

St. Thomas More Catholic Primary School



Our Mission Statement

"Learning to love, live and celebrate as we grow in the knowledge and love of Christ"

Remote Teaching and Learning Policy

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St Thomas More School will provide Remote Teaching and Learning through the use of Google Classroom. This has been set up to be an internal school system with encrypted passwords and cannot be viewed outside of the school domain.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 9am and 3pm. 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 procedures between 9am and 3pm on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with SLT to ensure work is completed.

Teachers are responsible for:

- Setting work:
 - Work will be provided for the children through Google Classroom.
 - Class teachers will provide approximately three activities per day for their pupils;
 - Activities should include one English (either Writing or Spelling); one Maths; and one other Curriculum subject. In addition to this, a whole class Reading activity will be provided every week;
 - Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Teachers should not assume that a home has access to a printer to print anything;
 - Work should be set either the night before or by 8:30am at the latest for that day. It should have clear deadlines for when it is due in.

- Work will be provided using short videos 'teaching' the children as they would be in class. This can be from a range of sources including Oak Academy and BBC Bitesize.
 - Once a day there will be a GoogleMeet up to 30 minutes where teachers will check in with the whole cohort. These will be at a specified time to allow for siblings who share a device.
- Providing feedback on work:
- Pupils should submit completed work via Google Classroom.
 - Teachers will respond with feedback if required or appropriate
 - Teachers should respond to any emails from parents/children within 48 hrs
- Keeping in touch with pupils and parents:
- No regular contact with parents is expected although well-being calls may take place. If you are making a wellbeing call and are using a personal device, please ensure your personal contact details are blocked (either by dialling 141 or disabling caller ID on your device);
 - Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address);
 - Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. We believe our parents will be doing their best.
- Attending virtual meetings with staff, parents and pupils:
- At present we have not established virtual meetings but will be looking into the possible use of Google Meet for this purpose;
 - If there is a virtual meeting/lesson, please consider the location you use carefully (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

Teaching assistants should be available during their normal working hours on the days they are normally required in school. 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.

Teaching assistants may:

- Work in school for specific tasks as required by the Executive Headteacher or Head of School;
- Undertake remote and/or online CPD training;
- Attend virtual meetings with colleagues.
- Liaise with Class Teachers to support with the delivery of Home Teaching and Learning.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Monitor the work set by teachers in their subject to make sure work set is appropriate and consistent;
- Alert teachers to resources they can use to teach their subject.

2.4 Inclusion Coordinator (INCO)

The INCO is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy. During a period of enforced school closure the INCO will continue to:

- Lead on liaison with SEND pupils at home and their families;
- Ensure completion of necessary SEND paperwork and/or applications;

2.5 Senior Leadership Team (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school;
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set;
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery;
- Oversee the ongoing wellbeing and CPD of teaching assistants.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated Safeguarding Lead

The DSL's responsibilities are identified within the school's Child Protection Policy.

2.7 Pupils and parents

Staff can expect pupils to:

- Try their best to complete at least some of the activities provided on a daily (weekday) basis;
- Do some reading every day;
- Seek help if they need it from adult(s) at home or contact their teacher for help;
- Alert teachers if they're not able to complete work.

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc;
- Seek help from the school if they need it;
- Be respectful when making any complaints or concerns known to staff;

Confirm that they are happy for their child's work to be uploaded to the school website or in newsletters where relevant.

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

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead/INCO/SLT
- Issues with behaviour – talk to the INCO/SLT
- Issues with IT – contact ConEd via the helpdesk.
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection officer (DPO)
- Concerns about safeguarding – talk to the DSL

If parents need to contact the school they should do so via admin@stmore.herts.sch.uk.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems;
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.
- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

4.2 Sharing personal data

Staff members are unlikely to need to collect and/or share personal data.

However, if it does become necessary, 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 school's Child Protection Policy has been updated to reflect the current situation.

6. Monitoring arrangements

This policy will be reviewed annually by the Computing Leader and Headteacher. At every review, it will be approved by the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour Policy
- Child Protection Policy
- GDPR Policy
- Data protection policy
- Computing and ICT Acceptable Use Policy