

# Remote learning policy

Sacred Heart Catholic Primary School



**Approved by:**

Mr Christopher  
Rodrigo Mr John Lane

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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 between 9am – 3:30pm.

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 pupils in their classes. This includes those responsible for streamed groups in Year 5 and 6
  - The work set should follow the usual timetable for the class had they been in school.
  - Work needs to be set by 7:30am of the day it is expected to be completed
  - Teachers in Nursery to Year 4 will be setting work on Seesaw
  - Teachers in Year 5 and 6 will be setting work on Google Classroom.
- › Providing feedback on work:
  - As per the marking policy, feedback must be given weekly for:
    - Two pieces of work for Writing, Reading and Maths
    - One piece for RE

- Once over the two week period of each foundation subject and Science, acknowledging both pieces of work that have been completed.
  - For Individual isolation, one piece of work must be marked per day.
  - Comment must be made through the online learning platform.
- Keeping in touch with pupils who aren't in school and their parents:
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the school admin account ([admin@sacredheart.islington.sch.uk](mailto:admin@sacredheart.islington.sch.uk))
  - Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to DSL Cat LeFleming.

## 2.2 Teaching assistants

Teaching assistants must be available between 9am – 3:30.

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.

During the school day, teaching assistant must complete the following tasks as directed by a member of the SLT.

- Attending virtual meetings with teachers
- Completing Professional Development tasks
- Completing statutory training

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Chris Rodrigo
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL, Cat Le Fleming is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

## 2.6 IT staff

IT 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 learning remotely to:

- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers
- › 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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- › 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

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, but adapt and add to this as needed:

- › Issues in setting work – Mr Rodrigo
- › Issues with behaviour – Phase Leader or SLT (Mr Rodrigo or Ms Brown)
- › Issues with IT – Mr Rodrigo
- › Issues with their own workload or wellbeing – SLT
- › Concerns about data protection – Theresa Ward
- › Concerns about safeguarding –DSL – Cat Le Fleming

## 4. Data protection

### 4.1 Accessing personal data

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

- › Accessed any data through the LGfL email system or on the remote learning platform.
- › If a year group was to go into lockdown then a laptop will be provided staff must use these rather than their own personal devices

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data 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.

### **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 – ICT support will ensure this is up-to-date.
- › 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 see the Safeguarding and Child Protection Policy.

## **6. SEN arrangements**

### **6.1 Vulnerable**

During remote learning, vulnerable (those with an EHCP) pupils will encourage to attend school. At school they will have access to 1:1 support, if this is part of their EHCP, and individualised learning. If the family of a vulnerable pupil makes the decision to keep the pupil at home, then arrangements will be made between the school's SENCO to keep in contact with both the pupil and their family. In conjunction to this, individual videos and differentiated work will be provided on the relevant Home Learning Platform.

### **6.2 SEN**

For pupils with SEN, but no EHCP, support will be provided through quality first teaching where lessons will be planned to address potential areas of difficulty and to remove barriers to pupil achievement. This may be in the form of differentiated work, extra resources, individual feedback and support through voice/video clips and individualised marking. For support with this, teachers are encouraged to contact the school's SENCO for advice and guidance.

## **7. Provision for Pupils attending school**

Where pupils are attending school under the Vulnerable or Critical worker guidelines, they will be completing the same work as those working from home. When in school, pupils will be work on Chromebooks or iPads that will be individually named. Pupils will be monitored by an adult whilst in school, who will assist were needed.

## **8. Monitoring arrangements**

This policy will be reviewed once a year by Mr Lane (Head Teacher) and Mr Rodrigo (Assistant Head Teacher) At every review, it will be approved by the full governing board.

## 9. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

## 10. Use of video conferencing technologies (Zoom and Google meets)

In the event that video conferencing is used, we will arrange group/class meetings for children to connect and interact with their teacher and peers. Further details will follow through our email system and our online learning platforms. Like the rest of our online offer, these meetings are not compulsory, so children do not need to attend. As a school, we appreciate that not all families will be able to due to differing circumstances. If you would like to but are unable to due to technology restraints, please get in touch in case we can help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Islington Council and the NSPCC. In order to protect both children and staff, we require that if parents and carers wish to take advantage of these opportunities on video conferences, you agree to the following:

- An appropriate adult must remain in close proximity to the area the of the video or conference calls to monitor and ensure they are safe and using it appropriately.
- Pupils must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background. The conference technologies we use have a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- Parents/carers must make sure pupils have 'logged off' the call correctly once it is finished - before turning off any devices.
- Parents/carers and pupils will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through the school emails system, Seesaw or Google Classroom. If you need to contact staff for any reason you will do so through the school admin email account. [admin@sacedheart.islington.sch.uk](mailto:admin@sacedheart.islington.sch.uk)
- Screenshots, photos or recordings of Online meetings must not be made and the links must not be shared with others.
- Pupils attending meeting will be expected to follow the behaviour policy at all times. Behaviour contrary to the expected standard will result in warning or a removal from the meeting. This will be followed up by a phone call from a member of the school's leadership team.

We will ensure that:

- No staff member will contact you or your child using video conferencing technologies outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using the school emails system, Seesaw or Google Classroom.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a direct link.
- Screen sharing, file-sharing, annotation and chat will be restricted.
- Teachers' backgrounds will be blurred.
- Participants will be held in a virtual waiting room while their identity is confirmed. Pupil accounts must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio

or video may be muted until appropriate and they may be removed from the room if rules are not being followed.

- All video conferences will be recorded for safeguarding purposes and stored securely.
- Safeguarding and appropriate use reminders for pupils will be posted at the beginning of all meetings.
- Teachers will stay in the meeting until everyone has 'logged off' and the link will be deleted after the meeting.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.
- If using Zoom, a free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>