ST THOMAS OF CANTERBURY CATHOLIC SCHOOL

Remote learning policy

Mission Statement

We are a Roman Catholic Community committed to:

Mutual respect, positive encouragement and participation.

Recognising the different personal and educational needs of all pupils.

The delivery of the full national curriculum together with a religious education syllabus approved by the Catholic Church.

The highest standards of teaching, learning and performance.

Maintaining a supportive partnership with parents, the parish, and the wider community.

The professional development of all staff.

To be approved by: LGC Date: November 2024

Last reviewed on: September 2024

Next review due by: September 2026

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2. Aims

This remote learning policy for staff aims to:

> 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

3. Roles and responsibilities

3.1 Teachers

If **whole year groups** are absent, wherever possible, work will be provided to the children as per their routine class timetables. This will be uploaded onto Class Dojo by 9am each morning. Throughout the day, between 9 am and 3 pm, the class teacher of the affected year group will be available through Class Dojo should assistance be required, as long as the teacher is fit and well to do so. Teachers will be able to provide instructional videos through this platform if required. When providing remote learning, teachers must be available between 9 am and 3 pm

If they're 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. If it affects the completion of any work required they should ensure that arrangements have been made with SLT to ensure work is completed.

If **only a certain number of students from a class are absent through self-isolation or partial lockdown/closure** then the classroom lessons in school will continue and the children at home can still continue their studies via Class Dojo. Work will be uploaded onto Class Dojo by 9am each morning. The class teacher may not however, be available during the normal school day if he/she is teaching.

Teachers are expected to dress in a professional manner if recording instructional videos. They should avoid areas with background noise, or inappropriate backgrounds. All contact should be polite and encouraging.

Reponses to parents' queries/comments should be within 48 hours.

Any safeguarding concerns must be shared with the DSL or deputy DSL in the usual way.

3.2 Teaching Assistants

When assisting with remote learning, TAs must be available during their normal working hours.

If they're 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.

When assisting with remote learning, TAs will be guided by the class teacher, SENCo or SLT on how to best support pupils.

3.3 Subject Leaders

Alongside their teaching responsibilities, subject co-ordinators should also support teachers teaching their subject remotely if needed. This may mean alerting teachers to resources they can use.

3.4 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 – such as through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents.

> Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to concerns – see our Whole School Safeguarding Policy 2020

3.6 IT staff/company (BCTec)

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

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time

- Complete work to the deadline set by teachers

- Seek help if they need it, from teachers or teaching assistants

- Alert teachers if they're 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 can't complete work

- Seek help from the school if they need it

- Be respectful when making any complaints or concerns known to staff

3.8 Governing board

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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. 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 head teacher > Issues with IT – talk to BCTec

> 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

All staff can be contacted via the school email addresses

5. Data protection

5.1 Accessing personal data

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

- Use school laptops instead of personal devices whenever possible

- SLT will be able to locate personal details

5.2 Processing personal data

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

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

5.3 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)

> 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

> Not sharing the device among family or friends

> Installing antivirus and anti-spyware software

> Keeping operating systems up to date – always install the latest updates

6. Safeguarding

Please see our Safeguarding policy for risks online. It is available on our website.

7. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government. At every review, it will be approved by the SLT and the Chair of Governors.

8. 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

> Home-school agreement

> ICT and internet acceptable use policy > Online safety policy