



St Joseph's Catholic Primary School

Remote learning policy

Approved by:

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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 aren't 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

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.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- If the class teacher is unwell and unable to lead remote learning, then the senior leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

Designated safeguarding lead

The DSL is responsible for:

Safeguarding concerns, including those related to Remote Learning. Please refer to the Child Protection and Safeguarding Policy.

Teachers

When providing remote learning, teachers must be available between 9am and 3pm on their working days.

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 provide learning for their current class. They will provide approximately four activities per day for their pupils plus Reading.
- Activities should include one English (either Writing, Grammar, Punctuation or Spelling); Daily Phonics for EYFS & KS1 and Daily SPaG for KS2; one Maths; and one other Curriculum subject.
- All parents will be provided with information as to how to access free online reading books using the Oxford Owl website.
- Instructions should contain enough detail for the pupil to be relatively independent (age dependent). Teachers should not assume that a home has access to a printer to print out work. CGP Workbooks will be provided for children to work directly into rather than printed worksheets.
- Instructions for learning will be uploaded onto the Class page of the school website by 9am each day to be accessed by families.
- Teachers will use CGP resources, Purple Mash, resources provided by the Oak National Academy and BBC Bitesize, as well as other resources identified by school curriculum leaders.

➤ Providing feedback on work:

- Pupils will send completed work by email to the class teacher using the class email address. Teachers will provide feedback to pupils about their submitted work in English and Maths using the class email address on an individual, group or whole class basis. Feedback will be age appropriate.

➤ Keeping in touch with pupils who aren't in school and their parents:

- In the case of a national or local lockdown, teachers will contact parents at least every 2 weeks. Any concerns should be recorded on MyConcern and Headteacher alerted.
- In the event of a class / bubble isolation, communication will be by the school website and email. If no work has been submitted and no contact made by email by day 3 of lockdown / isolation period starting, a member of staff will call the parents / pupil on Day 4.
- Vulnerable pupils will be called weekly – CP/ EHCP/identified pupils.
- Emails received from parents and pupils are to be checked between 9am and 3pm, Monday – Friday. Teachers should respond to parent emails within 48 hours.

➤ If attending virtual meetings with staff, parents and pupils: ○

- Staff should be appropriately dressed for work.
- The meeting should be held in a location which avoids background noise, and ensures that anything visible in the background is appropriate and provides as little distraction as possible.

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.

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

Supporting pupils who aren't in school with learning remotely:

- When requested by the SENCO. ○ Will liaise with class teachers to support planning and resourcing differentiated learning.

Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the remote work set by teachers in their subject; reviewing work set weekly.
- Alerting teachers to resources they can use to teach their subject remotely

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day 9am – 3pm– although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- 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.
- Be respectful when making any complaints or concerns known to staff.

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

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:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant head of Key Stage / Deputy Headteacher / Headteacher.
- Issues with IT – Contact Walsall ICT schools service desk by telephone 01922 653000 opt1 or via email ictschoolsservicedesk@walsall.gov.uk.
- Issues with their own workload or wellbeing – talk to the Headteacher / Deputy Headteacher
- Concerns about data protection – talk to the Headteacher / Deputy Headteacher ➤
- Concerns about safeguarding – talk to the DSL

4. Data protection

Accessing personal data

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

- Know how to access MyConcern to record and parent contact or concerns about children; this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site by any third party.
- School laptops and devices are the school's preferred devices and should be used when accessing any personal information on pupils.
- Office staff, Headteacher & Deputy Headteacher are able to access parent contact details via ParentMail using a secure password. Do not share any details with third parties and ensure ParentMail is logged off after use.

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
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please refer to our Child Protection and Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government and when changes to the way home learning will be managed by school by N.Hannett. At every review, it will be approved by SLT and 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 and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy