



St Cross Catholic Primary School Remote Home Learning Policy Autumn 2020

Last Reviewed: Autumn 2020

Next Review Due: Spring 2021

Signed by: _____
Chair of Governors

St Cross Catholic Primary School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.



Remote Learning Policy

This policy should be read in conjunction with others, particularly: Online Safety, Child Protection, Special educational needs and disability code of practice: 0 to 25 years, Home-School agreement and complies with the expectations and principles in the DfE document Guidance for Full Opening of Schools.

Contents

1. Aims	3
2. Roles and Responsibilities	3
3. Who to Contact	5
4. Data Protection	5
5. Safeguarding	6
6. Monitoring Arrangements	6
7. Links with Other Policies.....	6
Appendix – Detail of Remote Learning Implementation	



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 to support growth in confidence with new material through scaffolded practice.
- Ensure application of new knowledge or skills
- Set out expectations for all members of the school community with regards to remote learning enabling pupils to receive feedback on how to progress
- Provide appropriate guidelines for data protection.

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household;
2. A group of children are self-isolating because of a case of coronavirus in the bubble;
3. A whole bubble or cohort is self-isolating because of an outbreak of coronavirus

2. Roles and responsibilities

2.1 Teachers (for operational detail see Appendix)

When providing remote learning, teachers must be available between 9.00am and 3.30pm each school day.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should discuss this with the headteacher to agree reasonable alternative arrangements.

When providing remote learning, teachers are responsible for:

- Setting work –
 - a curriculum sequence that allows access to high quality online/offline/teaching videos linked to the school curriculum. This is for children in their own class and other children they routinely provide work for during the normal school week.
 - Work needs to be uploaded the night before.
 - Completed work should be uploaded to the class teacher via Microsoft Teams
 - Teachers should co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure any pupils with limited access to devices can still complete the work
- Providing feedback on work
 - Teachers will acknowledge receipt of completed work through Microsoft Teams 365 and, provide feedback on how to progress.
 - Completed work will be acknowledged and feedback provided that afternoon.
- Keeping in touch with pupils who are not in school and their parents –
 - Teachers are expected to make regular contact with pupils not in school via: emails and/or phone calls/ or Microsoft Teams.



- Emails from parents and pupils should be answered as soon as possible, and at the latest within 24 hours.
- Any complaints or concerns shared by parents and pupils should be copied and discussed with the Headteacher
- If any children are failing to completed work, then this should be sensitively investigated with parents and discussed with the Headteacher

➤ Attending virtual meetings with staff, parents and pupils –

- Teachers should abide by the school's dress code when participating in virtual meetings
- Care should be taken when considering the location for a virtual meeting (particularly with parents or pupils) Avoid areas with background noise, nothing inappropriate should appear in the background)

2.2 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
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject –
- Alerting teachers to resources they can use to teach their subject remotely

2.3 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 – 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

2.4 Designated safeguarding lead

The DSP is responsible for ensuring that the requirements of the school's Child Protection policy and Online Safety policy are being applied within Remote Learning.

2.5 IT support staff – Primary Intern 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
- Assisting pupils and parents with accessing the internet or devices



2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.7 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:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher
- Issues with IT – talk to Primary IT Support
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk/email to the DSPs
- Concerns about safeguarding – talk/email to the DSPs

4. Data Protection

4.1 Accessing personal data

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

- Use a secure cloud service or the school server
- When accessing data, only a device provided by the school should be used, such as a laptop or iPad. Staff should always use these rather than their own personal devices



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 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.

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

The Child Protection Policy and Online Safety Policy are both accessible to staff through the school website, on the school server or in the file kept in the Heateacher's office. If communicating with pupils on video conferencing, there should be more than 1 child or adult (parent) on a conference at once to safeguard staff members.

6. Monitoring Arrangements

This policy will be reviewed annually by the governing body and ratified by the full governing body when the next meet.

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
- Home-school Agreement
- Online Safety Policy – including safer internet/acceptable use policy and agreements.

Remote Learning

The initial response to any isolation will be to provide children with home learning materials online or paper (if requested by parent). In the case of whole cohort isolation, resources will be uploaded to Microsoft Teams and



priority children will have packs delivered. This measure will afford teachers a short time to prepare their remote learning resources.

Pupil need to isolate because someone in their household is symptomatic or tests positive	
Ongoing Support	Safeguarding/ SEND
Using Microsoft Teams, the Class teacher will upload menus with links to relevant sites/resources or worksheets the day before to allow parents to see the learning materials prior to supporting their child. The teacher will decide what materials are most appropriate for the individual child. Teaching input for Math and English lessons will be streamed from the classroom via Microsoft Teams. Only the Class teacher and modelling area will be viewable on screen. Non-core lessons and resources will be uploaded to Microsoft Teams. Children will complete the work at home and upload completed work to the teacher via Assignment section of Teams. The work will be checked at the end of the day and feedback will be given.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results. If child is entitled to benefit-related FSM, ensure food made available through catering. If a child is vulnerable in any way, the DSP will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSP (record on CPOMS). If a child does not engage, the class Teacher is to call the parents to discuss obstacles and support.

A whole bubble (cohort of children) is isolating because of an outbreak of coronavirus	
Ongoing Support	Safeguarding/ SEND
Using Microsoft Teams, the Class teacher will upload Timetable with links to relevant activities, learning material and worksheets on a Monday to allow parents to see the learning materials prior to supporting their child/ren. The day will start with a prayer and an outline of the work set. Register will be taken. Teaching input will be provided for English and Math lessons. The teacher will use Microsoft Teams to teach directly to the class. Only the Class teacher and modelling area /PowerPoint will be viewable on screen. Tasks will be set and children will need to complete the work and then upload their work to Microsoft Teams. Non-core lessons and resources will be uploaded to Microsoft Teams for the afternoon. Register will be taken and input from the Teacher will be provided. All completed work will be reviewed and given feedback, as a group or individually. The teacher will end the day, with a 15-minute mini-plenary and a prayer.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results. Evidence of a positive test needs to be seen in school. If children are entitled to benefit-related FSM, ensure food made available through Catering. If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS). Those not engaging with home learning are to receive a phone call from a member of SLT to discuss the obstacles and support.



A teacher is isolating because of an outbreak of coronavirus (positive due to external factors)	
Ongoing Support	Safeguarding/ SEND
The teaching Assistant will register the children in class. The day will commence with a prayer. Using Microsoft Teams, the Class teacher will provide the teaching input for English and Math lessons. The teacher assistant will monitor the class for behavior and will ensure pupils are on task. Only the Class teacher and modelling area will be viewable on screen. Teaching of non- core lessons will be provided for by the teacher following lunchtime. Completed work from the children will receive feedback from the teaching assistant. The teacher will end the day, with a 15-minute mini-plenary and a prayer.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results. Evidence of a positive test needs to be seen in school. If children are entitled to benefit-related FSM, ensure food made available through Catering. If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).

A teacher is sick with Coronavirus	
Support	Safeguarding/ SEND
As a precaution, work has been set by teachers for this event. The work can be located on the planning folder under year group COVID-19 so that the children have access to high quality resources. The class will be covered by HLTAs, who will deliver the day's work as well as the afternoon non-core lesson and the reading for pleasure session at the end of the day. Feedback will be given to ensure pupil is making progress. Time will also be scheduled for the children to watch Gospel and Celebration assembly delivered by Mrs. Walsh. This will encourage children to keep working, celebrate successes and promote a togetherness.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results. Evidence of a positive test needs to be seen in school. If children are entitled to benefit-related FSM, ensure food made available through Catering. If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL (record on CPOMS).

Pupils with SEND will be supported on an individual basis based upon their need; it is likely that the support they will receive will be one or more of the strategies listed below:

- One to one check-ins to support emotional well-being and to ensure pupils can access the work set.
- Live lesson support.
- Regular contact with parents. This will involve teachers and/or SENDCO/Headteacher liaising with the parent/carer regarding strategies to use at home in order to support the pupil.
- Signposting parents/carers to suitable workshops to support behaviour and other needs while at home.



- One to one intervention and/or group work where necessary, including phonics, reading and maths.
- On site teaching/support. We will continue to encourage those who cannot learn at home to attend school.

Use of Technology

Staff are aware of how beneficial the use of technology can be for home learning. However, we are aware that some children may not have access to this. Therefore, arrangements have been put into place to support these children by providing homework packs.

To ensure effective communication, all teachers and members of the Senior Leadership Team will be available via the following emails:

head@stcross.herts.sch.uk admin@stcross.herts.sch.uk e.james@stcross.herts.sch.uk (SENCO)

The school approach to remote learning will be reviewed termly.