



# St. Hubert's Roman Catholic Primary School

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## A Policy for Remote Learning



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## Remote Learning Policy

### St Hubert's RC Primary School

#### *Mission Statement*

*Believe to Achieve: Love God, Love Learning, Love One Another.*

### **Aims**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

### **Use of Remote Learning**

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government advice. This might include:

- Occasions when we decide that opening our school is either not possible to do safely or contradictory to guidance from the local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning.

### **Roles and Responsibilities**

#### **Teachers/Teaching Assistants**

When providing remote learning, teachers must be available between 8:55am and 3:30pm.

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.

When providing remote learning, teachers should:

- Provide pupils with access to remote learning 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 providing work for the children, as a minimum:

3 hours a day on average across Key Stage 1 with less for younger children.

4 hours a day for Key Stage 2.

- Feedback will be given to pupils.
- Keep in touch with pupils who aren't in school (dependent on pupils ages).
- If the school is closed over an extended period, staff should make contact at least once a week using Dojo (and a telephone call for vulnerable pupils).
- Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with under the usual policies and procedures.
- Attending virtual meetings with staff, parents and pupils:
  - Usual dress code applies at all times for staff
  - Locations- ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background).

Teaching Assistants support the teacher with remote learning, and are available during their usual hours of work.

When assisting with remote learning, Teaching Assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
  - SEND/ Vulnerable pupils who need support
  - Providing support to the teacher
  - Supporting the teacher with resources needed

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding.
- Distributing school-owned laptops accompanied by a user agreement or contract (if 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 whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern
- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning 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

### **Designated Safeguarding Lead**

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning. Please refer to Child Protection and Safeguarding Policy.

### **Children**

- Children should be contactable during the school day (9am to 3pm) although they will not always be in front of a device the entire time.
- Seek advice and help if they need it from their teachers or teaching assistants.
- Work to the best of their ability as they would in school.
- Complete work to the deadline set by the teacher
- Find an appropriate place to work which is free from distractions as much as possible.

### **Parents**

- Where possible, provide as much structure to the day as possible and allow time for lunch and breaks which are similar to those in school.
- Upload work to allow for teacher/TA feedback during school hours.
- Communicate with Class Teacher/TAs if any assistance is required with the work which has been set.
- Support pupils in sending their work back into school.
- Provide an appropriate place for their child to work which is free from distractions as much as possible.
- Support pupil's work, where possible, and support in promoting good levels of engagements in tasks.
- Make the school aware if their child is sick or otherwise can't complete work.
- Be respectful when making any complaints or concerns known to staff.

## **Governing Body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible

## **Who to Contact**

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

## **Data Protection**

### **Accessing Personal Data**

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

- Access parent details via the school office, or secure IT server via our LCC network.
- Never share any details with third parties.

### **Keeping Devices Secure**

- Devices will be password protected and strong passwords chosen which are at least 8 characters with a combination of characters, numbers and upper and lower case letters.
- Staff will make sure that the device locks if left inactive for a period of time.
- Keeping operating systems up to date and always installing the latest updates.

## **Safeguarding**

We will follow the statutory safeguarding guidance Keeping Children Safe in Education

[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

Please also refer to our Child Protection and Safeguarding Policy.

## **Monitoring Arrangements**

This policy will be reviewed every three years or more frequently if needed or if any legislation changes.

## **Links with other Policies**

This policy is linked to our:

- Positive Behaviour Policy and Coronavirus addendum to this policy.
- Safeguarding Policy and Coronavirus addendum to this policy.
- ICT Policy