

St Michaels Catholic Primary School and Nursery School Chatham

Remote Learning Policy

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

2.1 Teachers

Teachers must be available between every day during term time following their directed time. 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. If they are ill or self isolating this should be conveyed to the headteacher in the usual manner.

Teachers are responsible for::

- Setting work for the children in their classes alongside their year group partner
- Each teacher should set work for English and maths for each day of the week ready for the children and their parents to access each Monday. There should also be good range of the various foundation subjects relevant to the national curriculum set out for the respective year group
- The amount of time expected for each child to complete the work will depend on the age of the child. When setting work to be completed remotely teachers need to be mindful of the time parents and carers will have to support each of their children as well as having to work from home and of course their access to a device
- The work must be uploaded using the learning platform which is accessible via the schools website. All children will have been given their username and password so that they can access the required work for their year group
- Teachers will provide feedback to children once each child has submitted their work via email to their teacher's work email address. This should be done as soon as possible after the child has submitted the work between the hours of 9am and 3:30pm. The work should be marked keeping in mind the schools marking policy wherever possible and should be acknowledged accordingly by sending back any marked work or comments to the parents email address. Teachers will need to be aware in their marking and comments that as well as the child being the audience, so will the parent and carer and will therefore need to be marked with that in mind, eg jargon and our language which is school linked should be avoided or interpreted for parents to understand

Teachers are not expected to feedback outside the hours of 9am and 3:30pm but feedback should be given no later than the next day. It is not expected for teachers to feedback during the weekends or in a holiday period

If a parent needs clarification on how to complete the work set, or feedback from the teacher then this should be done via the teacher email.

If a parent or carer has a complaint, this should be referred to the teachers line manager/an or headteacher who will advise on how to answer the complaint or may contact the parent in person using their email to answer the complaint. If the complaint is of a safeguarding nature then it should be referred to the DSL/Headteacher or deputy DSL's who will follow the processes as laid down in the schools Safeguarding Policy

If a week has gone by and no contact has been made by the child or parent in regard to work being set then the teacher should contact the parent/carer using their email to “touch base” and ensure everything is on track. If there is no contact forthcoming from the parents then this needs to be conveyed to the DSL/headteacher and or deputy DSL’s who will contact the parent by phone to check everything is well.

Attending virtual meetings

Staff should not be setting up or interacting in virtual meetings with children or parents. All communication should be via email or telephone.

Staff will be required to take part in virtual meetings as they would for staff meetings. These will take place weekly on Tuesday afternoons during term time at 4:00pm. Every teacher is expected to dial in using the Zoom platform. If they are unable to attend due to illness etc they should communicate their absence with the head teacher by making a telephone call or email to inform her.

Staff should be mindful of dress codes ie normal everyday attire suitable for a professional meeting and should attempt to conduct the meeting in a quiet room free from disturbance and background noise if at all possible

2.2 Teaching assistants

Teaching assistants must be available in their normal working hours. 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.

Teaching assistants are responsible for:

- Carrying out on line CPD as directed by the Senco

- Being available to go on the cover rota during the partial school closure

- Be willing to complete some tasks from home if possible as directed by the class teacher they normally work with

They will also be expected to attend virtual meetings with the Senco as required

SENCO

The SENCO will be responsible for:

- Liaising with colleagues in regard to the appropriateness of work set for the children on the SEND register for home learning

- Liaising directly with Parents and carers of Send children in regard to supporting with home learning

- Liaising with outside agencies such as Educational Psychology service

- Keeping up date with EHCP annual reviews in line with Dfe guidance

2.3 Subject leads

Subject leaders should be

Giving support where necessary to support colleague in the setting of work for the children to complete as part of home learning

- Alerting teachers to resources they can use to teach their subject

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach within their appropriate key stage
- Supporting their key stage teachers both by email and in virtual meetings

2.5 Designated safeguarding lead

The DSL is responsible for:

Supporting the HSSW in regard to contacting vulnerable families and keeping up to date with her notes on CPOMS

Completing any MASH forms that may come in from social care

Still being available to monitor CPOMS in regard to any safeguarding issues that may arise whilst the school is open to those children eligible for a place during the partial school closure

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Parents

Staff can expect parents to:

Return their child's work for marking to the their child's teacher within the time slots decided ie 9am-3:30pm

- 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

2.8 Governing board

The governing board is responsible for:

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- 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
- Keep in touch with the headteacher to ensure the well being of staff during the partial closure

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 or SENCO
- Issues with behaviour – talk to the relevant key stage lead
- Issues with IT – talk to IT staff

- Issues with their own workload or wellbeing – talk to their key stage lead or deputy/headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members should be mindful that

- data can be accessed via secure cloud service or a server in your IT network
- only school devices should be used eg lap tops, tablets not personal devices
- work completed by children should be stored in a file on that device for future use if required

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as parent emails 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.

Parents emails should not be shared with anyone outside of the school

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 refer to the schools Safeguarding policy and the appendum regarding school closure and Covid 19

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- School safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy