

St Theresa's Catholic Primary School Remote Learning Policy



Approved by:	Governing Body	Date: 22 nd October 2020
Last reviewed on:	22 nd October 2020	
Next review due by:	October 2022	

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

Roles and responsibilities

Teacher

- When providing remote learning, teachers must be available between 8.45 and 3.30
- To address any safeguarding issues, reporting as required in-line with the schools safeguarding policy
- 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
- To become familiar with new technology when needed and research Microsoft TEAMS, and understand how they can be used most effectively
- To provide a TEAMS learning platform where all children have the opportunity to engage in learning
- To promote an ethos of inclusion, respect, fairness and equality
- To deliver age appropriate lessons or meetings through video conferencing when appropriate. Taking into account the audience and awareness of the audience.
- Ensure that cyber resilience and Internet safety is central to all digital technology use as set out in the Computing and e safety Policy
- To record any remote TEAMS video-based lessons for safety and store on their Office 365 account in case they need to be reviewed at any time
- To observe and monitor children's learning
- To provide support and guidance for pupils and parents when needed
- To keep abreast of research and national agenda and demonstrate an ongoing commitment to professional learning

Creating a lesson:

When scheduling a video lesson, teachers must ensure that they set the correct Meeting Options so that pupils must enter the meeting via the lobby, this removes the risk of pupils being able to get into online meetings on Teams when the teacher isn't present. They should also set the option that only they can present to remove the risk of pupils sharing their screens in a meeting.

When providing remote learning, teachers are responsible for:

Setting work –:

- Work must be provided for all the children in the cohort, including any children who are on the SEND register and those with an EHCP.
- Work must be a blend of direct teaching on Teams and follow up work that children can complete independently
- There should be 3 Teams sessions per day. These should be based on current teaching in Mathematics, English and all non-core subjects in line with the medium-term plans
- If any live lessons are delivered, a different background is chosen, or the background is blurred to obscure the home environment before pupils are admitted to the lesson and throughout the lesson delivery
- Where possible, two members of staff (Teacher and Teaching Assistant) should participate in the remote lesson
- In live lessons, teachers should remove pupils who are misbehaving and will have the control to re-admit them via the lobby when appropriate.
- The teacher must ensure the 'end meeting' option is used at the end of the lesson to ensure all pupils are automatically removed from the lesson.
- The session is recorded so that it can be reviewed, should a safeguarding incident occur during the lesson.

Providing feedback on work

- Completed work will be assessed during Teams sessions through children uploading their complete work .Feedback will be shared via Teams and class Dojo.

Attending virtual meetings with staff, parents and pupils-:

- Staff and children must be dressed appropriately. Staff must wear clothes that would be appropriate for the school setting. Children must be fully dressed in day clothes, not sleepwear
- Backgrounds must be appropriate or ideally blurred out.

Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 9.00 and 3.30
- Lunch hour will be agreed with the teacher
- 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 assisting with remote learning, teaching assistants are responsible for:

Responsibilities

Supporting pupils who aren't in school with learning remotely-:

- Ensuring they are logged on to live Teams lessons as directed by the teacher
- Teaching assistants may be directed to work with small groups separately from the main Teams lesson (Break out Groups)
- Teaching assistants may cover groups of children whilst the class teacher is recording or live teaching on Teams

Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school. This will include monitoring the effectiveness of remote learning through conversations with staff, parents and children. Looking at completed work and looking at the progress of pupils
- School will contact any parents whose children are not engaging with remote learning
- Staff should not respond to parents outside of working hours
- Any complaints must be forwarded to school for the SLT to address.

Pupils and parents

The expectations from pupils:

- To participate in online learning and activities as published by their teachers
- To contribute their views through Microsoft TEAMS when required
- 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 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
- Be respectful when making any complaints or concerns known to staff
- To wave at the camera at the beginning of each live session to provide consent for their child attending the live session
- To encourage pupils to access learning through TEAMS and associated activities
- To support the school values as set out in the e safety and anti-bullying policies on the website
- To foster an open pathway of communication between the school and home where appropriate
- To encourage children to participate in video learning lessons via TEAMS and show respect through their comments and behaviours remotely
- To be made aware that all video lessons are recorded by the teacher and stored on an internal storage device

Governing board

The governing body is responsible for:

- Monitor 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

Data protection

3.1 Processing personal data

Staff members will need to collect and/or share personal data such as email addresses of parents 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.

3.2 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

Safeguarding

Staff conduct

Online teaching should follow the same principles as set out in St Theresa's Code of Conduct.

Online Safety

St Theresa's to emphasize the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites

Lesson Delivery

When lessons are delivered online:-

- Children are to be taught in groups
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
- The live class should be recorded so that if any issues were to arise, the video can be reviewed
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms specified by senior leaders
- Staff should record, the length, time, date and attendance of any sessions held

Child Protection concerns

- If children aren't seeing trusted adults at school every day, it's even more important that staff are able to identify any child protection concerns and take appropriate action. For example, concerns may arise when:
 - a staff member sees or hears something worrying during an online lesson
 - a child discloses abuse during a phone call or via email.

Where staff have a concern about a child, they should continue to follow the process outlined in the St Theresa's Safeguarding Policy. As stated above the DSL or a deputy DSL will be available at all times to offer support and advice.

Pastoral Care

- For children who usually receive pastoral support the DSL will consider how this can continue to be provided either over the phone, virtually or via a doorstep visits
- a family will receive at least one call a week from their class teacher or a member of the SLT to offer support, encouragement and ensure children are well

Monitoring arrangements

This policy will be reviewed every two years At every review, it will be approved by the full governing body

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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Checklist for All Teams Video lessons

Teachers

- Always check your desktop before a session for any additional minimised document.
- Ensure the level of the camera is placed appropriately for you to be seen.
- Pre warn other children and staff when a video meeting will be taking place and place a sign on the closed door.
- Schedule the meeting in Teams and IMMEDIATELY set the Meeting Options to admit via lobby and restrict attendees presenting.
- Have all resources needed for the lesson prepared so the recording is not left unattended at any point.
- Always record live sessions so a transcript is created and can be reviewed if needed.
- Double check any prepared documents that are to be shared for errors beforehand.
- Email out resources prior to the lesson or uploaded to class Teams page.
- Ensure the PowerPoint slide on appropriate behaviour and consequences is shared at the beginning of the lesson and the class charter rules are repeated.
- Remind children of E safety requirements of not accessing the recorded video before or after the lesson.
- Always check an adult is present at the beginning of the lesson for consent (with a wave)
- Take a register at the beginning of each session.
- Use the 'hands up facility' for when a child needs to speak and mute their microphone (making them aware of this)
- Always copy in the headteacher or deputy to make them aware a session is taking place (send a timetable)
- Always check the language is set to English so a transcript can be created and added to CPOMs if, in the unlikely event, it is required.