



Remote Learning Policy

Succeeding Together in Faith and Love

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Section 1 Statement of Intent

At St Andrew the Apostle Catholic Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

This policy is applicable to anyone who is self-isolating because they are:

- Displaying Covid-19 symptoms
- Have recorded a positive Covid 19 test result
- Following national guidelines to stay at home

The Education Endowment Foundation (EEF) has found that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live classroom teaching. For example:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

Section 2: Strategy

In St Andrew the Apostle Catholic Primary School remote learning offered in two forms:

- **Partial Remote Learning** – The teacher still has responsibility for Face to face education in conjunction with providing remote learning to small group of pupils who are in isolation
- **Extended Remote Learning** – The teacher's main responsibility is remote learning of a large group/whole or whole class while they are in self-isolation

Both types of Remote Learning include:

- Access to an interactive platform that allows children to access work, post work and queries and receive feedback from school staff
- A weekly timetable to set out activities
- A weekly video or audio file sent to the children from the staff to share what is happening in school such as golden charter and weekly themes shared in collective worship
- Educational videos and links to support teaching and learning to replace the teaching that would take place in class (BBC bitesize, the Oaks or videos recorded by staff)
- Learning resources such as PDFs, presentations or word documents
- Positive and constructive feedback provided by school staff

When Extended Remote Learning is required tasks will be posted on a daily basis to create more interactivity between pupils and staff as teachers do not have a responsibility to teach a full class in school.

St Andrew the Apostle Catholic Primary recognises the importance of remote learning and actively encourages pupils to complete as many of the tasks as possible. This document seeks to inform and guide families and not to impose expectations.

Section 3 Roles and Responsibilities

Head teacher role/Designated Safeguarding lead

The head teacher will:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
- Collect weekly records from teachers showing who has posted on seesaw and had a phone call
- Ensure that all children have made contact or been contacted by the beginning of the following week.

Remote learning lead role

The remote learning lead will:

- Monitor all remote learning from each class
- Keep staff informed of updates in remote learning procedures
- Ensure all records are accurate
- Ensure safeguarding measures are in place on various platforms

SENDco role

- Liaise with teaching staff about the best way to teach SEND pupils online

The teacher role

In addition to their in-school work with critical worker and eligible pupils, teachers will continue to support children that are unable to attend school.

Teachers should:

- Teachers should plan lessons that correspond to what is being taught in Face to Face session
- Post activities on a daily (Extended Remote Learning) or weekly (Remote Learning) basis with links to learning resources/videos or presentations
- Respond, between the hours of 9am-3pm, to requests for support and provide feedback to posted work
- Keep accurate records of who posts on platforms during the week
- Plan appropriately to support the SEND pupils within your class
- Work in conjunction with the Head teacher/Learning Mentor to ensure all pupils have made contact or have been contacted by the beginning of the following week.

The parent/carer role

Parent/carers should:

- Provide a suitable place and environment for the pupils to work in that allows them to concentrate
- Plan or follow a timetable to maintain a regular routine for the children
- Log onto Seesaw or Tapestry to access the tasks that are posted by staff
- Support the children and enable them to access the tasks through printing, downloading or accessing websites
- Contact the school via our learning platform with any queries
- Post work on platform upon completion on a daily basis
- Ensure the children take adequate screen break if working at a computer for a prolonged period of time (at least one 1 minute break every 30 minutes where the pupil looks away from the screen)

The pupil's role

Pupils should:

- Only work on remote learning between the hours of 9am and 3pm
- Take adequate breaks set out on the timetable
- Follow instructions from teacher and parents/carers
- Complete all tasks to the best of their ability
- Work independently when required

Section 4 Safeguarding

To ensure the safety of our staff, parents/carers and pupils whilst learning remotely we have consulted and put into action guidance from a variety of risk assessments and documents and we:

- Only reply to message during school hours (9am-3pm)
- Have approval features on platforms so that only approved posts can be seen
- Use privacy settings so pupils cannot see each other's work or comments
- Only use recorded videos as oppose to live stream lessons to ensure the content is appropriate
- Assign at least 2 adults to each class account so that other adults are viewing comments made by school staff
- Have administrator accounts which allow Designated safeguard lead to access all accounts and monitor posts and comments
- Only use approved websites and learning resources that we know to be safe
- Use secure platforms to protect people's data
- Ensure that all staff are aware of vulnerable pupils in their class
- Maintain regular contact with all pupils
- Only record videos of you teaching in our school setting

In addition to our safeguarding procedures all teachers keep accurate records of who is engaging with remote learning and report the names of any pupil who we have not had contact with during the week. The Head teacher and Learning mentor will then make contact with these children by telephone the following week.

Section 5 Data protection

To ensure that all data is protected under current GDPR regulations, we will apply these guidelines:

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Pupils are not permitted to let their family members or friends use any school owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan

- Any intentional breach of confidentiality will be dealt with in accordance with the school's Relationships and Behavioural Policy or the Disciplinary Policy and Procedure.