St Mary's Catholic Primary School

REMOTE LEARNING POLICY

January 2025

Mission Statement

St Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

Ethos

We recognise that there is a challenge in creating an enriching environment for all those involved at every level of school life. We take our lead and inspiration from Christ with regard to the Gospel values: the belief that all human beings are uniquely created and loved by God and worthy of respect. This challenge manifests itself in the way that we treat and value:

- Our relationships with each other and the wider community;

- Our respect for one another;

- Our welcome to and interest in all those who visit our school;

- Discipline inspired by forgiveness, healing and reconciliation;

- Our school environment.

Through rising to this challenge we aim to create an awareness of a sense of belonging to and being part of the life of St Mary's.

The Aims of our School

We will endeavour to create a Catholic Ethos in our school, which reflects the Gospel values, through the love, care and respect we show to each other, and to all who come to our school. We will teach the beliefs, traditions and practices of the Catholic Faith.

Through the prayer and worship in school we will try to be a living community of people celebrating their love for God and one another.

We believe the quality of the curriculum, with Religious Education at its core, is of prime importance and will focus on the development of the whole child. We will at all times try to make provision for children with special needs, so that all members of our school community achieve their potential.

We will help the children to develop an awareness of and respect for other religious and cultural backgrounds, as we believe this to be an essential preparation for adult life.

We believe that good communication between governors, staff, parents and children is important for the well-being of our school, and we will work in partnership with the wider community especially the home and parish in developing each child's potential.

Aims for Each Child at St. Mary's Catholic Primary School

♦ Whilst at St. Mary's School I will learn about being a Christian. I will experience the beliefs, traditions and practices of the Catholic Faith.

♦ I will achieve as much as I possibly can in each area of the National Curriculum.

♦ I will know how to learn and enjoy learning, and will view work in a positive and conscientious manner.

♦ I will co-operate and communicate with others effectively, independently and in a group, and try to win and lose graciously.

♦ I will tolerate and respect the religious beliefs, views and values of others, understand the need for good behaviour and moderate my behaviour accordingly. I will respect the belongings and property of others.

♦ If I have a problem I know I can find someone who will discuss it with me.

♦ I will try to learn from my mistakes and accept there is always room for improvement.

♦ I will share a sense of responsibility for my school, parish, local community and the wider environment.

Contents

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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

2.1 Teachers

When providing remote learning, teachers must be available during the school working 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 report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

> Setting work (in association with their year group partner and based on their curriculum planning for the year group)

  o For their year group

  o For at least one week at the time

  o At the latest by 3pm the Friday before the new school week begins

  o Work should be uploaded on to Microsoft Teams/ staff shared drive in school

  o Prepare work packs for pupils to support live lessons and enable any pupils without devices to continue to learn

> Providing feedback on work

  o Encourage pupils (supported by parents at home) to e-mail a scanned copy / photograph of completed work (teacher will ask for particular work each day ensuring a range of work is seen over the week)

  o Provide feedback to individual pupils highlighting strengths and next steps

  o Within lessons verbal feedback is given to pupils and opportunities to clarify expectations and ask questions individually are offered

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

- o Make regular contact with parents by email (general e-mails to remind about work to be completed, timetable etc.) and phone calls to parents of children who do not join sessions

- o Respond to e-mails / calls from parents and pupils (an e-mail contact from a pupil should be via a parent address and response always shared with the parent)

- o Refer any safeguarding concerns to a member of the designated team following the usual school procedure

- o Follow up with parents to support any pupils not engaging in the learning or completing the work

> Attending virtual meetings with staff, parents and pupils:

- o Follow school dress code

- o Avoid locations with background noise and ensure nothing inappropriate in the background and meeting alone with individual pupils

- o Teachers are able to balance the time working from home and school when providing remote learning to pupils

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working 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 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 e.g.

- o Pupils they generally support in school as directed by the class teacher

- o Small groups working in breakout rooms within the lesson (live teaching sessions)

> Attending virtual meetings with teachers, parents and pupils

- o Follow school dress code

- o Avoid locations with background noise and ensure nothing inappropriate in the background and meeting alone with individual pupils

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the subject curriculum needs 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

> Monitoring the remote work set by teachers in their subject through checking the planning and sampling finished work

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior Team

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning e.g. through regular meetings with teachers and subject leaders, reviewing work set or reaching out for verbal feedback from pupils and parents

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

We aim to have a trained DSL or deputy DSL on site each school day.

If our DSL (or a deputy) can't be on site, they can be contacted by phone or school e-mail.

We will keep all school staff and volunteers informed by showing on the weekly key worker timetable (sent by e-mail to all staff and available on the staffroom board) as to who will be the DSL (or deputy) on any given day, and how to contact them.

The DSL (or deputy) to make sure they can:

> Identify the most vulnerable children in school

> Update and manage access to child protection files, where necessary

> Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

2.6 IT staff (Enfield CLC)

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff with any technical issues they're experiencing

> Reviewing the security of remote learning systems and flagging any data protection breaches they become aware of to the data protection officer

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

> Be contactable during the school day – although staff will be aware that 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'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

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

Love, Listen and Learn

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 relevant senior leader

> Issues with IT – seek advice from the IT leader and CLC staff

> Issues with their own workload or wellbeing – talk to their line manager

> Concerns about data protection – talk to the HT/DHT and/or data protection officer

> Concerns about safeguarding – talk to the DSL or any of the designated team

4. Data protection

4.1 Accessing personal data

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

> Ensure this is not shared with other staff unnecessarily and is kept secure

> If possible use school devices only. If using home devices ensure that all school related information is kept secure and password protected

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e-mail addresses and phone 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.

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

Please refer to the school's policy (available from the school office and on the school website)

6. Monitoring arrangements

This policy will be reviewed annually by the leadership team. At every review, it will be approved by the full governing board.

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