# St. Mary's Catholic Primary School
# Remote Learning Policy

At St. Mary's we understand the need to continually deliver high quality education, including periods of remote learning – whether for an individual or whole class. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection and safeguarding.

This remote learning policy aims to:
- Minimise the disruption to pupils' education and delivery of the curriculum through continued provision and support;
- Protect pupils from the risks associated with online learning;
- Ensure robust safeguarding measures are in place during remote learning;
- Ensure consistency in the school's approach to this remote learning;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

## 1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

- Equality Act 2010

- Education Act 2004

- The General Data Protection Regulation (GDPR)

- Data Protection Act 2018

1.2 This policy has due regard to national guidance included but not limited to the following:

- Keeping Children Safe in Education (DfE 2020)

- School Attendance (DfE 2019)

- Health and Safety for School Children (DfE 2018)

- Special Educational Needs and Disability Code of Practice: 0-25 years. (DfE 2016)

1.3 This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding

- Data Protection

- Special Educational Needs and Disabilities (SEND) Policy

- Behaviour

- Accessibility

- Curriculum

- Assessment

- E-Safety

- Health and Safety

- Attendance

- Code of Conduct

## 2. Roles and responsibilities

It is the responsibility of all staff to provide a flexible, robust and high-quality delivery of lessons in accordance with normal school practice. The SLT has the responsibility in overseeing this process and reporting to Governors who have overall responsibility for monitoring this policy. For more detailed information on roles and responsibilities see Appendix 1.

## 3. Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In planning and expectations, the school will be aware of the need for flexibility from both school and home:

- Parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children using technology and may have to prioritise use;
- Teachers may be trying to manage their own children and home situation;
- Systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

### 4. Teaching Staff

Teachers will:
- Share teaching and various activities with their class through the school website and Microsoft Teams;
- Continue teaching in line with current planning that is already in place throughout the school;
- Be aware and sensitive to the fact that some pupils will find remote learning difficult and tasks will need to be adapted to their needs;
- Keep in contact with children through Teams or through designated phone calls;
- Reply to messages in 'chat', set work and give feedback on activities during normal teaching time;
- Allow flexibility in the completion of work, understanding that the circumstances leading to closure 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;
- Be covered by another member of staff if they are unavailable, e.g. unwell.

### 5. Resources

The school will use a range of teaching methods during remote learning including:

1. Online learning such as White Rose, Reading Eggs, Oak Academy
2. Planned work on the school website
3. Live lessons on Microsoft Teams
4. Educational websites – signposted by teachers
5. Home Learning packs based on current learning

- Teachers will review the DfE's list of online resources and utilise these tools as necessary, in addition to existing resources;
- Reasonable adjustments will be made to ensure that all pupils have the access to the resources need for remote learning;
- Teachers will liaise with the SENCo to ensure provision for those pupils who need more support;
- Teachers will ensure they regularly create live lessons in which they can interact with pupils enabling reflective discussion to take place;
- Arrangements for 'Live Lessons' will be communicated in advance;
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning;
- Paper packs will be available for those who have no internet access and can be collected from school.

6. **Food Provision**

   Where applicable the school will provide meal vouchers or food hampers for those children who receive FSM. The HSSW will liaise with parents and Chartwells to ensure provision is maintained for those children who are self-isolating and who are entitled to FSM.

7. **Online Safety**

   This section of the policy will be enacted in line with the school E-Safety Policy. All staff and pupils using video communication must:

   - Ensure communication takes place in groups – no one-to-one sessions;
   - Be situated in a public area at home;
   - Wear suitable clothing that would be appropriate for school learning;
   - Use appropriate language;
   - Maintain the same standard of behaviour as would be expected in school;
   - Always be aware that they are visible to others and may be recorded;
   - Follow the rules set out by the teacher at the start of each live lesson;
   - Be aware that a member of the SLT will also be present.

8. **Audio Communication**

   This will be used when teachers need to communicate with parents via phone to discuss aspects of their child/ren's learning. In this situation staff must ensure they:
   - Follow the school's guidelines on calling home (set questions);
   - Be professional;
   - Keep a record of the phone conversation;
   - Report any issues to a member of the SLT.

9. **Pupil Absence**

   During live lessons teachers will take a register of pupils attending. If it is noted that a pupil is persistently absent from the lesson a phone call will be made home to ascertain why this is and check if the problem can be rectified. The school will monitor pupil absence in line with the Attendance Policy.

10. **Safeguarding**

    This section of the policy will be enacted in conjunction with the Child Protection and Safeguarding Policy. The DSL and Headteacher will:
    - Identify 'vulnerable' pupils and ensure regular contact with families during periods of remote learning;
    - Ensure contact happens on a weekly basis;

- Record the outcomes of this contact;
- Keep in touch with other agencies supporting these vulnerable pupils;
- Ensure that staff report any concerns they have immediately to the DSL or DDSL;
- Provide contact provision for those families who may need to talk to a member of staff.

## 11. Data Protection

This section of the policy should be read in conjunction with the school's Data Protection Policy. Staff must ensure that they:

- Adhere to the GDPR when teaching remotely and ensure the confidentiality and integrity of their devices at home should they use these;
- Transfer sensitive data between devices only if it is necessary to do so for the purpose of remote learning;
- Suitably encrypt any data that is transferred or have other security measures in place;
- Do not remove paper copies of contact details from the school;
- Report any breaches of confidentiality to the DPO immediately (DPO – Sr. Kay).

## 12. Marking and Feedback

All school work completed through remote learning must be:

- Returned by the set deadline
- Be completed to the best of the pupil's ability
- Be marked in line with the school Marking Policy
- Be returned to the pupil as soon as possible

## 13. Health and Safety

This section of the policy must be read in conjunction with school policy on Health and Safety.  Both staff and pupils must ensure that they have health breaks away from their devices – at least 10 minutes every 2 hours.  Younger pupils may need to have longer breaks.

## 14. Communication

The school will ensure that adequate channels of communication are arranged in the event of an emergency.

- Teachers will have access to weekly staff meetings arranged by the Headteacher;

- Parents will be updated by the Headteacher through emails, the school website and ParentMail;
- Members of staff involved in remote learning will ensure that they have a working mobile device to take calls during their working hours;
- Communication with pupils should only happen during the hours of the school day;
- Issues with remote learning such as accessibility to or problems with devices should be reported to the school as soon as possible;
- The school Governing Body will keep in regular communication with the Headteacher;
- Teachers will keep parents informed of any changes to lesson plans and content on the school website, via Teams, ParentMail etc.

## 15. Monitoring and review

- This policy will be reviewed by the Headteacher on an annual basis;
- Any changes to the policy will be communicated to all members of staff and other stakeholder;
- The next review date for this policy will be Autumn 2021

# Appendix 1

**Roles and Responsibilities**

**Governing Body:**

- Ensure that the school has robust risk management procedures in place
- Evaluates the effectiveness of the school's remote learning arrangements

**Headteacher:**

- Ensures staff, parents and pupils adhere to the relevant policies at all times
- Ensures arrangements are in place for identifying, evaluating and managing risks associated with remote learning
- Ensures systems are in place to deal with incidents linked to remote learning
- Oversees school's resources needed to action remote learning
- Reviews the effectiveness of the policy and communicates changes to staff, parents and pupils
- Arranges for any additional training staff may need to support pupils during periods of remote learning
- Assesses arrangements made for remote lessons on a weekly basis to ensure pupils' education does not suffer

**DPO:**

- Oversees school owned electronic devices used for remote learning to ensure they have adequate anti-virus software and malware protection
- Ensure all staff, parents and pupils are aware of data protection principles outlined
- Ensure that computer programs used for remote learning are compliant with the GDPR and Data Protection Act 2018

**DSL:**

- Identify vulnerable pupils who may be at risk during remote learning
- Attend any safeguarding meetings that occur during remote learning
- Liaise with the Headteacher to ensure that child protection plans are enforced while remote learning takes place
- Ensure all safeguarding incidents are recorded appropriately and reported
- Keep in contact with any outside agencies regarding vulnerable children
- Identify the level of support some pupils will need during the period of remote working

**SENCo:**

- Ensure pupils with EHCPs continue to have their needs met while learning remotely and organise any alternate arrangements to secure these
- Ensure provision is put in place for pupils with SEND
- Identify the level of support children with SEND will need
- Liaise with teachers to ensure provision for pupils with SEND

**Teaching Staff:**

- Report any safeguarding issues to the DSL
- Plan and prepare high quality lessons for pupils
- Take part in any training required for remote learning
- Report any concerns over remote learning to the Headteacher
- Report any defects of school equipment to the Headteacher
- Adhere to the school policy on Code of Conduct

**Parents:**

- Adhere to the Remote Learning Policy
- Inform the school of any issues around internet access
- Ensure their child is available to learn at times set out by the school
- Ensure work is completed to the best of the child's ability
- Report any issues with access to the work set by the school
- Ensure their child is situated in a safe place for learning
- Inform the school if their child is ill and unable to access learning

**Pupils:**

- Adhere to the Remote Learning Policy during times of remote learning
- Ensure they are available for learning at the designated times
- Complete their work to the best of their ability
- Ensure they follow behaviour guidelines as set out in the school Behaviour Policy
- Use Teams chat appropriately to assist learning and communication with the teacher

# Remote Learning during the Coronavirus (COVID -19) Pandemic Annex

In the light of the ever- changing circumstances of living with the pandemic the school must be prepared for local restrictions or if a section of the school has to close due to an outbreak. St. Mary's will ensure that the curriculum is inclusive and accessible to all and that pupils never miss out on their education.

**Legal Framework**

The headteacher in collaboration with the Governing Body will ensure the school follows the legal obligations regarding remote education as outlined in the Coronavirus Act 202 Provision of Remote Education (England) Temporary Continuity Direction. This includes:

- Providing remote education to all pupils of compulsory school age.
- Providing remote education to pupils below compulsory school age who would usually be taught in a class of compulsory school age, e.g. Reception children.
- Providing remote education where it would be unlawful, or contrary to guidance issued from the public authorities, for a pupil to travel or to attend school.
- Having regard to government guidance issued regarding the delivery of remote education, e.g. the DfE's 'Guidance for full opening: schools'.

**Contingency Planning**

- The school will work closely with the LA to ensure the premises is COVID secure and will complete all necessary risk assessments.
- The school will work closely with the local health protection team when local restrictions apply.
- The school will communicate its contingency plans for local restrictions with parents, including which pupils it will remain open to and which will receive remote education.
- The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.
- If local restrictions are not applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group required.
- The level of remote learning provision will be based on the government's four tiers of local restrictions. Where there are no local restrictions in place, these tiers will not apply. The school will remain fully open to all those not required to self-isolate.

**Tier 1 local restrictions**

- The school will remain open if tier 1 restrictions are in place and remote learning will not be provided at this time.

**Tier 2 local restrictions**

- The school will remain open if tier 2 restrictions are in place and remote learning will not be provided at this time.

**Tier 3 local restrictions**

- The school will remain open if tier 3 restrictions are in place and remote learning will not be provided at this time.

**Tier 4 local restrictions**

- The school will limit on-site attendance to just vulnerable pupils and children of key workers. All other pupils will receive remote education in line with the Remote Learning Policy.

**Teaching and Learning**

- The school will ensure staff and pupils follow the school's E-Safety Policy when working remotely.
- All pupils will have access to high-quality education when learning remotely.
- The school will prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:
    a) Ensuring pupils receive clear explanations.
    b) Supporting growth in confidence with new material through scaffolded practice
    c) Application of new knowledge or skills.
    d) Enabling pupils to receive feedback on how to progress.
- The school will use a range of teaching methods to cater for different learning styles, including:
    a) Use of 'Live Lessons' on Microsoft Teams
    b) Online resources such as Mathletics and Reading Eggs
    c) Oak Academy resources and White Rose
    d) Teacher plans and attachments on the school website
    e) Learning packs
- Teachers will ensure that a portion of their lessons are designed to promote interactivity amongst pupils and between staff and pupils, e.g. live lessons or use of the 'chat' function on meeting software, to lessen feelings of isolation and to promote pupil progress and motivation.
- Teachers will ensure lessons are inclusive for all pupils and can be adapted for those who need it e.g. SEND

- When teaching pupils who are working remotely, teachers will:
  a) Set assignments so that pupils have a meaningful and ambitious curriculum each day
  b) Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
  c) Provide frequent, clear explanations of new content through high-quality curriculum resources, including educational videos.
  d) Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
  e) Adjust the pace or difficulty of what is being taught in response to questions or assessments, including where necessary, revising material or simplifying explanations to ensure pupil understanding.
  f) Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload. The headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.
- Teachers will continue to make use of formative assessment throughout the academic year e.g. quizzes.
- The school recognises that certain subjects are more difficult to teach remotely, e.g. music, science and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations.
- Pupils will be encouraged to take regular exercise to maintain fitness, and time will be allocated within the school week for pupils to focus on this.
- The school will remain cognisant of families who do not have access to the resources required for remote education, and will ensure that an up-to-date record of which pupils do not have appropriate devices or internet access is maintained.
- The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID – 19)' scheme.
- Under the scheme the school can order laptops, tablets and 4G wireless routers to support following groups of pupils if they do not have access to a digital device or the internet through other means:
  a) Clinically extremely vulnerable pupils across all years who are shielding or self-isolating in line with government advice.
  b) Pupils in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

a) The devices are set up to access remote learning
b) Appropriate safeguarding controls and support are in place to help pupils use the devices safely.

- Once devices are ready for collection, the school will arrange for them to be collected by pupils or their parents from school, or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.
- The school will approach remote learning in a flexible manner where necessary, e.g. ensuring that lessons, live or otherwise, are recorded to accommodate contexts where pupils have to share a single device within the home.
- Where lessons are recorded, the school will ensure all recording procedures have due regard for the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation.
- The school will maintain good communication with parents to ensure that parents are aided in supporting their child's remote education.

**Returning to school**

- The Headteacher will work with the LA to ensure pupils who have been learning remotely only to return to school when it is safe for them to do so.
- After a period of self-isolation, or the lessening of local restriction rules, the Headteacher will inform parents when their child will return to school.
- The Headteacher will listen to all concerns that parents may have about their children returning to school and will advise them of the measures in place to ensure the safety of their child.

**Monitoring and review**

- This policy annex will be reviewed in line with any updates to government guidance
- All changes to the policy will be communicated to relevant members of the school community.