



## Corpus Christi Catholic Primary School

### Remote Learning Policy

*Joyfully, unique in Jesus' family, we learn to use our special gifts to love, serve and make the world a better place.*

Remote Learning Policy			
<b>Approval</b>	Board of Governors	<b>Chair</b>	Anna Murphy-Sullivan
<b>Headteacher</b>	Simon Lennon	<b>Signature</b>	Simon Lennon
<b>Date of last review</b>	Nov 2022	<b>Date of review</b>	December 2025
<b>Date of next review</b>	Dec 2028	<b>Maintenance</b>	SSD Committee

*In exceptional circumstances this policy may be subject to change in accordance with the school's risk assessment (approved by SLT and Governors) which will override current policy guidelines.*

## **1. Aims**

This remote learning policy has been written as guidance for staff and parents. It sets out the systems and technology that staff will use to maintain consistency for the children's learning experience, and details how they can be used effectively and safely, while allowing for the differing needs of families. *This policy does not include reference to weekly homework guidelines which can be found in the Homework policy.*

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum for unprecedented circumstances. In the event of an individual child or a class needing to self-isolate for a period of time, we have a plan for remote learning so that all children can continue with their education.

This meets the expectations set out in the DfE guidance 'Remote Education Support'.

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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 should there be an occasion of Remote Learning for a whole class/school**

### **2.1 Teachers**

Teachers should be available between 8:30am and 3:30pm. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal procedures. If it affects the completion of any work required, teachers will ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

- Setting work via Google Classroom:
- Creating a weekly overview of work for their year group in liaison with year group partners. This should include daily English and Maths, and weekly learning for all subjects from across the curriculum.
- Additional Slides, videos and worksheets will be set on Google Classroom.
- Spellings and times tables/number bonds homelearning will be provided
- The Online safety curriculum will be followed using Kapow.
- Providing feedback on work submitted
- Pupils must submit completed work to teachers via Google Classroom.
- Teachers must provide feedback if required.
- Teachers should respond to questions from parents/carers/children as soon as possible (during the same day if class is isolating; within 24 hours if individual children are self-isolating)

### **2.2 Teaching Assistants**

Teaching assistants will be available during their usual working hours. During this time they are expected to check work emails and be available when called upon to attend school. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely.
- Attending virtual meetings with teachers.

### **2.3 Subject Leaders**

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

- Monitoring the work set by teachers in their subject
- Evaluate what changes will need to be made to curriculum coverage upon pupils' return

## **2.4 Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly.
- Monitoring correspondence between parents and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 DSL and Safeguarding Team**

The DSL and DSOs are responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.

## **2.6 IT Support**

The IT Technician is responsible for:

- Providing support to teachers and parents in accessing Google Classroom.
- Providing pupils with individual accounts (usernames and passwords).
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.

## **2.7 Pupils and Parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 8:30am-3:30pm, although they may not always be in front of a device the entire time.
- Seek help if they need it, from teachers or teaching assistants.
- Submit work by the due date and time.
- Alert teachers if they're not able to complete work.

If a child is absent from school with symptoms, they will not be expected to complete work whilst ill (see Model 1)

## **2.8 Governing Body**

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 that systems are appropriately secure, for both data protection and safeguarding reasons.

## **3. Who to contact**

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – relevant subject lead/ curriculum leader
- Issues with behaviour – DHT
- Issues with IT – curriculum lead/ IT technician
- Issues with their own wellbeing – line manager/SLT
- Concerns about data protection – talk to the data protection officer (Business Manager)
- Concerns about safeguarding – DSL / report on My Concern/Chair or Governors

All staff can be contacted via their school email addresses by other staff members. Parents can make contact via the school office.

#### **4. Data Protection**

When accessing personal data:

- All staff have access to My Concern to record any concerns about children.
- Teachers are able to access parent contact details via Integris using a secure password.
- Contact with children will be through Google Classroom and be specific to the learning taking place.

#### **Provision of remote learning for an individual pupil**

There may be exceptional circumstances where a pupil will need to access their learning remotely for a variety of reasons. Should this situation arise a meeting should be arranged between the parent/carer and the Headteacher and Curriculum Lead. A strategy for the provision of remote learning will be agreed. Due consideration will be given to teacher workload while still teaching a full class.

#### **5. Links with other policies**

This policy is linked to our:

- Behaviour policy and Pupil Well Being policy
- Child protection policy
- Data protection policy
- Internet acceptable use policy
- Online safety policy
- Pupil Attendance Policy