



# The Federation of Sacred Heart & St Mary's RC Primary School, Battersea

## REMOTE LEARNING POLICY

<b>Approved By</b>	Governors
<b>Reviewed On</b>	March 2024
<b>Review Due</b>	March 2026
<b>Review Cycle</b>	Biennially (Every 2 years)

## 1. Aims

### This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school, due to closure.
- 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 from home to the whole class, teachers must be available to work between 9:00 and 3:30.

This time will be used for planning and recording lessons, providing live drop in sessions, uploading work and giving feedback.

Have a nominated time each day to interact via Dojo messages with pupils to answer queries and give feedback.

Staff may be requested to make check in calls with families.

If staff 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.

### When providing remote learning to the whole class who are isolating, teachers are responsible for:

- Daily work for the children in their class
- Providing work following the usual timetable, and covering the planned curriculum
- Weekly timetables being published for the week ahead by 9.00am on the first day of remote learning, then every Monday thereafter.
- Individual lesson resources and pre-recorded clips to be uploaded by 9:00am each day.

### Guidelines

- Provision for both classes (SH) in each year group should be the same.
- Year group staff should share planning and preparation of resources to balance workload and ensure consistency of provision for all pupils.
- The timetable for the week should be aligned closely to the class timetable and published in advance weekly, with approximate timings and deadline dates for submission of tasks.
- A brief weekly welcome video should be posted at the beginning of each week.
- A brief weekly celebration of learning video should be posted at the end of the week.
- Short focused pre-recorded clips should be filmed to support teaching and learning. Other subject specific resources/videos e.g. White Rose Maths, L&S/sounds write phonics clips can be used to support remote learning.
- A minimum of 1 live check in session to take place each day for all classes including Hilary House (SH). A minimum of one further live teaching session to be hosted each day, length dependent on age of class. Invites to all live sessions must be sent to SLT.

- Differentiated tasks should be provided for those children with SEN, who cannot access the main teaching.
- Teachers to turn on the “quiet hours” sign on Class Dojo outside of school work hours.
- Staff to respond to messages during school work hours only.
- Only teachers to upload work, give comments and provide feedback.

### **Providing feedback on work**

- Teachers to have a nominated time each day to interact via Dojo messages with pupils to answer queries and give feedback.
- Teachers to upload and acknowledge all work.
- **Teachers to make focused comments on a minimum of one piece of work per child per day.**
- Children will be expected to submit work to the set deadline.

### **Keeping in touch with pupils who are not in school and their parents**

- Teachers to notify SLT if a child is not submitting work or making contact regularly.
- The message function on Class Dojo to be used by parents regarding queries and questions linked to learning and online activities only.
- Parents to contact the school admin email address to report sickness or any other general query.  
**The message function on Class Dojo is for contacting teachers about teaching and learning queries only.**
- There is no requirement to provide work for children who are absent from remote learning because they are ill. However, pupils can access the online learning apps, if well enough.
- Teachers will respond within school work hours only to messages.
- Parents will be contacted by the class teacher if work is consistently not handed in. If there is no improvement it will be referred to a member of the senior leadership team.

### **When recording lessons and/or attending virtual meetings with staff and live check-ins with pupils**

- Sit against a neutral background
- Avoid recording in a bedroom where possible (if that's not possible, use a neutral background)
- Dress as you would for school
- Use professional language
- Usual school policies apply during periods of remote teaching

## **2.2 Teaching Assistants**

When assisting with remote learning to the whole class, teaching assistants must be available during their working hours.

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.

### **If requested teaching assistants may be responsible for: Monitoring online learning applications e.g.**

- Spelling Shed
- Recording and reading stories to be posted on Class Dojo
- Undertake online CPD training
- Attending virtual meetings with teachers.

Guidance for TAs attending meetings is the same as the guidance for teachers detailed in 2.1 above.

### **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.

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

Monitoring the remote work set by teachers in their subject.

Alerting teachers to resources they can use to teach their subject remotely.

### **2.4 Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for the following:

Co-ordinating the remote learning approach across the school.

Monitoring the effectiveness of remote learning through staff meetings, reviewing the work set and asking for feedback from staff, pupils and parents.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **2.5 Designated Safeguarding Lead**

The DSL continue to be responsible for the safeguarding of children when they are learning from home (See the school's child protection and safeguarding policy)

### **2.6 Senco**

The Senco will be in regular contact with the parents of children on the SEND register to offer support with learning and general concerns.

## **2.7 IT**

### **The Headteacher and IT coordinator will work with Alex Webster (CLC) and Sonali Bendre (and Wandsworth IT) to support with:**

- 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.

## **2.8 Pupils and Parents**

### **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
- 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.

Parents only (not pupils) to message teachers on Class Dojo with queries linked to teaching and learning only.

## **2.8 Governing Body**

### **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 a senior member of staff via the school admin email address.

Queries regarding pupils with SEN should be discussed with the Senco, Mrs Chowdhury/Miss Gilbride.

Queries regarding Safeguarding should be discussed with the DSL, Mrs Byrne/Mrs Mitchell.

## **4. Data Protection**

### **4.1 Accessing Personal Data**

When accessing personal data for remote learning purposes, all staff members will keep this secure.

## 4.2 Processing Personal Data

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

**If a member of staff is using a personal laptop they should be aware of the following measures. These include, but are 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 that no personal data, photos of children or children's work is stored on personal hard drives. Information can be stored on encrypted memory sticks, or on the school's secure Google Drive which is password protected.
- Installing antivirus and anti-spyware software.
- Keeping operating systems up to date.

## 5. Safeguarding

See the school's latest Safeguarding Policy.

## 6. Monitoring Arrangements

This policy will be reviewed annually, or more regularly, in order to keep in line with national guidance.

## 7. Links with other policies

All school policies can be found at <https://www.stmarysschoolbattersea.co.uk/school%20policies/> for St Mary's School and at <https://www.sacredheartsschoolbattersea.co.uk/school-policies/> for Sacred Heart School.

**This policy is linked to our:**

- Behaviour Management Policy
- Safeguarding Policy
- Data Protection Policy
- Privacy Notice
- Acceptable Use Policies
- Online Safety Policy