

English Martyrs' Catholic Primary School



Remote & Blended Learning Policy

Approved by:	Simon Gillespie	Date: 11.09.20
Last reviewed on:	09.09.20	
Next review due by:	23.10.21 (or sooner as required)	

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Mission Statement

Our children are all unique, beautiful **individuals** but together we are a **masterpiece**, brothers and sisters in **Christ**.

As witnesses of Christ, working together as a **Team**, we strive to promote the **Gospel Values** and Teachings of Jesus by providing a **caring, stimulating environment**, with **nurture, trust, love** and **tolerance** through our spirituality, learning and play. By making connections with Jesus, we promote **high ambitions** and **confidence** to achieve our goals.

1. Aims

English Martyrs' Catholic Primary School aims to continue to provide an ambitious and broad curriculum in all subjects.

We have extensive plans for the provision of remote education where needed and to ensure that those children that need to be educated at home, for example, due to shielding or self-isolation, are given the support they need to continue learning. Remote education, where needed, is of a high quality and aligns as closely as possible with in-school provision.

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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.55am and 3.15pm (normal school day 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 providing remote learning, teachers are responsible for:

➤ **Setting work –**

- For their own class/cohorts, including differentiated work to meet the needs of individuals as they would in the usual class setting.
- Work should be substantially suited to the age group of the children and their ability to access. Work should be accessible, and the focus should be on the skill of the subject, not the skill of being able to navigate the technology needed to access.
- Work needs to be objective lead for individual subjects. It should reflect the objectives that are taught within the class, the outcomes will be different, however, the objectives will be the same.
- Work needs to be set in line with the school's Teaching and Learning and Curriculum policies, it should be set in line with the learning taking place within school (for blended learning), however, it is recognised by school that this might take the form of being 24 hours later than taught in class, but it will be uploaded by 4pm each day where appropriate.
- Work will be uploaded via the school's password protected Purple Mash platform with a link for pupils on their respective Class Page on the school website. All pupils have individual passwords and login details to access.
- Where appropriate, staff will record their input for lessons, either 'live' in class (other children will not be shown) or a prepared video away from class. These videos will be uploaded onto Purple Mash
- Staff will continue to work as Curriculum Teams, liaising with other members of classroom staff and SLT to ensure that the curriculum remains broad and balanced, working in collaboration with colleagues to ensure activities, teaching and learning is adapted to meet the needs and demands of using technology

➤ **Providing feedback on work –**

- The school Marking and Feedback Policy will be adhered to when providing feedback remotely as it would in class. Staff will provide constructive feedback, taking learning further and signposting how this can be done in line with school Marking and Feedback policy where applicable
- Staff will endeavour to provide 'live' feedback to pupils using Teams (parental email addresses to be used and parents to act as in a supervisory capacity during feedback)

- Feedback should be given in a timely manner, daily if appropriate within the school working hours

➤ **Keeping in touch with pupils who aren't in school and their parents –**

- In the event of full or partial closure, staff are expected to update Class Pages on the school website on a weekly basis before 8.55am on a Monday morning. Adaptions and additions can be added as needed.
- Staff will keep in contact with pupils and parents via class emails, copying in the HT as appropriate and if needed. Emails will **only** be responded to by staff within the working day (between 8.30am and 5.30pm)
- Any complaints, safeguarding concerns, issues should be reported to the HT using the usual format (CPOMS) and also verbally where appropriate
- If pupils are not completing work, in the first instance, the class teacher will contact the parents by phone, if it continues, the HT will contact parents to ascertain the reasons and find a reasonable solution

➤ **Attending virtual meetings with staff, parents and pupils –**

- Staff are expected to wear clothing in line with the staff dress code
- Virtual Meetings should take place in appropriate, professional spaces (e.g. avoid areas with background noise, nothing inappropriate in the background, not in a bedroom)

In order to facilitate the uploading of work, giving 'live' feedback, and streaming videos, class teachers will be released at the end of the day for 30 minutes. They will be released by Classroom Support Staff who will use this time for Circle Time and Story Time in class.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.55am and 3.15pm.

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, teaching assistants are responsible for:
Insert details of responsibilities. This could include:

➤ **Supporting pupils who aren't in school with learning remotely –**

- Which pupils they cover and who would likely need additional support, liaising with class teacher to pitch correct work
- Make contact via phone to the child and their parents to 'check-in'

➤ **Attending virtual meetings with teachers, parents and pupils –**

- Staff are expected to wear clothing in line with the staff dress code

- Virtual Meetings should take place in appropriate, professional spaces (e.g. avoid areas with background noise, nothing inappropriate in the background, not in a bedroom)

2.3 Subject leads/Curriculum Teams

Alongside their teaching responsibilities, subject leads/curriculum teams 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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (Annalisa Howarth (HT) is the Lead)
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leads/curriculum teams, reviewing work set or reaching out for feedback from pupils and parents, in line with the school's Monitoring and Evaluation practice
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

- The safe use of technology both within and out of school
- Ensuring the implementation of the Safeguarding and Child Protection policy
- Ensuring the Online Safety Policy is followed and shared by all stakeholders

2.6 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although we are aware and 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
- Follow the school's Online Safety policy and Use of Digital Technology Agreement

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

2.8 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

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 Curriculum Team or SENCO (A Howarth KS2 & V Thomas EYFS & KS1)
- Issues with behaviour – talk to the relevant /KS Phase Lead
- Issues with IT – talk to HT/Office staff to liaise with BTLS staff to resolve issues
- Issues with their own workload or wellbeing – talk to HT

- Concerns about data protection – talk to the data protection officer (Janice Gardner)/HT (A Howarth)
- Concerns about safeguarding – talk to the DSL (A Howarth)

4. Data protection

4.1 Accessing personal data

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

- Use appropriate channels that would normally be used within school, storing the details only within school
- If staff need to access data out of school, this will be done via the school office remotely
- Any data that is 'cloud' based will only be accessible with a password
- Only school devices will be used to access data e.g. laptop, tablet

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as such as email addresses, phone numbers 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.

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)
- 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 (BTLS)
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Please refer to the school Safeguarding Policy and Addendums regarding remote/blended learning [here](#).

6. Monitoring arrangements

This policy will be reviewed half termly by Annalisa Howarth/Headteacher.

At every review, it will be approved by the full Governing Board or Simon Gillespie (Chair of Governors)

7. 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 [EYFS & KS1](#) [KS2](#)
- [Online safety policy](#)
- [Marking and Feedback](#)