

**Our Lady of Perpetual Succour
Catholic Primary School**

**Remote Learning Policy
Spring 2021**



We learn to love everyone as Jesus loves us

OUR LADY OF PERPETUAL SUCCOUR CATHOLIC PRIMARY SCHOOL

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Remote Learning Policy

Rationale

This policy applies to those pupils that are not able to attend school due to self-isolation or in line with government guidelines, closure of their class bubble or lockdown for the whole school.

Our Lady's Primary School will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. Our Lady's Primary School are fully aware that these are exceptional times and this policy seeks to guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school and where there is a national lockdown.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Roles and Responsibilities

Teachers

When providing remote learning, teachers must be available between [8.30-3.30 in the working week].

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.

When providing remote learning, teachers are responsible for:

Setting Work

- Teachers will set work for the class that they are directly attached to or for children in that class that may be absent from school with pandemic related issues.
- A timetable of subjects will be provided at the start of the week as a guide to parents and children to help with organising their home learning.
- Teachers will provide activities which cover a broad and balanced curriculum ensuring daily English and Maths work, and a range of subjects offered throughout the week.
- All work will be put up onto the class page on the website ready for the start of each week.
- Links to commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences eg Oxford Owl e-books, White Rose maths, Read write Inc phonic resources, Discovery Education

Feedback

- Completed work should be uploaded to the VLP (visual learning platform) using their log in details so children can be given feedback and next steps by teachers.
- Teaching staff will have live contact at points during the week using google classroom when a national lockdown is in place.
- When individual children are self –isolating teaching staff will maintain contact via the messaging service and telephone calls if needed for support during the school hours (8.30- 3.30).
- When whole class bubbles are isolating staff will use the messaging service and google classroom for some live contact.
- Teachers will feedback to SMT on a weekly basis those pupils who are not engaging in remote learning in order for the SMT to provide support to those children and families.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm.

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 – in the first instance, contact Head Teacher.

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

- Supporting the learning of those children in school
- Liaising with class teacher to provide alternative or extra resources for children that they would normally be supporting in school.
- Help prepare printed home learning packs for those children who have difficulties with digital access.
- Continue personal CPD

Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Provide support for staff and make adaptations to any aspects of their subject that may need to change to be suitable for remote learning.
- Alerting teachers to resources they can use to teach their subject remotely.
- Monitor the remote work set by teachers in their subject and provide feedback where needed.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Helena Donnelly
- Will monitor on a regular basis the consistency and quality of work being provided and where needed provide feedback to teaching staff.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Provide regular updates to the governing body.

Designated Safeguarding Lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Ensuring all stakeholders are aware of safeguarding issues and ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

See the COVID-19 amendments to the Child Protection Policy (January 2021)

IT Lead

- 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

Pupils and Parents

- Engage with the remote learning and upload completed tasks to the VLP (visual learning platform)
- To alert school if they are struggling with aspects of the work and need help.
- To follow the parent/ pupil protocols for on-line learning.

Governing Body

The governing body 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

Accessing personal data:

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

- Follow the school data protection policy and use the schools School Website Secure System
- Only use laptops provided by school and should not use their own personal devices

Processing personal data:

Staff members may need to collect and/or share personal data such as [insert examples, 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.

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

Safeguarding

Please refer to: **COVID-19 amendments to the Child Protection Policy (January 20121)** which makes reference to online learning and safeguarding.

Monitoring

This policy will be reviewed on a half termly basis by Helena Donnelly in consultation with the Head teacher and Chair of the Governing body.

Links with other policies

This policy needs to be read in conjunction with the following policies:

- Child Protection policy and Covid-19 amendments
- Behaviour policy
- Data Protection policy and privacy notices

- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Signed:

Chair of Governors: _____

Date: _____

Last Review: 23rd October 2020

Next Review: 23rd March 2021