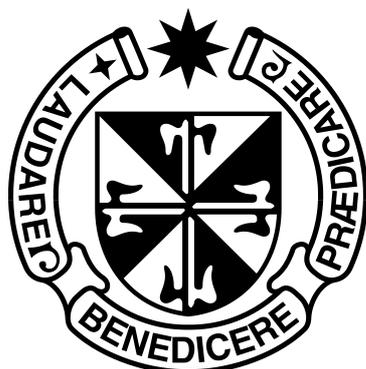


# St Cuthbert Mayne Catholic Junior School



*Growing together in love and learning as followers of Jesus*

## Remote Learning Policy

September 2020

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## 1. 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
- Expectations for the completion of homework
- provide appropriate guidelines for data protection.

Remote learning will be of high quality and will align as closely as possible with in-school provision. The majority of lessons will contribute to filling gaps in core knowledge and skills, such as reading and writing.

Home learning will need to be integrated into planning so that it can be delivered instantly. Pupils who are learning from home will need daily lesson inputs for maths, spelling, reading and writing. All lessons will have clear objectives and outcomes/success criteria. RE and worship will remain an essential part of home learning. Use PowerPoint or Google Classroom slides will be used rather than Smartboard software so that pupils can access them from home. For example, voicing over PowerPoint/Google Classroom slides, being prepared to record lesson inputs; be aware of resources and links from a variety of sources including the Diocese.

## 2. Roles and Responsibilities

### 2.1 Teachers

When providing remote learning, teachers should be available between 8:30am – 4:30pm during a whole class lockdown

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:

- providing learning for ALL pupils in their class;
- setting learning every day in spelling, literacy, maths (this can be topic based or cross curricular);
- setting learning in RE and prayer opportunities twice a week;
- setting learning in Computing, Science, PE, PSHE and the foundation subjects weekly;
- setting work by 5pm the day before on Google Classrooms;
- liaising with parents/carers to make sure pupils with limited access to devices can still complete the work (sending a printed learning pack home);

### **What learning will look like:**

Learning:

- Maths, writing and spelling will have daily input from the teacher. Either a voiced over power point/Google slides, a link to a high quality website or a teaching video.
- Reading and science will have a weekly input from the teacher. Either a voiced over power point/Google Classroom slides, a link to a high quality website or a teaching video.
- Books will be issued on Bug Club where appropriate.
- R.E. will have a twice weekly input from the teacher. Either a voiced over power point, a link to a high quality website or a teaching video. The teaching will follow Come and See.
- Non-core subjects will have a weekly input from the teacher. Art or DT weekly. History or geography weekly. Either a voiced over power point/ Google Classroom slides, a link to a high quality website or a teaching video. Guidance on French learning will be provided.
- PSHE weekly.

### **Providing feedback on work**

Teachers will:

- monitor completed work from pupils on Google Classroom;
- share feedback with pupils on Google Classroom;
- provide two marking with next steps to a piece of writing weekly, a piece of RE weekly, and two maths tasks weekly
- ICT: Comment on Google Classrooms at the end of a unit
- Non-Core: Mark according to Learning Objective weekly
- monitor and support feedback and Next Steps given by support staff.

Keeping in touch with pupils who aren't in school and their parents:

- parental and pupil questions will be answered during normal school working hours (8:30am-4:30pm)
- for any complaints or concerns shared by parents and pupils, teachers will attempt to manage concerns and refer to a member of SLT if they need extra support;
- When pupils are failing to complete work their teacher will contact the family to see what support can be offered (if pupils continue to fail to complete work, a member of the SLT will contact the family to support);

## **2.2 Support Staff**

When assisting with remote learning, support staff must be available between their normal contracted 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:

- support staff will monitor and comment on the learning of all pupils in their learning group. They will set Next Steps in line with the Marking and Feedback policy. This will be monitored by the class teacher.
- Attend virtual meetings when requested.

In the case of a local lockdown, all staff will be on a rota for their time in school. **When support staff are in school they are NOT expected to monitor remote learning.** Support staff are only expected to monitor and comment on remote learning when they are at home, on normal working days during working hours.

### 2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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;
- 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;
- monitoring the effectiveness of remote learning 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;
- ensuring that pupils with SEND have appropriately set learning (Sendco).

### 2.5 Designated safeguarding lead

Staff will follow the Child Protection and Safeguarding policies for all pupils.

The DSL is Mrs Fionnuala Smith, Headteacher

The deputy DSL is Miss Jacquie Sheridan, Assistant Headteacher

The Chair of Governors is Ms Maria Butchart

If staff cannot reach a DSL, they must make the concern directly to children's services 0300 123 4034  
Call 999 if a child is in immediate risk of serious harm.

## **2.6 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.

## **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 subject lead or SLT member
- Issues with behaviour – talk to a member of the SLT
- Issues with IT – Contact HfL IT Services 01438 844777
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the office manager Wendy Deane or contact the data protection officer Doug Munro via email: [dpo@cuthbertmayne.herts.sch.uk](mailto:dpo@cuthbertmayne.herts.sch.uk)
- Concerns about safeguarding – talk to the DSLs

## **4. Data protection**

### **4.1 Accessing personal data**

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

- use the secure Google G-Suite/school platform/Sims;
- use provided school laptops/iPads rather than their own personal devices where possible.

#### **4.2 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.

#### **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
- 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;
- keeping operating systems up to date – always install the latest updates.

#### **5. Safeguarding**

The Child Protection policy has been updated to reflect the current situation. Staff are fully aware of the procedures in place to keep children and staff safe. Whole school staff will receive their annual safeguarding refresher training in September 2020 which will include the revised (for September 2020) KCSiE legalisation. This is in addition to the full 3 year training that took place in March 2020 that all staff will received.

#### **6. Monitoring arrangements**

This policy will be reviewed termly by the SLT. At the annual review, it will be approved by the governing board.

#### **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
- ICT and internet acceptable use policy
- Online safety policy

- Marking and Feedback policy
- Staff sickness and absence procedure