

St Peter and St Paul Catholic Primary School

Remote Learning Policy

2020 – 2021

**‘The Love of Christ impels us’
To be
Ready, Respectful, Safe**



‘To love one another as I have loved you’

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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 are not 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

2.1 Teachers

When providing remote learning, teachers must be available between 9am – 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:
 - Teachers will set work for the pupils in their classes.
 - Day one of closure: teachers will provide activities for the day
 - Day two: timetable for the duration of closure will be published in keeping with current curriculum and lesson progression for the children to follow during closure.
 - The work set should follow the usual timetable for the class had they been in school.
 - English and Maths Work needs to be set by 9am of the day it is expected to be completed by 1pm. Foundation subjects set for afternoons.
 - Teachers in Nursery to 6 will be setting work on Google Classroom.
- Providing feedback on work:
 - As per the marking policy one piece of work for each subject (English, Maths, Science etc) should be acknowledged and commented on per week.

- Comment must be made through the online learning platform.
- Keeping in touch with pupils who are not in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone or parentsupport email to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account parentsupport@stpetersandstspauls.islington.sch.uk
 - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to DSL Tracey Peters.

2.2 Learning Support Assistants

Teaching assistants must be available between 9am – 3:30.

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.

During the school day, teaching assistant must complete the following tasks as directed by a member of the SLT.

- Attending virtual meetings with teachers
- Completing Professional Development tasks
- Completing statutory training

2.4 Senior leaders and Subject Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Cristiona McGuinness
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL, Tracey Peters is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

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 remote learning systems and flagging any data protection breaches to the data protection officer, Maria Bennett
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers
- › 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

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

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, but adapt and add to this as needed:

- › Issues in setting work – Key Stage Leader
- › Issues with behaviour – Cristiona McGuinness
- › Issues with IT – Cristiona McGuinness or Sahib logging on support@platinum-it.org.uk
- › Issues with their own workload or wellbeing – Member of the SLT
- › Concerns about data protection – Maria Bennett
- › Concerns about safeguarding – DSL, Tracey Peters

4. Data protection

4.1 Accessing personal data

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

- › Access any data through the LGfL email system or on the Google Classroom, or Shared Google Drive.
- › If a year group was to go into lockdown, staff must use their issued Chromebook to set work

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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.

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 – ICT support will ensure this is up-to-date.
- 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 see the Safeguarding and Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed once a year by SLT and Online Safety Lead Cristiona McGuinness. After every review, it will be approved by the full Governing Body.

7. Links with other policies

This policy is linked to our:

- Positive Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy