St Joseph's Infant school
Remote learning policy

Date Agreed: **14th March 2022**

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Approved by Diocese of Chichester Academy Trust

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Academy	**St Joseph's CE Junior School**
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Type of Policy	*Tick* ✓
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

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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 in the event of a bubble closure:

- Teachers must be available between 8.30am and 4pm.
- 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 procedures between 7am and 2.30pm on the designated absence number.

If it affects the completion of any work required ensure that arrangements have been made with year group teacher partners or SLT to ensure work is completed.

Teaching Staff will:

Make best endeavours to support all pupils whether at home or school. However, their priority will be the majority group of children. For example, if more children are in school then the priority will be their learning and vice versa.

• In the event of a school closure and a majority of children remote learning from home, year 1 and year 2 teachers will set work for pupils through the Google Classroom platform

• In the Early Years, share teaching and activities with their class via email and the school website

• In the event of a school closure have weekly catch-ups with pupils through invitation via, 'Zoom,' or 'Google meet'

• Have the option to record lessons through 'Loom for education,' (video messaging)

• Continue teaching in line with current, extensive planning that is already in place throughout the school;

• Keep in contact with parents and children via email.

• Usually reply to messages, set work and give feedback on activities during the normal teaching hours 9.00 am – 3.15pm

• Allow flexibility in the completion of activities, understanding that the circumstances leading to remote learning being instated will affect families in a number of ways;

• Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow If teachers are unwell themselves we will make our

best endeavours to continue to set work activities. However, this may not be as regularly set or monitored. Emails may not be answered until the teacher is fit to work.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Work through the work set at their own pace with the support of an adult in the home environment.
- Submit their work with their parents support.
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around them and be creative in different ways.

Keeping in touch with pupils and parents:

- Via the private message function in Google Classroom
- Head teachers certificates to be given to children for excellent work
- Year group emails received from parents and pupils are to be checked between 9am and 4pm, Mon-Fri. Emails must be replied to within 48hrs. Only send replies between these times.
- Withheld numbers may be used as teachers can use their mobile phones from home.
- If pupils do not access their google account for 2 days a phone call should be made by the class teacher to the child's home using the pupils contact details from sims. Parents should be reminded that pupils should be accessing the work set. If the pupils continues to not engage the child name should be emailed to the HT. Safeguarding concerns should continue to be logged on to My Concerns
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details.

Attending virtual meetings with staff, parents and pupils:

- Bubble isolation groups are expected to attend a number of virtual meetings daily-x2 registrations and a variety of live lessons/introductions.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.1a In the event of individual pupil self-isolation Weekly

- Home learning to be set via Google Classroom for all individual pupils who find themselves in isolation
- Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating. Daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.
- Work is tailored to each pupil.

2.2 Teaching assistants

Teaching assistants must be available between their normal working hours

During this time, if a whole bubble is closed that they are working in, they are expected to check work emails and be available when called upon to support the children with their learning remotely. 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 are responsible for:

Supporting pupils with learning remotely:

- When requested by the SENCO or class teacher
- Attending virtual meetings with teachers, parents and pupils.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Support Keyworker and vulnerable children in class if a National Lockdown is in place and these are the only children to attend.

2.3 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
- Supporting teachers with setting relevant work for subjects in their Google classroom (years 1 and 2)
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Recording this on My Concern
- Informing DCAT safeguarding lead of any concerns relating to Child Protection issues.

See the COVID-19 amendments to the Child Protection Policy

2.5 IT staff

IT Lead and JSPC 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

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3.00pm–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 to:
- Seek help from the school if they need it–staff should refer parents to the Home Learning section on our website and other useful links for learning.
- Be respectful when making any complaints or concerns known to staff
- Make the school aware if their child is sick or otherwise cannot complete the work.

2.8 Governing board

The School LGB:

- 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 Head Teacher
- Issues with IT – talk to IT lead and JSPC
- Issues with their own workload or wellbeing – talk to the Head Teacher
  - Concerns about data protection – talk to the data protection officer/Bursar
  - Concerns about safeguarding – talk to the DSL's LH, LT, SK

4. Data protection

4.1 Accessing personal data

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

- Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing SIMS.
- SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers, 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 see the following for updates concerning safeguarding in relation to home learning

In the Child Protection Policy ref:17.3 this also details reference to remote learning curriculum and risks online.

This policy is available on our website

6. Monitoring arrangements

- This policy will be reviewed as and when updates to home learning are provided by the government by L Hardy Headteacher
- At every review, it will be approved by Lisa Hardy (Headteacher) and SLT

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
- ICT and internet acceptable use policy
- Online safety policy