



Holy Souls Catholic Primary School

Remote Learning Policy

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1. Rationale

This policy identifies the provision that Holy Souls will make in the event of; a child, class or group of children needing to self-isolate; a local lockdown; a nation-wide lockdown.

All parents and carers have been sent a survey about access to technology at home, allowing the school to identify particular families who may be in need of support and resources (laptops, ipads etc) in the event of a renewed lockdown or isolation.

2. 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.
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated into the curriculum, so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

3. Who is the policy applicable to?

- A child (*and their siblings if they are also attending Holy Souls*) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

- Remote learning will be shared with families when they are absent due to Covid related reasons at start of their period of self-isolation and not to all children who are absent.

4. Roles and responsibilities

Senior/ Phase Leaders

Alongside any teaching responsibilities, senior/ phase leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- 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 Safeguarding and Child Protection Policy.

SENCO

In the event of a lockdown or isolation, the parents or carers of children on the SEN register will be contacted by either the lead teacher, or the SENCO, in order to provide further support, resources, or to agree any alterations that will need to be made to remote learning (this may include giving children access to plans or resources from another year group).

They will also:

- Ensure that pupils with EHCP's continue to have their needs met while learning remotely and liaise with SLT and other organisations to make alternate arrangements for pupils with EHCP's and IHP's as necessary.

Subject leads

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

- Monitoring the work set by teachers in their subject
- Review work set biweekly. This will be available on the shared drive.

Teachers

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through relevant video clips, lessons and tasks for home learners.
 - Instructions should contain enough detail for the pupil to be relatively independent (age dependent).
 - Teachers will use resources provide by the Oak National Academy, Third Space Learning and BBC Bitesize, as well as other resources identified by school curriculum leaders.
 - Teachers will, within reason, respond to requests for support from families at home. This should be done via email or telephone. Staff and parents should communicate via the office email address.
- Providing feedback on work:
 - Although there is no expectation for parents to submit work on a daily basis, any work which is submitted will be acknowledged by the class teacher.

- Keeping in touch with pupils who aren't in school and their parents:
 - In the case of a national or local lockdown, Teachers will call pupils/parents at least every 2 weeks. Any concerns should be recorded on My Concerns and Head teacher/ DSL alerted.
 - Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL/Resource Base teachers.
 - In the event of a self/class bubble isolation, communication will be via the office email/ school telephone number.
 - Emails received from parents are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to emails within 48hours.
 - If there is a concern around level of engagement of a pupil, parents will be contacted via telephone to assess whether school intervention can assist engagement.

Teaching assistants

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

- Liaising with class teachers to support planning and resourcing differentiated learning.

Administrative support

Office staff will be the first point of contact from parents/ carers in the event of self-isolation.

Pupils and parents

Staff can expect pupils to:

- Work hard on tasks and complete them to the best of their abilities.
- Seek help from teachers if they need it.
- Complete a Home Learning diary during the length of their isolation to serve as feedback for the class teacher.

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Support their children in completing their home learning activities.
- Ensure the safety of their child when working online.
- Complete the feedback section of the Home Learning schedule and submit to school following a period of self-isolation.

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 of their remote learning responsibilities and that systems are appropriately secure, for both data protection and safeguarding reasons.

5. 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 Phase leader.
- Issues with IT – contact ??
- Issues with their own workload or wellbeing – talk to the Head teacher/Deputy Head teacher

- Concerns about data protection – talk to the Head teacher/Deputy Head teacher
- Concerns about safeguarding – talk to the DSL

6. Data protection

Accessing personal data

When accessing personal data, all staff members will:

- Have access to My Concerns to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

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.
- Keeping operating systems up to date – always install the latest updates.

7. Safeguarding

Please refer to Child Protection and Safeguarding Policy.

8. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the Government.

At every review, it will be approved by SLT.

9. Links with other policies

This policy is linked to our:

Behaviour and Discipline policy and Covid-19 amendment

Safeguarding and Child protection policy and Covid-19 amendment

Data protection policy and privacy notices

Online safety policy