*'Whatever you do, do it for the glory of God.'*

**Remote Learning Policy**

## Aims

This remote learning policy 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

### Teachers

When providing remote learning, teachers must be available between the hours of 8.45am – 3.45pm. There is no expectation for teachers to respond to any correspondence from parents outside of these hours.

If teachers are working from home and 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 are responsible for:

### *Setting work*

- o Each class teacher is responsible for planning work for their year group, or any class they are directed to provide work for, in the case where either an individual or whole class bubble is forced to self-isolate.
- o The remote learning resources may be accessed via the **PURPLE MASH** site, electronically, via a computer, ipad, chrome book etc. Phones and Play Station, X-Box / games consoles may act as appropriate devices when other forms fail or are unavailable. Class teachers will share specific information on their class dojo pages.

### *National Lockdown*

In the event of a national lockdown or an unpreventable school closure, school work will be made available to each child, as stated above, via **PURPLE MASH.**

Vulnerable children and children of critical workers who are attending school will access similar work to those learning remotely.

### *Class bubble self-isolation*

If a class bubble has been asked to self-isolate for a specific period of time, school work will be available via the class dojo learning platform / portfolio, within their year group section, for the whole cohort to access from 9am of their first full day of isolation. There will be sufficient work to last the children until the day that they are due back to school.

In the event that a bubble is sent home part way through a school day, children will be asked to work through a number of different ongoing activities for the remainder of that day, before accessing the work via the platform the following day. The ongoing activities include:

- Times table practice
- Reading eggs / eggspress
- Numbots
- Purple mash
- Times table Rock Stars
- Quiet reading
- Spelling practice
- Pause for prayer time
- Prayer writing / drawing of a special intention
- Physical activity

### *General self-isolation*

If, for any reason, a child has been asked to self-isolate then they are to access the ongoing activities for the first day. The ongoing activities include:

- Times table practice
- Reading eggs / eggspress
- Numbots
- Purple mash
- Times table Rock Stars
- Quiet reading
- Spelling practice
- Pause for prayer time
- Prayer writing / drawing of a special intention
- Physical activity

From the second day the child's class teacher will send specific work to the child via the class dojo and the **PURPLE MASH** site. Daily work will continue to be shared until the child is able to return to school.

### *Providing feedback on work*

- o Completed work can be shared on class dojo portfolio by clicking the 'APPROVE'* button and staff will provide appropriate feedback in response to work shared in accordance with our response and feedback policy.  This will be clearly outlined to each bubble that closes.

- o Completed work can also be submitted on the **PURPLE MASH** site too. Class teachers will provide information as to how to do this.

  *If the 'APPROVE' button is not clicked then the status of the work is classed as outstanding, even when commented on by the teacher, so it is important that this button is pressed.*

*Keeping in touch with pupils who aren't in school and their parents*
- Regular dojo messages will be shared with parents
- Phone calls will be made if parents are not responding to dojo messages

*Attending virtual meetings with staff*
- Staff must be appropriately dressed in work attire
- Noisy locations / environment should be avoided

In the case of lockdown where school is only open to critical worker and vulnerable children and attendance numbers are greatly reduced, a weekly rota will be drawn up to include teachers who will be expected to be in school to lead the teaching and learning for the pupils. This will be emailed out to all staff by the Head teacher in advance. When a teacher is on duty in school, he / she will not necessarily be available for remote learning feedback and this responsibility may fall to another member of staff, directed by the Headteacher. Precise information will be shared with staff and parents prior to the date of school closure.

## Teaching assistants

When assisting with remote learning from home, teaching assistants must be available between 9am and 3.30pm.

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.

When assisting with remote learning, teaching assistants are responsible for:

*Supporting specific pupils with learning remotely*
- Class teachers will inform staff of which children they will support and how they should provide the support.

*Attending virtual meetings with staff*
- Staff must be appropriately dressed in work attire
- Noisy locations / environment should be avoided

In the case of lockdown where school is only open to critical worker and vulnerable children, a weekly rota will be drawn up to include teaching assistants who will be expected to be in school to assist or lead in the teaching and learning for the pupils. This will be emailed out to all staff by the Head teacher in advance. When a teaching assistant is on duty in school, he / she will not necessarily be available to support learners remotely and this responsibility may fall to another member of staff, directed by the Headteacher. Precise information will be shared with staff and parents prior to the date of school closure.

## 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 (for class bubble closures).
- Alerting teachers to resources they can use to teach their subject remotely.

## Key Stage Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across their key stage.
- Monitoring the effectiveness of remote learning through regular meetings with their team members, reviewing work set and 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:

Following up any concerns that staff have regarding any children in school or at home. Staff will share observations or disclosures via the CPOMS system and the DSL, Mrs Crisp, or DDSL, Mrs Clarke will act according to procedures in line with the school safeguarding policy.

### SENDCO

- The SENDCO will ensure that all SEND pupils are receiving appropriate support remotely, as far as is reasonable.
- She will coordinate and monitor the provision for work being set remotely.

### Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day (8.45am – 3.45pm).

- 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 with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work by emailing admin@st-simons.stockport.sch.uk
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

## 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## Who to contact

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

- Issues in setting work – contact the relevant subject lead or SENDCO.
- Issues with behaviour –Contact relevant team leader.
- Issues with IT – contact AVA.
- Issues with their own workload or wellbeing – contact relevant team leader.
- Concerns about data protection –contact School Business Manager.
- Concerns about safeguarding – Contact the Headteacher (DSL).
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## Data protection

### Accessing personal data

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

- Access the school shared area through CITRIX. Contact AVA (0161 474 2240) if there are any problems.
- Use school devices to access personal data wherever possible. Personal data is not to be stored on staff's personal devices.

**Processing personal data**

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

**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.


**Links with other policies**

This policy is linked to our:

- Child protection policy and coronavirus addendum to our child protection policy

- Data protection policy and privacy notices

- Home-school agreement

- Acceptable use policy

- SEND policy