



Education
Endowment
Foundation

Inspiring Education

Sharing Our Faith

Achieving Our Dreams

St Patrick's Catholic Primary School

The Catholic Diocese of Lancaster



Remote Learning Policy

Last Updated	November 2022
Approved by the Governing Body/Board	November 2022
Date to Review	November 2024

Aims

This remote learning policy for staff aims to provide remote learning for those children who may be travelling with family for work purposes.:

- › 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

Use of remote learning

All pupils should attend school, in line with our attendance policy.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when children are travelling with their families for the purposes of work
- Occasions when we decide that opening our school is either:
 - Not possible to do safely
 - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between [8:45am -3:15pm)

If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, staff should report this using the normal absence procedure.

When providing remote learning, teachers should:

- › Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- › Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work for all pupils in their class
- The amount of work they need to provide:
 - 2 hours a day for EYFS
 - 3 hours a day on average across the cohort for Key Stage 1
 - 4 hours a day for KS2
- This work needs to be set weekly
- Work will be uploaded on the schools Homework Hub <https://stpatricks.homework-hub.co.uk> and Zoom/Teams when necessary or appropriate. Schools remote learning sites will be used also. These are:

- › My Maths <https://www.mymaths.co.uk>
- › Inspire Education <http://www.inspire.education>
- › Times Tables Rockstars <https://play.trockstars.com/auth/school/student>
- › Number Bots <https://play.numbots.com/#/intro>
- › Picture News <https://www.picture-news.co.uk/users/>
- › First News <https://schools.firstnews.co.uk/login>

Inspiring Education

Sharing Our Faith

Achieving Our Dreams

- › Literacy Shed <https://www.literacyshed.com/home.html>
- › Maths Shed <https://www.mathshed.com/en-gb/index.html>
- › Ruth Miskin Portal <https://schools.ruthmiskin.com>
- › Oxford Owl <https://www.oxfordowl.co.uk/?sellLanguage=en&mode=hub>
- › Purple Mash <https://www.purplemash.com/login/>
- › Maths No Problem <https://hub.mathsnoproblem.com/sign-in?route=%2Fsubscriptions%2F7724>
- › MFL www.primarylanguages.network

- Staff should liaise with their support staff to ensure best access

Providing feedback on work

- Pupils will receive feedback remotely through apps / email to parents
- Timescales for completing work need to be specified
- › Children who are away from school should be encouraged to engage in remote learning. Parents will be contacted by the class teacher in order to facilitate access to learning materials. Children may borrow technology / devices to enable them to access learning.
 - All children who are travelling will be encouraged to dual register at another setting until their return
 - Parents should make regular contact with the class teacher via email or through the app to maintain learning for their child/ren.
 - Teachers should continue to pay due regard to safeguarding of children when not at school
 - Teachers should continue to encourage children to engage in learning throughout their time away from school
 - Where needed, teachers should arrange to speak with children through the chat facility of the homework hub or through Zoom/Teams

Where teachers need to meet virtually with children, arrangements will be made in school to cover their time out of the classroom for this purpose.

Teaching assistants

When assisting with remote learning, teaching assistants must be available from 8:30-3:30pm

When assisting with remote learning, teaching assistants take guidance from the classteacher as to responsibilities.

3.3 Subject leads

Alongside their teaching responsibilities, subject leads should:

- › Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Work with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- › Include remote work set by teachers in their subject as part of their monitoring cycle. Alerting teachers to resources they can use to teach their subject remotely

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- › Distributing school-owned laptops accompanied by a user agreement or contract
- › Securing appropriate internet connectivity solutions where possible
- › Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for monitoring and maintaining the safety and well-being of pupils:

<https://www.stpatricksheysham.com/wp-content/uploads/2022/11/Safeguarding-and-CP-Policy-2223.pdf>

IT staff

IT staff are responsible for:

- › Fixing issues with systems used to set and collect work
- › Helping staff and parents with any technical issues they're 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

Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains accessible as possible for children who are travelling
- › 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 – talk to the relevant subject lead or SENCO
- › Issues with IT – talk to IT staff
- › Issues with their own workload or wellbeing – talk to their line manager
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL

Data protection

Accessing personal data

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

- › Can access the data, from the school office
- › Only use school devices such as laptops rather than their own personal devices

5 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
- › 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
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates



Education
Endowment
Foundation

Inspiring Education

Sharing Our Faith

Achieving Our Dreams

Safeguarding:

Normal practice is also applied to those travelling for work

<https://www.stpatricksheysham.com/wp-content/uploads/2022/11/Safeguarding-and-CP-Policy-2223.pdf>

Refer to the Child Protection policy

Monitoring arrangements:

This policy will be reviewed bi-annually. At every review, it will be approved by the standards committee of governors.

Links with other policies

This policy is linked to our:

- › Behaviour policy https://www.stpatricksheysham.com/wp-content/uploads/2022/11/Policy_behaviour_Sept_2022.pdf
- › Child protection policy <https://www.stpatricksheysham.com/wp-content/uploads/2022/11/Safeguarding-and-CP-Policy-2223.pdf>
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy
- › Attendance Policy <https://www.stpatricksheysham.com/wp-content/uploads/2022/11/Attendance-Policy-.pdf>