

Remote learning policy



St Peter's Catholic Primary School

Approved by

Lucy Fleming
Chair of Governors

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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. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include occasions when we decide that opening our school is either:

- Not possible to do safely
- Contradictory to guidance from local or central government

Or occasions where individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) and the BWCET will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity

- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning in the event of a whole school closure;

teachers must be available between; 8.45 and 10.30am, 10.45 and 12pm, 1.00 – 2.15pm and 2.30 – 3.30 pm

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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners. This will be via whole class teams lessons.
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

In the event of remote learning for individual children, class teachers are responsible for:

- Setting work for their class. Good practice is to set 3 hours a day for KS1 and 4 hours for KS2.
- Ensure that work is sent home via email or to be collected by the parent.
- Make sure that work provided is of high quality, meaningful, ambitious and covers a range of subjects.
- The needs of all pupils must be considered, such as those with SEND or other additional needs.
- Keep in touch with the child/parents who aren't in school if this is deemed necessary.

3.2 Teaching assistants

In the event of a school closure, teaching assistants must assist with remote learning and be available between; 8.45 and 10.30am, 10.45 and 12pm, 1.00 – 2.15pm and 2.30 – 3.30 pm

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.

Teaching assistants must assist the class teacher with remote learning.

3.4 Senior leaders

The Headteacher has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible

- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern
- They are also responsible for monitoring the effectiveness of remote learning
- Ensure staff are trained and confident in their use of an online platform
- Provide information to parents/carers about remote education – via the school's website or via email
- Work with the catering team to ensure pupils eligible for benefits related free school meals are provided with good quality lunch parcels or food vouchers

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Complete the work set to the deadline set by teachers
- Seek help if they need it
- Act in accordance with normal behaviour rules/conduct and follow the school rules

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their child's learning and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is ill or cannot complete the work set
- Seek help from the school if they need it
- Be respectful when raising any concerns with class teachers

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to remote/online learning
- Ensuring the staff are certain that remote learning systems are appropriately secure for data protection and safeguarding reasons

To monitor the school's approach to providing remote learning.

4. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Mrs P McArthur (Acting headteacher)

Miss Woods (Assessment lead)

5. Data protection

5.1 Accessing personal data

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

- Will access the data on a secure cloud service or a server in your IT network
- Access the data on school's devices and not personal devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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

7. Monitoring arrangements

This policy will be reviewed annually by the Headteacher.