

# **St George's Catholic Primary Voluntary Academy**



## **Remote learning policy 2022-2023**

*We are learning & growing as God's family.  
We will always do our best to love and respect each other as we prepare for our future*

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## 1. Aims

- Ensure consistency in the school's approach to remote learning
- Provide high quality learning provision for those children unable to attend school due to Covid-19
- Set out clear expectations for all members of the school community with regards to remote learning
- Provide a detailed framework for parents and carers to support their children to fully access remote learning
- Provide appropriate guidelines for data protection and safeguarding for all stakeholders
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- 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.

## 2. What online learning will look like:

- The focus of remote learning will be to teach core knowledge and concepts
- Teachers will create a time guide of work for their year group in liaison with year group partners.
  - This will cover the following subject areas: English, Maths, RE, Science, Humanities, P.E. Music, Computing and Art and Design.
  - Quality PowerPoints and explanation sheets will be provided to aid online learning.
  - Differentiated tasks will be provided for core subjects to ensure all children can access work.
  - Teachers will choose appropriate videos / lessons from Education City, BBC Bitesize, Busy Things, White Rose Maths or Times Table Rockstars to support daily teaching in subject areas. Oak National Academy Resources will be used if appropriate to content.
- Work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Pupils and parents will be able to access Microsoft Teams. All pupils will be provided with instructions on how to access this from home.
- Oxford Reading Owl: Free registration E-reading platform
- All pupils will have use of their CGP books and tasks will be set using these for Maths, Reading, Punctuation, Grammar and Spelling.
- Pupils will also receive workbooks where work can be recorded

### 3. Roles and Responsibility

#### 3.1 Teachers

When providing remote learning, teachers must be available during normal school hours. During closure of year groups, teachers will be contactable via e mail to promote and develop effective relationships and allow parents to easily resolve any issues or queries. Staff should respond to work related emails in the working hours of 7.30am -5.00pm, Monday – Friday.

#### In the case of whole year group closure:

- Arrangements for teaching and support sessions can be found on the KS specific remote home learning crib sheets
- Work will be set for the week via Ping
- Teachers will monitor the work that is being completed by the pupils and will give feedback for tasks specified by the class teacher.
- Teachers will ensure consistency in delivery of remote learning across the year group.
- Teachers will be expected to cover year group work, should their colleague be unable to work due to illness.
- In the above case, the teacher will have the year group on Zoom and a teaching assistant will be responsible for the checking of learning of the children not in the teacher's class.
- Teachers should follow normal policy for illness should they become ill when working from home, by notifying the deputy via telephone call.
- Teachers will hold information sessions for parents via zoom if requested by the school.

#### In the case of pupil(s) self- isolating:

- Teachers will be required to provide online learning tasks for pupils who are isolating as well as teaching their own classes.
- Online learning tasks will be provided in the same way that provision was made during previous lockdown via school PING.
- Teachers should send weekly homework to pupils who are self-isolating
- Contact should be made with self- isolating pupils via phone calls. Alison Stowe will have a list of pupils who are self-isolating and will make calls to parents and children to check on well-being. She will report back to the class teachers.
- Parents may seek help from the school if they need it –for general enquires through the school office e-mail [office@stgeorges.harrow.sch.uk](mailto:office@stgeorges.harrow.sch.uk) or telephone.
- If the teacher is still teaching at school, during the time that pupils are self-isolating, messages from parents will be responded to after the school day, from 3.30 – 5.00pm via a telephone call by the class teacher.

#### 3.2 Teaching assistants

- When assisting with remote learning, teaching assistants must be available for all of the hours they are contracted to work per day.
- Support staff should follow normal policy for illness should they become ill when working from home, by notifying the deputy.

Support staff will:

- Liaise with class teachers in order to be fully informed of the week's planning and how they will be expected to support the class teacher.
- Access the online courses they have been directed towards.
- Complete other duties as requested by the class teacher.

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

- Supporting pupils who aren't in school with learning remotely
- LSAs will provide additional support by supporting children with tasks and contact for individual pupils and will ask the class teacher and SENCO for support.
- Support teachers with marking, contacting children and responding to e mails.
- Attend the Microsoft teams meet each day and meet a pupil group for support at other times when needed.
- Read aloud to a pupil group.

### **3.3 Subject Leads**

- Alert teachers to resources they can use to teach their subject remotely

### **3.4 Senior leaders**

Senior leaders are responsible for:

- Co-ordinating remote learning across the school
- Monitoring and responding to safeguarding concerns
- Monitoring security of remote systems

### **3.5 SENCO**

- Monitor remote learning for children with SEND across the school.
- Support LSAs with remote learning for ECHP pupils.

### **3.6 ICT Technician**

IT staff are 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 (Carl Kugaswaran – Governor) and Headteacher.
- Assisting pupils and parents with accessing the internet or devices
- Monitoring security of remote systems
- Providing passwords for teachers and pupils.

### 3.7 Pupils and parents

Staff can expect pupils to:

- Attend a Microsoft Teams Meeting at their classes (or groups) at a set time to receive their tasks
- Attend small group teaching via Microsoft Team Meet
- Access the work set by teachers and work through the daily tasks set
  
- Seek help if they need it on Microsoft Teams or via e mail, from teachers or teaching assistants during the support period specified for their class
- Complete the work to a deadline set by the teachers
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it –for general enquires through the school office e-mail [office@stgeorges.harrow.sch.uk](mailto:office@stgeorges.harrow.sch.uk) or telephone, or for support with their child's learning from the year group e mail.
- Engage with the process of remote learning
- Use the time guide set by teachers to complete a weekly timetable for their child to complete their work which suits their family circumstances
- Motivate their child to complete remote learning tasks
- Be respectful when making any complaints or concerns known to staff.
- Be mindful of the number of messages sent to the class teacher and we would request that parents and carers wait for at least 48hrs before following up on any lack of reply.
- Alert teachers if their child is unable to complete any work due to illness or another reason.

### 3.8 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 systems are appropriately secure, for both data protection and safeguarding reasons

## 4 Communication

As well as telephone communication and e mails with the school office, parents will be able to contact staff via year group e mails to ensure they receive sufficient support for their child.

Unless it has been necessary to close an entire bubble, staff will still be engaged in teaching during the school day. Therefore the teacher will not be contactable during this time. Staff will review and respond to messages between 3.30-5.00pm, Monday – Friday, during term time.

Keeping in touch with pupils and parents:

- If a whole year group bubble is closed, messages received from parents are to be checked between 7.30am and 5.00pm, Monday- Friday.
- In the case of a self-isolating child, messages will be responded to after the school day, from 3.30 – 5pm. Staff are not required to respond to messages before 7.30am, after 5pm or weekends and holidays.
- Pupils will have contact with their class teacher in the morning daily via Microsoft Teams to receive instructions and explanations for the day.
- Any issues that are received are to be dealt with professionally by the class teacher and the member of SLT associated with that year group should be made aware.
- Teachers are to attempt to make contact with any pupils who are not accessing the work set, in order to offer support during periods of absence.
- Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

## 5 Safeguarding / Data Protection

- Teachers must adhere to the GDPR and not give out any personal details.
- All safeguarding concerns should be reported to one of the designated safeguarding leads – D. Monaghan, H. Ahern, A. Conway, P. Wilson

### 5.8 Accessing personal data

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

- Ensure security and data protection protocols are maintained, as outlined in the Acceptable use of ICT Policy
- Teachers will access parent e mail contact details via the list distributed by DHT. These details will not be shared with any third parties.

### 5.9 Sharing personal data

Staff members will only collect and/or share personal data such as emails or phone numbers as part of the remote learning system when absolutely necessary. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

### 5.10 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 and making sure that secure logging off from school work is always done.

- Antivirus and anti-spyware software has been installed on school devices
- Keeping operating systems up to date – always install the latest updates

## **6. All staff attending virtual meetings with staff, parents and pupils –**

- Dress code – staff should dress smart/casual and adhere to all points on staff dress code outlined in the staff handbook.
- Locations – Staff should not work from their bedroom and should avoid areas with background noise and have nothing inappropriate in the background (de-personalise the area)
- Staff should contact the Headteacher or Deputy Headteacher if they have any concerns about themselves and their own well-being.
- All communication must be in a professional tone as would be used in the school building.

## **7. Monitoring arrangements**

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

The policy has been agreed by the Senior Leadership Team of the school and approved by its governors.

To be revised: Jan 2022.

## **8. Links with other policies**

This policy is linked to our:

- Behaviour policy and coronavirus addendum to our behaviour policy
- Safeguarding policy and coronavirus addendum to our SG policy
- Data protection policy
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Staff procedures and protocol for e mails.