

St Pancras Catholic Primary School Remote learning policy

ST PANCRAS



Approved by:

Date: January 2024

Last reviewed on: January 2024

Next review due by: January 2026

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
- Occasions when 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) 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. Who to contact

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

- Issues in setting work: SLT (head teacher)
- Issues with behaviour: SLT (Asst head/headteacher)
- Issues with IT: IT technician
- Issues with their own workload or wellbeing: SLT (Head/ Asst teacher)
- Concerns about data protection: SLT (head teacher)
- Concerns about safeguarding: DSL/ADSL (head/Asst teacher/KS1 Lead)

4. Roles and responsibilities

Senior Leadership Team

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:

- Co-ordinating the remote learning approach across the school including monitoring pupils' engagement
- Leading virtual meetings to ensure consistency across the school.
- Monitoring the effectiveness of remote learning, including by using pupil voice, auditing the work online and the resources produced for pupils.
- Ensuring that staff, pupils and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

When providing remote learning, teachers must be available between 0840 and 1520.

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
- 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

They are also responsible for:

Setting work:

- Teachers will set work for the pupils in their classes and other classes in their Year group team when necessary.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers will set work using the Microsoft Teams online platform or Purple Mash.
- Daily English and mathematics work and one other subject
- Planning and resources will be completed by each class teacher and will be monitored by SLT, before they are made available to pupils and parents

Providing feedback on work:

- Reading, writing and mathematics work if they are uploaded
- Work in other subjects will be marked if they are uploaded
- The frequency with which teachers will provide feedback is set out within the schools marking and feedback policy. Keeping in touch with pupils who aren't in school and their parents:
- Teachers are expected to make weekly contact, via emails, phone calls or through Microsoft Teams.
- If there is a concern around the level of a pupil's engagement, the teacher should ring a parent and talk to SLT.
- Teachers should use Arbor or the school office email address or their school email address to communicate with parents and pupils. Parents and carers should use the office email account: admin@st-pancras.suffolk.sch.uk
- Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking.
- Where a family displays difficult behaviour or is unable or unwilling to engage, teachers will contact the SENCO, Assistant Headteacher or the Headteacher.
- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view.

Teachers will respond promptly to requests for support from families at home, by responding to their emails and updating their Team Leaders or the SENCO, Assistant Head teacher or the Head teacher. Any complaints or concerns shared by parents or pupils should be reported to the Assistant Head teacher or the Head teacher or any safeguarding concerns, refer immediately to the SENCo, Deputy Headteacher or the Head teacher.

Staff who are unwell:

- Follow the normal reporting procedure for planned absence
- Following contact with school, the School Office Manager may set up a referral to Occupational Health to support that individual
- Will be covered by another staff member of staff if possible. Planning and other activities will not be undertaken until the teacher is fit for work.

Teaching assistants

Teaching assistants must be available during their usual working hours. If they are 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 assistants must complete tasks as directed by a member of the SMT or their Team Leaders.

The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher, Deputy Headteacher or SENCO
- Assist the class teacher with supporting pupils
- Prepare home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents and link pupils
- Complete work that accords with school improvement priorities

Designated Safeguarding Lead

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

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are 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

Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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:

- Wherever possible, maintain a regular and familiar routine.
- Support their children in their reading as far as they are able, so that they continue to read their home reading book. The school will run a book exchange programme for pupils, which will be delivered to each home as required. Please contact the school for more information through the school office.

- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus.
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by Microsoft Teams or by contacting the school office via our email address: admin@st-pancras.suffolk.sch.uk
- Be respectful when making any concerns or complaints known to staff.

Governing board

The governing body 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
- Ensuring staff workload is managed by Team Leaders and Senior Managers.

5. Personal Data

Staff members may need to collect and/or share personal data, such as information on pupils' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store pupils' personal data on their own electronic devices.

5.1 Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure.

This includes, but is not limited to:

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date

6. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a designated safeguarding officer and on MyConcern. If you are unable to contact someone and it is an urgent matter, speak to a member of the DSL team. All safeguarding policies and procedures continue to apply. Please follow the

guidance that you were given during your training. Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

7. Expectations of staff during online meetings

When attending virtual meetings, all staff should follow expected professional standards in relation to:

Dress code

Location, e.g. avoid noisy areas, nothing inappropriate in the background

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and Safeguarding policy
- Data protection policy and privacy notices
- Acceptable use and Online Safety policy