

St. John's Catholic Junior School



Remote learning policy

Approved by:

(Chair of Governors)

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New policy

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

This policy is new. The roles and responsibilities are developing and this policy will be continually updated in consultation with staff. More detail will be added later as roles and responsibilities become more clearly defined.

- Senior leaders
Develop the strategy and ensure that children, parents and staff are supported. New technologies and old are merged and that all the children have access to an equality of provision.
SENDCOs
- Work with the class teachers and the children on the SEND register in identifying and giving support to parents, and children with SEN needs.

2.1 Teachers

Teachers must be available between their normal working hours where practicable. 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. Teachers are responsible for:

Setting work for their class

- Create and organise a class pack of work for the children prior to remote learning
- Set daily learning through Google Classroom within their normal working hours - see sample timetable Appendix 1
- Update the class page on the school website
- Support and monitor online learning such as First News, Bug Club, TT Rockstars and other online resources
- Use (where possible) BBC Bitesize and the Oak academy materials to provide consistency across a year group.
- Coordinate with the parallel class so that the workload is shared and the work set is consistent.

Providing feedback on work

- Ask for work to be shared on the class page
- View work and comment on work sent through private comment facility on Google Classroom

Keeping in touch with pupils and parents – covers details such as:

- Use Google Classroom private comment facility as a communication tool with parents
- Manage workload by setting quiet hours between 3.30pm and 9.00am

- Manage low level concerns but to escalate complaints through the normal complaints procedure – for any safeguarding concerns, see below
- Identify families that are struggling and refer to the Senior leadership team

Attending virtual meetings with staff, parents and pupils – covers details such as:

- Smart but casual dress code
- School is developing Google Classroom in partnership with Wirral LA and Hi- Impact
- Attend Virtual staff meetings.
- Support the school in line with the Emergency provision for Key worker and Vulnerable children and other groups

2.2 Teaching assistants

Teaching assistants must be available between their normal 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. Teaching assistants are responsible for:

- Supporting class teacher and identified pupils with remote learning and creating class packs
- Attending virtual meetings with teachers, parents and pupils
- Support the school in line with the Emergency provision for Key worker and Vulnerable children and other groups

2.3 Subject leads

Develop their subject knowledge whilst working remotely.

Attend training for themselves and other staff

Review the Curriculum areas

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Monitoring the work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school – IT coordinator and TLR 2 Curriculum Lead
- 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

2.5 Designated safeguarding lead

The DSL is responsible for:

Addendum for the child protection policy and safeguarding considerations of Online and distance learning

2.6 IT staff

IT lead, TLR2 Curriculum Lead and Hi Impact (Service Level Agreement for IT Curriculum and Technical services) are responsible for:

- 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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the school day although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Ensure that where appropriate, pupils submit their work or indicate completion of work using 'Turn In' facility on Google Classroom
- Seek help if they need it, from teachers or teaching assistants via private comment on Google Classroom during the hours of the normal school working day for work life balance
- Alert teachers if they are 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 during the hours of the normal school working day for work life balance
- Be respectful when making any complaints or concerns known to staff

2.8 Governing board

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 systems are appropriately secure, for both data protection and safeguarding reasons
- Support SLT to maximise productivity

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead, SLT
- Issues with behaviour – talk to SLT
- Issues with IT – talk to SLT, IT lead or Hi impact.
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – talk to Judicium or SLT
- Concerns about safeguarding – talk to the DSLs (See Safeguarding Policy)

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

- Issues in completing work – contact class teacher via private comment facility on Google Classroom
- Issues with online behaviour – contact class teacher via private comment facility on Google Classroom or a member of SLT

- Issues with IT – contact class teacher via private comment facility on Google Classroom
- Concerns about data protection – email school office or SLT
- Concerns about safeguarding – call school and request to talk to the DSLs (See Safeguarding Policy)

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Store on St John's Catholic Junior school G Drive
- Store on school laptops / ipads/ chrome books (only use school devices)

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

Hi impact and 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

5. Safeguarding

Safeguarding Policy and addendum to the Safeguarding Policy during COVID found on the school website

6. Monitoring arrangements

This policy will be reviewed annually by the governors of St John's Catholic Junior School. Each annual review will be approved by the Education and People Committee.

7. 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
- IT and internet acceptable use policy
- Online safety policy