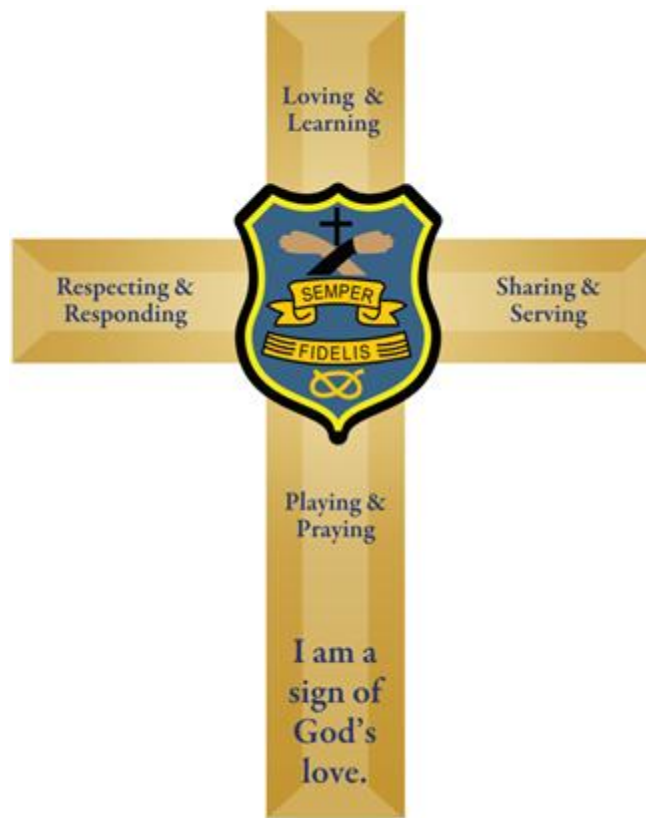




St Francis Catholic Primary School

Remote Learning Policy

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis unless circumstances require policy update in the interim.

Approved by:	[Name]	Date:	[Date]
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Reviewed on:	[Date]
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Reviewed on:

Reviewed on:

SCHOOL MISSION STATEMENT

'I am a sign of God's love'

At St. Francis we love, learn and grow in the footsteps of Jesus and are active signs of God's love through praying, respecting and serving others.

STATEMENT OF SCHOOL PHILOSOPHY

St Francis Catholic Primary School has always strived to be creative, innovative and support our children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

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.

USE OF REMOTE LEARNING

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked in line with the Pupil Registration Regulations.

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 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.
 - They are preparing for or recovering from some types of operation.

- They are recovering from injury and attendance in school may inhibit such recovery.
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue.

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision.
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school.
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity.
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support.

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

HOME AND SCHOOL PARTNERSHIP

St Francis Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

St Francis Catholic Primary School will provide information for parents on how to use Google Classroom, Doodle Learning and Tapestry as appropriate.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Francis Catholic Primary School would recommend that each 'school day' maintains structure and routine where possible. Teachers will conduct live support sessions daily, these may be recorded for the safeguarding security of all involved.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

In line with St Francis Catholic Primary School's 'digital charter' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

All children accept an 'Acceptable Use Policy' at school each time they log on to the school network, which includes e-safety rules. When working online at home it is parents' responsibility to ensure their children are safe.

ROLES AND RESPONSIBILITIES

Teachers

St Francis Catholic Primary School will provide a refresher training session and induction for new staff on how to use Tapestry and Google Classroom.

When providing remote learning, teachers must be available between 8:30am – 12:00pm and 1:00pm – 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 absence procedure.

When providing remote learning, teachers are responsible for:

➤ Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Teachers in EYFS will be setting work on Tapestry.
- Teachers in Year 1 to 6 will be setting work on Google Classroom.
- An outline of work set will also be available on the school website.
- Physical work packs will be available to children who cannot access the internet at home, **only on request**. Please contact the school office if you require a work pack sending out.

➤ Providing feedback on work:

- Reading, Writing, Maths and RE work, all completed work submitted via Tapestry or Google Classroom, by 1pm to be guaranteed teacher response and comments by 5pm.
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the week.

➤ Keeping in touch with pupils who are not in school and their parents:

- If there is a concern around the level of engagement of a pupil parents should be contacted via phone to access whether school intervention can assist engagement.
- All parent/carers emails should come through the school admin account (postbox@st-francis-p.walsall.sch.uk)
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

Teaching assistants must be available between 8:30am and 3:30pm exclusive of lunch break.

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.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school, including daily monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they will do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

The DSL, and the deputy DSL's, are responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely and liaising with the Head Teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

Pupils and Parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they are 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 cannot complete work.
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they are struggling, include those here.

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

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.

LINKS WITH OTHER POLICIES AND DEVELOPMENT PLANS

This policy is linked to our:

- Safeguarding and Child Protection
- Behaviour policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Digital Charter

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 class teacher via the school office
 - Issues with behaviour – talk to the relevant class teacher via the school office
 - Issues with IT – talk to office staff
 - Issues with their own workload or wellbeing – talk to Head Teacher via school office
 - Concerns about data protection – talk to the Head Teacher or data protection officer
 - Concerns about safeguarding – talk to the DSL via school office

DATA PROTECTION

➤ Accessing personal data

- When accessing personal data for remote learning purposes, all staff members will:
 - Use Google Classroom, Doodle Learning and Tapestry – no personal accounts will be used.
 - Only electronic devices provided by school should be used for Remote Education purposes.

➤ **Processing personal data**

- Staff members may need to collect and/or share personal data such as email addresses and telephone 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the school website.
- However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

➤ **Keeping devices secure**

- Only electronic devices provided by school should be used for remote education purposes. These are all monitored via SmoothWall.
- 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

MONITORING ARRANGEMENTS

This policy will be reviewed annually by Allison Wright. At every review, it will be approved by the full governing board.