Saint Paulinus CE Primary School

Remote Teaching and Learning Policy

Principal: Mrs C Rhodes
Assistant Principal: Mrs K Sukonik
This policy was adopted on: February 2021
This policy was reviewed on: September 2023

This policy is linked to our:

- Safeguarding Policy
- Behaviour Policy
- E-Safety Policy
- GDPR APAT Policy
- Acceptable Use Policy
- Remote Learning: Guidance for Teachers
- Teaching and Learning Policy

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

<u>**Teachers**</u>

- When providing remote learning, teachers must be available between 9.00am and 3.30pm. If they are 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:

- Work will be provided for each class and will be differentiated to meet the needs of the children.
- The work set online should match how work in school is set as closely as possible. Pupils should be provided with daily maths and English tasks, as well as weekly science, topic (geography, history, art and/or DT), RE, Wellbeing and E-Safety tasks. In some cases, music tasks will also be set.
- The work will be set by 7.30pm the night before.
- Instructions will be given to parents and children (by SLT) on how to upload their work.
- SLT will make sure pupils with limited access to devices can still complete the work
- The Executive Head Teacher and Head of School will have access to each Google classroom, as well as the class teacher/teachers.
- Teachers will communicate any concerns about issues such as safeguarding, wellbeing, attendance, amount, and quality, of work completed to SLT, who will take responsibility for deciding how concerns are raised with families.

Providing feedback on work:

- Teachers will access the completed work via Google classroom.
- Feedback will be given via the comment function on Google Classroom or during virtual class meetings.
- Children will need to upload their work on the day that it is due in order to receive feedback <u>from the teacher</u>. Feedback will be given on the due date or the following working day.

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

- Teachers and/or SLT will keep in touch with pupils and parents via regular phone calls, emails, correspondence on Google Classroom and video conferencing.
- The SENCO will oversee contact with SEN pupils and their families.

Pupils

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- Complete the work set on the day it is due if they want to receive individual teacher feedback.
- Contact their teacher via Google classroom or attend the daily virtual meeting if they have any questions etc.
- Use appropriate language and behaviour when communicating via Google Classroom or in the virtual meeting.
- Not be on any mobile device when attending the virtual meeting (e.g. playing games on a mobile phone).
- Be dressed for virtual class meetings.

Parents

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise cannot complete the work.
- Ensure their child has completed their work by 4:00pm, or at least the same day it is due.
- Support their child to upload any documents.
- Contact the class teacher via Google Classroom or emailing the school.
- Collect paper-based tasks from the school at the allocated time (they must have responded to the questionnaire sent out in February).
- Support the school and deal with any inappropriate behaviour highlighted to them by the class teacher or SLT.
- Be respectful when making any suggestions, complaints or concerns known to staff.

Teaching Assistants/Learning Mentors/HLTAs

- The staff named above will work in school to deliver the tasks, set by the class teachers remotely, to pupils in school.
- SLT will also work in school and monitor and review this set up, with the relevant adults, at regular intervals.
- The staff named above will communicate any concerns about issues such as safeguarding, wellbeing, amount, and quality, of work completed to SLT, who will take responsibility for deciding how concerns are raised with families.

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 the daily contents of lessons, ensuring consistency between the classes, monitoring the feedback being given by the teachers, ensuring differentiation and tracking children's engagement.
- Having regular contact with all staff.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead:

The DSL is responsible for all the children's safeguarding needs whether they are in school or learning at home. The relevant policy can be found on the school's website. Contact with children involved with social care will be at the very least weekly and more frequently if needed. These phone calls will be logged. Other vulnerable children will be contacted fortnightly or more frequently if needed.

SENCo:

The SENCo is responsible for:

- Making a weekly phone call with all children with an EHCP.
- Overseeing that the teachers and teaching assistants are providing appropriate work for all children with an EHCP or SEN.

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.

Data Protection

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

- Have access to the Google Drive for their own class. This is password protected.
- SLT will have access to Google drive for the whole school. This is password protected.

Processing Personal Data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

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