St. Bede's Catholic Primary School & Nursery

REMOTE LEARNING POLICY

"Shine like a Lantern in the presence of the Lord"

Approved by:	Head Teacher	Date: 04 – 09 – 2023
Signed		
Last reviewed on:	Autumn 2023	
Next review due by:	Autumn 2024	

Contents

1. AIMS

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- 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

2.1 TEACHERS

When providing remote learning, teachers will be available on Google Classrooms online between 9.30am and 3.00pm.

If teachers are unable to work for any reason, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

SETTING WORK

They will set maths work daily; writing three times a week; reading, twice a week; and, two other subjects each day. Work should be uploaded by 6.00 pm the previous day. Daily work will be archived by the class teacher each but not before 3.30pm.

SUBMITTING WORK

Pupils should submit their writing and maths work once the lesson has finished and by no later than 3.30pm.

PROVIDING FEEDBACK ON WORK

Pupils will be expected to upload the maths and writing independent tasks each day immediately after the lesson but by 3.30 pm at the latest.

If teachers are working in school, they will still need to provide learning for their children who are at home; and, when in school, teachers should teach writing and one other topic lesson live to all the children present in the classroom, as well as the children in their class who are working at home.

When teachers are working from home, maths, reading and writing lessons should be taught live, as should one topic lesson.

2.2 KS2 DAILY LESSON TIMETABLE – TEACHER WORKING FROM HOME

9.30am-10.30am	Maths (Live)
10.30am-11.00am	*Break*
11.00am-12 midday	Writing or reading (Live)
12.00-1.00pm	*Lunch break*
1.00pm-2.00pm	Topic (Live)
2.00pm-3.00pm	Topic (Not live)

KS2 DAILY LESSON TIMETABLE – TEACHER WORKING IN SCHOOL

9.00am-9.30am	PE
9.30am-10.30am	Maths (Not live)
10.30am-11.00am	*Break*
11.00am-12 midday	Writing (Live)
12.00-1.00pm	*Lunch break*
1.00pm-2.00pm	Topic (Live)
2.00pm-3.00pm	Topic (Not live)

KS1 DAILY TIMETABLE – TEACHER WORKING FROM HOME

9.30am-10.30am	Maths (Live)
10.30am-11.00am	*Break*
11.00am-12 midday	Writing or reading(Live)
12.00-1.00pm	*Lunch break*
1.00pm-2.00pm	Topic (Live)
2.00pm-3.00pm	Time to speak with the teacher

KS1 DAILY TIMETABLE – TEACHER WORKING IN SCHOOL

9.00am-9.30am	PE
9.30am-10.30am	Maths
10.30am-11.00am	*Break*
11.00am-12 midday	Writing (live)
12.00-1.00pm	*Lunch break*
1.00pm-2.00pm	Topic (Live)
2.00pm-3.00pm	Time to speak with the teacher

RECEPTION TIMETABLE (MONDAY, TUESDAY, WEDNESDAY AND FRIDAY)

9.15am-9.30am	Phonics (Live)
10.30 am-10.45am	Maths (Live)
12.00-1.00pm	*Lunch break*
1.30pm	Story Time (Live)

RECEPTION TIMETABLE (THURSDAY)

9.15am-9.30am	RE (Live)
10.30 am-10.45am	Music (Live)
12.00-1.00pm	*Lunch break*
1.30pm	Story Time (Live)

NURSERY TIMETABLE (MONDAY, TUESDAY, THURSDAY AND FRIDAY)

9.15am-9.30am	Literacy (Live)
10.30-10.45	Maths (Live)
1.30pm	Story (Live)

NURSERY (WEDNESDAY)

9.15am-9.30am	RE (Live)
10.30-10.45	Music (Live)
1.30pm	Story (Live)

2.3   TEACHING ASSISTANTS

Teaching assistants will either support teachers teaching in school or supervise pupils at break or lunch times.

2.4   SUBJECT LEADS AND SENCO

Subject leads and SENCO 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

> Monitoring the remote work set by teachers in their subject – by regular meetings with teachers or by reviewing work set

> Alerting teachers to resources they can use to teach their subject remotely

2.5   SENIOR LEADERS

Alongside any teaching responsibilities, senior leaders are responsible for:

> Co-ordinating the remote learning approach in their phase

> Monitoring the effectiveness of remote learning 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

2.6 DESIGNATED SAFEGUARDING LEAD

The DSL is responsible for:

> ensuring school staff know how to report concerns when working at

> ensuring that children are not put at risk by logging in remotely from home

2.7 IT TECHNICIAN

The technician is responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff and parents with any technical issues they are experiencing

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

> Assisting pupils and parents with accessing the internet or devices

2.8 PUPILS AND PARENTS

Staff can expect pupils learning remotely to:

> Be contactable during the school day (9am-3pm)

> Complete work to the deadline set by teachers

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick or otherwise cannot complete work

> Be respectful when making any complaints or concerns known to staff. Parents reminded not to use Google Classroom for such communication but to email or call the school.

2.9 GOVERNING BODY

The Governing Body 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

3. 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 SENCO

> Issues with behaviour – talk to the relevant phase leader

> Issues with IT – talk to the IT Technician

> Issues with their own workload or wellbeing – talk to their Phase Leader

> Concerns about data protection – talk to the Head teacher

> Concerns about safeguarding – talk to the Head teacher

4.   DATA PROTECTION

4.1   ACCESSING PERSONAL DATA

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

> Log on remotely to the school's network when undertaking school work

> Use school devices rather than their own personal ones

4.2   PROCESSING PERSONAL DATA

Staff members may need to collect and/or share personal data as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3   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

> Not sharing the device among family or friends

5.   SAFEGUARDING

Staff to use CPOMs to report all concerns.

6.   MONITORING ARRANGEMENTS

This policy will be reviewed termly.

7.   LINKS WITH OTHER POLICIES

This policy is linked to our:

> Behaviour Policy

> Safeguarding and Child Protection Policy

> Data Protection Policy and Privacy Notices

> Home-School Agreement

> ICT and Acceptable Use Policy

> Online Safety Policy