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|  | <b>Name of Policy</b>      | <b>Remote Learning Plan</b>          |
|   | <b>Subject Leader</b>      | <b>Mrs L Fagan</b>                   |
|   | <b>Name of School</b>      | <b>St. Joseph's Catholic Primary</b> |
|   | <b>Policy review Date</b>  | <b>September 2020</b>                |
|   | <b>Date of next Review</b> | <b>September 2021</b>                |

## Remote Learning Plan

St Joseph's Catholic Primary School will provide remote learning (online) for pupils that are not able to attend school so that no-one misses out on learning. This policy gives an outline of the remote learning provision that is available and gives some guidance on the role of teachers, and parents and pupils. St Joseph's Catholic Primary School is fully aware that these are exceptional times and this document seeks to inform and guide families and not impose expectations of how home learning is organised. Each family and their circumstances are unique and because of this, should approach home learning in way that suits their individual needs. Where possible, children should aim to login to Google Classroom every day, and check in with their teacher. They should aim to complete as much of the learning as possible, and upload it for teacher feedback.

## Aims

This remote learning plan aims to:

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

Remote learning will be provided using the following online platforms: Goggle classroom for children in Year 1 to Year 6. EYFS remote learning is uploaded onto the school website [Reception School/Home Learning | St Joseph's Catholic Primary School \(st-josephs-upminster.net\)](https://www.st-josephs-upminster.net)

## Roles and responsibilities

When providing remote learning, **teachers** are responsible for:

- Setting learning daily for all children in their class and their partner year group class group in the event that their partner teacher is sick and unable to work.
- Setting one English and one maths task each day along with at least one other activity from the home learning offer. RE will be set each week.
- Giving daily feedback and acknowledging learning and/or effort and addressing whole class misconceptions. This may be group or individual feedback.
- Encouraging children and parents to upload/ email learning and respond to learning before 3pm where possible for next day feedback.
- Contacting the families of children who appear not to be engaging after a day and offer support and other learning.
- Replying to parent emails, and acknowledging comments and posts on google classroom within 24hours where possible via Year group LGfL email.
- Providing alternative learning for children who cannot access Google classroom eg. paper based learning.



Alongside any teaching responsibilities, **senior leaders and subject leaders** are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning by regular reviews with teachers and by 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.

Staff can expect **pupils** learning remotely to:

- Complete work to the deadline set by teachers
- Seek help, if they need it, from teachers.
- Alert teachers if they are 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 cannot complete work
- Seek help from the school if they need it
- Be respectful when making any concerns known to staff.

**St Joseph's Catholic Primary School** is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of the highest quality 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 for individuals - subject leads or Inclusion Leader
- Issues with behaviour – Inclusion Leader or Senior Leadership team
- Issues with IT - IT Technician
- Issues with their own workload or wellbeing - Headteacher.
- Concerns about data protection - Finance Officer / IT Technician
- Concerns about safeguarding - Designated Safeguarding Lead or member of DS Team.

### **Data protection**

#### **Accessing personal data**

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

- Access any data through the school's secure drives
- Access any data, via home, using the school's remote login.



### **Recording of Live Lessons:**

Lessons may be recorded by the class teacher to enable pupils (within the same class) to participate in learning if they are unable to attend the live sessions ie families sharing devices etc. In line with GDPR, please see below why lessons are recorded and where they are stored, who has access to them and how long the recordings are kept for.

- The recorded sessions are securely stored within Google Classroom.
- Only the class teacher who posted the live video, the Head Teacher and technical support with admin access (within St Joseph's Catholic School) has access to the recordings.
- The recordings will be deleted at the end of restricted remote learning.
- These recordings will not be shared outside of the class environment unless there is a safeguarding issue and then only shared with the Designated Safeguarding Lead, Mrs Matthews.

### **Processing personal data**

- As long as this process is necessary for the school's official functions, staff members may need to collect and/or share personal data such children's logins, as part of the remote learning system. Under these circumstances, individuals will not need to give permission for this to happen.
- 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)
- Making sure the device locks if left inactive for a period of time.

### **Safeguarding**

All staff should follow the child protection policy and any addendums which reflects the current situation. The child protection policy and other relevant policies can be found on the school website. Any concerns should be raised with the Designated Safeguarding Lead, Mrs Matthews.

### **Monitoring arrangements**

This policy will be reviewed annually by the Headteacher and Curriculum Committee of the Governing Body.

### **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
- Online safety policy
- Updated Acceptable User Policy