

**Remote Learning Policy**  
St Michael's RC Primary School



**Approved by: Local**  
Advisory Board

**Date:** September 2020

**Last reviewed on:**  
September 2020

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## **1. Aims**

### **1.1 Aims of the Policy**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

### **1.2 Aims of Remote Learning**

**The aims of our remote learning offer:**

St Michael's remote learning plan aims to blend face-to face learning and remote learning, so no child falls behind, by offering high quality, well sequenced teaching and learning, reflecting in-school provision. The lessons delivered online will reflect and continue the school's curriculum.

#### **Platforms for online learning**

In line with the Bishop Bewick Catholic Education Trust and DfE recommendations, St Michael's offers a combination of practical, online and written activities for all of its students via Seesaw and Zoom sessions.

Teachers host both live and recorded explanations and lessons throughout the week which children have access to daily. Children's remote education provision is uploaded onto the Seesaw platform every morning following the specific year group timetables. It is expected that all teaching staff upload pre-recorded teaching or video clip explanations for all of the core subjects (numeracy, literacy, science, humanities and RE) alongside the children's activities for the day. The Seesaw video platform makes it easier for pupils to access their learning and find all the key links and material they need to complete tasks.

Live classes take place three times a week, using the Zoom platform, on Monday, Wednesday and Friday for all pupils. This allows children to have face-to-face learning experiences and gives the teacher opportunities to verbally talk through any misconceptions.

#### **Access to learning**

St Michael's has ensured that all children have access to online learning by collating information from a parent questionnaire in the autumn term- asking parents about their access to learning devices and equipment. All children at St Michael's now have access to our learning platforms, Seesaw and Zoom, from home.

Parents can contact school directly if they need help accessing on-line resources for their children.

During computing sessions in the Autumn term, children were able to partake in Seesaw classes in school, in anticipation of a local or national lockdown. This allowed all students to become familiar with the online platform and to be able to respond to a variety of tasks.

## **Expectations of online learning**

### **Timetable**

When teaching pupils remotely, our school has planned a programme of learning that is of equivalent length to the core teaching pupils would receive in school:

**Key Stage 1:** 3 hours a day on average across the cohort, with less for younger children

**Key Stage 2:** 4 hours a day

Timetables reflect the new government guidelines and below is an example of a typical day:

#### **KS1:**

- > Morning challenge- video 5 mins and activity 10 mins.
- > Maths- video 5-10 mins and activity 45 mins.
- > Literacy - video 5-10 mins and activity 45 mins.
- > Foundation subject- video 5-10 mins and activity 45 mins.
- > Class reader - 5-10 mins video and 10-15 min activity.

#### **KS2:**

- > Morning challenge- video 5 mins and activity 10 mins.
- > Maths- video 5-10 mins and activity 50 mins.
- > Literacy - video 5-10 mins and activity 50 mins.
- > Foundation subject- video 5-10 mins and activity 50 mins.
- > Class reader - 5-10 mins video and 25 min activity.
- > Rockstars/ Spelling - 15 mins

## **Keeping track of children's progress**

All teaching staff keep up to date with children's learning and record children's activities daily. Teachers keep a paper and a remote copy of children's involvement in tasks, which is monitored daily. Any children who are not responding to tasks are contacted via telephone by teachers and senior leaders.

Live lessons are recorded and monitored for safeguarding and attendance. All parents must sign a declaration allowing children access to live lessons.

## **Marking and feedback**

Teachers follow the School's marking policy and aim to give students both a positive comment specific to the task- avoiding just using phrases such as 'well done' -and either a correction or an extension question, given to challenge the child and further develop learning.

### **Live lessons**

Live lessons take place three times per week. The lessons are purposeful and engaging, staff follow a structured plan.

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available between 8.30am-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:

- Following usual planning for all subjects, making amendments as necessary for Seesaw.
- Following usual class timetable of learning, scheduling work to reflect the expectations of the working day.
- Providing recorded remote lessons, as appropriate, introducing new learning, explaining concepts and ensuring pupils understand their learning tasks.
- Ensuring all pupils, including those with SEND, have work to match their level of need.
- Providing timely feedback to pupils on their 'handed in' work, providing additional personalised support or explanations via telephone calls or recorded video messages, as needed.
- Speaking with pupils at least once a week via Zoom or telephone.
- Monitoring daily engagement of pupils and contacting families of those pupils not engaging to offer support.
- Logging any safeguarding concerns on CPOMs and liaising with safeguarding leads.
- Ensuring appropriate dress code is followed when attending online meetings. Please see Remote Learning Guidance document for more details.

### **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.30am-3.30pm.

When providing remote learning, teachers are responsible for:

- Supporting the class teacher and pupils by monitoring work, offering explanations and guidance and providing feedback to pupils as agreed by the class teacher.
- Being involved in recorded video sessions, such as story time.
- Speaking with pupils at least once a week, via Zoom or telephone.
- Ensuring appropriate dress code is followed when attending online meetings. Please see Remote Learning Guidance document for more details.

### **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 – explain how they will 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**

- 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.
- Communicating with staff about roles and meeting regularly to agree next steps.
- Monitoring telephone call logs to ensure all families are contacted regularly.

### **2.5 Designated safeguarding lead**

- Providing advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing or on CPOMS and given to the DSL.
- Managing referrals and referring cases of suspected abuse to children's social care, referring cases to the Channel programme if there is a radicalisation concern, referring relevant cases to the Disclosure and Barring Service, and to the Police where a crime has been committed.
- Liaising with the three safeguarding partners and other agencies where necessary. Through regular training, knowledge and experience, the DSL will be equipped to attend and contribute to child protection case conferences, strategy discussions and other interagency meetings.
- Maintaining detailed, accurate written records and child protection files, ensuring that they are kept confidential and stored securely.
- The DSL is responsible for ensuring that all staff members and volunteers are aware of the school's safeguarding policy and the procedures they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction.
- The DSL will help promote educational outcomes by sharing information about the issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and leadership staff.

## **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 are 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 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 are not able to complete work or need any support.

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.

## **2.8 Governing board**

The Local Advisory Board (LAB) 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
- Protection and safeguarding reasons.

### **3. Who to contact?**

#### **3.1 Who to contact if you need support?**

School can be contacted in the following ways:

- You or your child can contact the class teacher via Seesaw directly if you have a question regarding the remote learning.
- Your child can speak to their teacher if they have a question or query on their live lesson.
- If you need general advice or have a query, you cannot access Seesaw or Zoom, or are not sure which member of staff to speak to, you can contact the school office by telephoning 0191 273 9383 or via email at [enquiries@st-michaels.school](mailto:enquiries@st-michaels.school).
- You can contact the Special Educational Needs and Disability (SEND) coordinator, Miss Consterdine, at school on 0191 273 9383.
- You can contact the Headteacher, Mrs Chapman, at school on 0191 273 9383.

### **4. Data protection**

#### **4.1 Accessing personal data**

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

- Access data using the secure cloud service.

#### **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. If 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.
- Keeping operating systems up to date – always install the latest updates.

## **5. Safeguarding**

The safeguarding policy and the coronavirus addendum, along with the Acceptable Use Policy, can be found on the school website.

### **The Designated Safeguarding Leads at St Michael's are:**

Miss Consterdine- Safeguarding lead

Mrs Chapman- Headteacher

Mrs Jankowski- SEND support

Mr Tolan- Welfare Officer

## **6. Monitoring**

### **Monitoring the Policy**

This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about the effectiveness of the policy on request. To discover the extent to which bullying exists in school and to monitor the extent to which our anti-bullying policy is effective, the log and strategies will be reviewed alongside the questionnaire. The anti-bullying policy is the governors' responsibility, and they review its effectiveness annually. They do this by examining the school's anti-bullying records and by discussion with the Head Teacher. Governors analyse information with regard to gender, age and ethnicity, perceived sexual orientation and any other characteristic/ background of all children involved in bullying incidents.

## **7. Links with other policies, guidance and advice:**

- Keeping Children Safe in Education (September 2019) and addendums to this policy added between March to May 2020. Updated in September 2020 and January 2021).
- St Michael's behaviour policy.
- St Michael's safeguarding policy and coronavirus addendum.
- St Michael's staff code of conduct.
- Data protection policy and privacy notices.
- Home-school agreement.
- ICT and internet acceptable use policy.
- Online safety policy.
- St Michael's whistleblowing policy.