headteacher) and SLT.

### **7. 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.