


**St Louis Catholic Academy, Newmarket**  
**Part of Our Lady of Walsingham Catholic Multi Academy Trust**

*Learning Together in Faith*



**Remote Learning Policy**

Approved by the Committee/Governing Body	14-10-2020
Signature of Chair of Governors	Kathleen Das and Charles Dore
Signature of CEO OLOW	
Review date	2022

**MISSION STATEMENT**

**Our school strives to be a living Christian Community which values and nurtures each individual through a sound education and encourages responsible attitudes towards our changing world.**

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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 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 9am and 3.30pm.

If they're unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Setting work as appropriate:
  - for their year group and phase bubble or other pupils as directed by their phase leader/Head of School.
  - Pupil work will be set for each day in line with expectations of a normal school day and timetable. Work can be set in advance or in real time depending on the needs of the pupils and availability of staff.
  - Work will be available either uploaded on the school learning platforms (Microsoft 365 / Tapestry) or made available through other means either remotely or with physical learning packs.
  - Teachers will work within their existing phase / group structures wherever possible and liaise with SLT and school subject leaders to ensure learning managed remotely is in line with school schemes of work and curriculum.
- Providing feedback on work:
  - Remote feedback will wherever possible will be in line with school marking and feedback policy.
  - Feedback will be returned to children within a timescale, which allows children to make any necessary improvements before starting the next piece of linked work. This should be facilitated with job share partner to ensure consistency of marking and timely response.
  - Feedback will promote a dialogue about the development of pupils' learning and understanding.
  - Feedback will be shared via the remote learning platform or by other means, which support an effective dialogue.

- Keeping in touch with pupils who aren't in school and their parents:
  - All teachers are expected to maintain regular and positive contact with pupils in their class or others as directed.
  - Contact will be by marking and feedback in the first instance, emails within the school intranet system or via telephone calls where pupils have not responded to work set or prompts sent electronically.
  - Teachers are expected to respond to pupils within the hours set above and within their normal contracted working pattern.
  - Any concerns relating to work set remotely or safeguarding concerns should be actioned in line with school policies and any addendum.
  - Teachers should discuss any concerns in relation to pupils' failure to complete work with the pupil and parents via the online learning platform, email or telephone discussion. Ongoing issues should be flagged with SLT / Head of School to try and resolve identified barriers to remote learning.
- Attending virtual meetings with staff, parents and pupils:
  - When attending virtual meetings all teachers are expected to adhere to normal school dress code and manage interactions professionally with a view to ensuring confidentiality.
  - Whenever possible managing the meeting with a professional expectation.
  - Teachers should use their best endeavours to ensure pupils are dressed appropriately for the meeting.
  - Meeting should take place in quiet areas if possible and any inappropriate or confidential material removed from line of vision.

## 2.2 Teaching Assistants/Higher Level Teaching Assistants

When assisting with remote learning, teaching assistants must be available for normal contracted days and hours.

If they are unable to work for any reason during this time, for example due to sickness they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely as directed by their class teacher / phase leader or Head of School using the remote learning platform (Microsoft 365 / Tapestry ) or other school based learning provision.
- Attending virtual meetings with teachers, parents and pupils:
  - When attending virtual meetings all teachers are expected to adhere to normal school dress code and manage interactions professionally with a view to ensuring confidentiality.
  - Whenever possible managing the meeting with a professional expectation.
  - TA/HLTAs should use their best endeavours to ensure pupils are dressed appropriately for the meeting.
  - Meeting should take place in quiet areas if possible and any inappropriate or confidential material removed from line of vision.

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Reviewing subject specific schemes of work and curriculum plans to put in place any adjustments needed to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

- 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/members of SLT**

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 discussion with colleagues, reviewing work set and feedback given and acted on.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## **2.5 Designated safeguarding lead**

See school safeguarding and child protection policy and any addendum for detail responsibilities

## **2.6 IT technician**

IT technician is responsible for:

- Fixing issues he has been made aware of with systems used to set and collect work.
- Helping staff and parents (where possible) 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.

## **2.7 Pupils and parents**

School will have reviewed the outcomes of its parental survey on digital access and taken into account identified difficulties for some pupils when setting work to ensure all children have access to a broad and balanced curriculum.

Staff should expect pupils learning remotely to:

- Be available at agreed times during the school day.
- Engage with all activities set by their teacher and complete work to the deadline set.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work or need additional support.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work in line with the usual school absence reporting procedures.
- Seek help from the school if they or their children need it in respect of academic learning or well-being support.
- Be respectful in all communications with the school.

## **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 [SENDCo](#).
- Issues with behaviour – talk to the [KS2 leader](#), [KS1 Leader](#).
- Issues with IT – talk to Paul, [IT](#) technician.
- Issues with their own workload or wellbeing – talk to their line manager [KS2 leader](#), [KS1 Leader](#), [EYFS Leader](#), [School Office Manager](#).
- Concerns about data protection – talk to the [Head of School](#) who will liaise with Suffolk data protection officer.
- Concerns about safeguarding – talk to the [DSL](#)

### 4. Data protection

#### 4.1 Accessing personal data

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

- Access via a secure cloud service ( Microsoft 365 / Tapestry) or the server in XXXXXIT network and any personal data being downloaded from the school server will be secured on an encrypted memory stick.
- Staff should use school hardware (eg laptops and memory sticks) to retain any personal data rather than a personal device.

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as pupil Microsoft 365 contacts 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 school 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 (eg 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.
- Rereading school acceptable use policy and following its guidance.

## 5. Safeguarding

See school [safeguarding and child protection policy](#).

## 6. Monitoring arrangements

This policy will be reviewed initially in the Spring Term and thereafter annually. The policy will be kept under informal review by SLT / Head of School / Exec Head.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy.
- Safeguarding and Child Protection policy.
- Data protection policy and privacy notices (Trust).
- Home-school agreement.
- Trust Acceptable Use policy.
- Attendance Policy.
- Online safety policy.
- Marking and feedback policy.