



Remote Learning Policy

Policy Updated	November 2020
Policy Agreed	Governing Body Meeting November 2020
To be Reviewed	Ongoing
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ST MALACHY'S SCHOOL MISSION STATEMENT

- ❖ St. Malachy's is a Catholic School where we will all do our best to do the work of Jesus.
 - ❖ We will study, pray, play and celebrate together.
 - ❖ We will care for each other and look after each other, just like a big family.
 - ❖ It is important to remember that we are all good and clever in different ways.
 - ❖ We will learn important lessons that will help us when we are grown up.
 - ❖ In our school it will be fun and we will strive to make it a safe place.

CONTENTS

Paragraph	Page
1. Aims	3
2. Roles and responsibilities	3 - 6
3. Who to contact	6
4. Data Protection	7
5. Safeguarding	7
6. Monitoring Arrangements	7
7. Links to other policies	8

1. Aims

This remote learning policy for staff aims to:

- 1 Ensure consistency in the approach to remote learning for pupils who aren't in school
- 2 Set out expectations for all members of the school community with regards to remote learning
- 3 Provide appropriate guidelines for data protection

2. Roles and Responsibilities

2.1 Teachers

When providing remote learning from home, teachers must be available between 8.30am -3.30pm with a 45-minute lunch break.

If teachers are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure. If this affects the completion of any work required, teachers must ensure arrangements have been made with support staff within their class.

When providing remote learning, teachers are responsible for:

1.Setting work:

- For pupils in their class.
- Setting literacy, maths and one additional session of either topic, science, PSHCE or RE each day. This will be set utilising school schemes of work. Additionally tasks linked to handwriting and spelling will be set throughout the week.
- Ensuring work is available to pupils from 8.30am on a daily basis Monday – Friday.
- Uploading work via the School Learning Platform – See Saw.

2.Keeping in touch with pupils who aren't in school and their parents during a full class closure:

- Welfare telephone calls are to be made to all pupils in your class on a weekly basis. A log of the call is to be recorded and will include the date, time and whom you spoke to and a short summary of the conversation. All calls should be made between school operational hours of 8.30am -3.15pm.
- A daily telephone call should be made to any pupils within your class who are not completing school work. A log of these calls is to be made and recorded as detail.
- Should you be unable to contact a family within a 48 hour period despite trying regularly this should be escalated to SLT who will conduct a home visit.
- If a pupil has been unable to access learning due to lack of technology, teachers are responsible for notifying the admin team, who will organise equipment to be loaned.

3.Virtual meetings or teaching sessions with staff, parents and pupils:

- Staff should ensure they are appropriately dressed adopting a professional smart, casual appearance.

- They should ensure that they choose an appropriate location to host these sessions and that there is nothing inappropriate in the background and aim to minimise any background noise.
- For safeguarding purposes, staff must ensure that an adult is present alongside the child when they are teaching online Zoom lessons. If the child is unaccompanied, the adult must end the teaching session for that child. At the soonest opportunity, the teacher should then contact the parent to emphasise the need for an adult to be present.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am -3.15pm with a 30 minute lunch break.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

1. Providing feedback on work:

- Accessing the school learning platform and feeding back to pupils about their work through marking, liking and commenting on pupils work.

2. Supporting individual pupils who are isolating:

- Marking work on a daily basis.
- Contacting any pupils who are not accessing work.
- Escalating this issue to SLT should a child have not completed any work or not been contactable in a 48 hour period.

3. Attending virtual meetings or teaching sessions with teachers, parents and pupils:

- Staff should ensure they are appropriately dressed adopting a professional smart, casual appearance.
- They should ensure that they choose an appropriate location to host these sessions and that there is nothing inappropriate in the background and aim to minimise any background noise.
- Teaching Assistants in Nursery, Reception and Year 1 will support the class teacher in the delivery of remote teaching by logging onto teaching sessions and managing the waiting room and audio controls.
- For safeguarding purposes, staff must ensure that an adult is present alongside the child when they are teaching online Zoom lessons. If the child is unaccompanied, the adult must end the teaching session for that child. At the soonest opportunity, the teacher should then contact the parent to emphasise the need for an adult to be present.

2.3 Play Therapist

When assisting with remote learning, the school play therapist must be available between 8.30am -3.15pm with a 30 minute lunch break.

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When assisting with remote learning, the school play therapist is responsible for:

1. Contacting all children who access the Th.Inc Room

2. Telephone Check ins

- Welfare telephone calls are to be made to the families of all pupils who would attend the TH.INc room. A log of the call is to be recorded and will include the date, time and whom you spoke to and a short summary of the conversation (omitting any confidential information which will be logged on CPOM's). All calls should be made between school operational hours of 8.30am -3.15pm.

3. Virtual Check in sessions with parents and pupils:

- Staff should ensure they are appropriately dressed adopting a smart, casual appearance.
- They should ensure that they choose an appropriate location to host these sessions and that there is nothing inappropriate in the background and aim to minimise any background noise.
- For safeguarding purposes, staff must ensure that an adult is present alongside the child when they are teaching online Zoom lessons. If the child is unaccompanied, the adult must end the teaching session for that child. At the soonest opportunity, the teacher should then contact the parent to emphasise the need for an adult to be present.

2.4 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Monitoring the remote work set by teachers in their subject by reviewing work set for content and coverage.
- Alerting teachers to resources they can use to teach their subject remotely

2.5 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Conducting home visits to any pupils who staff have been unable to contact within a 48 hour period.
- Reviewing weekly call logs and collating information on home learning participation for governors.

- Monitoring the effectiveness of remote learning –reviewing work set and feeding back to teachers.
- Monitoring the security of remote learning systems, including data protection.
- Responding to any Safeguard concerns raised
- Consulting with all stakeholders for what went well and where improvements can be made.

2.6 Designated Safeguarding Team

The Designated Safeguarding (DS) Team will identify any pupils who are considered vulnerable.

- These will be children who are classed as CP, CIN and LAC. Other children who have previously had Social Care Intervention will also be identified.
- A member of the DS team will make regular telephone contact with families (at least once a week) in addition to the call from the class teacher and log the call on CPOM's
- Home visits will be conducted for any families that the DS Team have been unable to contact. At least two staff per visit and details left in school as to properties visiting and anticipated timescale.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day 9am-3.30pm
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work or have no access to hardware

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.
- Be available for staff phone calls and make a return call to the school office within the school day should they have missed a call.

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 school's 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:

- Issues in setting work – Mrs Parker, Miss Tierney or Mrs Shaw
- Issues with behaviour – Mrs Parker, Miss Tierney or Mrs Shaw

- Issues with IT – Mr Auton
- Issues with their own workload or wellbeing – Mrs Parker
- Concerns about data protection – Mr Auton
- Concerns about safeguarding – Mrs Parker (DSL), Miss Tierney (Assistant DSL) or Mrs Shaw (Assistant DSL)

4. Data protection

4.1 Accessing personal data

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

- Ensure files with parent contact details are password protected. Do not share any details with third parties and always log off after use.
- Use the remote log in to access the school server and ensure you log off after use.
- Use school laptops and ipads to access personal information for pupils.

4.2 Sharing personal data

- Staff members may need to collect and/or share personal data such as parents telephone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.
- However, staff are reminded to collect and/or share as little personal data as possible online.
- Staff must ensure all phone calls are made from a withheld number.

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
- 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
- Not sharing the school device among family or friends

5. Safeguarding

The Child Protection Policy was updated in March 2020 following the Covid 19 outbreak. It is available in the policy section on the school website..

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the DFE, Government or changes are made within school. At every review, it will need to be approved by Christine Robinson (Chair of Governors).

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
- ICT and internet acceptable use policy
- Online safety policy
- Staff Code of Conduct