



Love Learning. Love Each Other.

Remote learning policy

January 2021

Though I am absent from you in my body, my heart is with you, and I am happy to see your good lives and your strong faith in Christ.

(Colossians 2:5)

St Mary's School Vision

One family: school, church, home and community.

At St Mary's we believe in a culture where:

- Everyone is special, unique and valued: diversity and difference are celebrated. We are all God's treasure.
- Education is holistic; spiritual and moral growth is nurtured. *Life in all its fullness* – John 10:10.
- Inspirational and reflective worship enables all in the school community to encounter the risen Christ.
- Wisdom, knowledge and skills are a focus in everything.
- Everyone does their best at all times with a culture of the highest expectations, respect and consideration for all.
- Everyone can succeed and achieve. Aspiration and inspiration are central to all that we do. *I know the plans I have for you. Plans to make you prosper* – Jeremiah 29:11.
- Creativity and joy in learning is valued.
- The spiritual and emotional well-being of all members of our school community is a priority. Resilience and perseverance are developed in all.
- A community of global citizens of God is created.
- Social action is at the core of our community – on local, national and global levels.

All of these are underpinned our spiritual, moral, social and cultural understanding and experiences; respect of our British values and through our core Christian values of hope, peace, compassion, forgiveness, trust and endurance.

Approved by: Full Governing Board

Date: 23.09.20

Last reviewed on: January 2021

Next review due by: September 2021

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 due to self-isolation or a lockdown
- 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

In the event of a pupil needing to self-isolate due to awaiting results for a test for Covid-19 for a member of their household St Mary's have put into place a system for sharing work. This includes:

For Y1-Y6 a pack of English and maths tasks based on work completed that half term with sufficient work for 1 school day will be posted on the pupil's portfolio on Dojo. However pupils will be able to join live lessons remotely at the earliest convenience. Where completed work is not posted on Dojo or no message is received from parents/carers requesting further work then more work will not be set unless a positive test is received, at which point the pupil will move to the next stage of the remote learning plan.

For pupils in EYFS a list of suggested tasks will be sent home and links provided to videos for phonics teaching.

In the event of a pupil needing to officially self-isolate due to a positive test for Covid-19 (either for themselves or a close contact) or where they have received official notification of shielding, St Mary's have put into place a system for remote learning. This includes:

For Y3-Y6 the use of a tablet or a laptop (which can be borrowed from school in some circumstances – a loan agreement must be signed – see appendix one) to join English, maths and guided reading sessions virtually via MS Teams. This will take place at the normal lesson time. Where this is not appropriate for a pupil due to their particular needs a group session will be provided instead.

For Y1-Y2 the use of a tablet or a laptop (which can be borrowed from school in some circumstances – a loan agreement must be signed – see appendix one) to have a check-in with a teacher or teaching assistant to explain any maths or English task over MS Teams. This will be at a set time to fit in with the normal pattern of lessons during the school day. It may be possible for some children in these year groups to join whole class teaching or group work – this will be agreed on a case by case basis.

For Y1-Y6 the use of virtual check-ins to explain any science, geography, history, art, DT, computing, RE or music tasks set – This may be through a pre-recorded video or Dojo message. This will be at a set time agreed by parents/carers and the staff in the class – however it will need to fit into the normal pattern of the teaching day. Or children may be able to join in with live lessons in these subjects – this will be agreed on a case by case basis.

For EYFS a daily check-in with the pupil and parent/carers to share any tasks set - this may be through a pre-recorded video or Dojo message.

The use of ClassDojo or MSTeams as appropriate and determined by the teacher to share worksheets and other resources such as teaching powerpoints and pdfs. This will be clearly communicated to parents/carers at the start of the isolation period.

The use of ClassDojo or MSTeams to enable pupils to share their work and for teachers to provide feedback.

In the event of a bubble (including teachers) needing to self-isolate due to Covid-19 St Mary's have put into place a separate system for remote learning. This includes:

For Y1-Y6 at least two daily teaching sessions will be delivered over MS Teams in the core subjects of English and maths. These sessions will be recorded using the function on MS Teams and pupils who do not attend the sessions will be able to access them at a later date. It may be possible for pupils to borrow iPads or laptops from school in some circumstances to access this – a loan agreement must be signed.

There will be further teaching for a foundation subject in the afternoon – this may be a live teaching session on MS Teams or a pre-recorded video.

In the event of teacher sickness live teaching will not take place. Live teaching is dependent on staff being well enough to lead this. In the event that teachers are not well enough to lead live sessions then appropriate work will be posted by another member of the school staff – however this may not include teaching videos and feedback could be limited due to other teaching commitments.

For EYFS a daily video with a phonics task for the children to follow and a daily video with a maths task for the children to follow.

The DfE expectations for remote learning is that children will have the following entitlement:
KS2 – at least four hours of teaching and learning a day. This includes any teacher input and independent tasks.

KS1 – at least three hours of teaching and learning a day. This includes any teacher input and independent tasks.

In the event of a full school closure due to Covid-19 St Mary's will put in place a timetable for remote teaching. This may include:

For Y1 –Y6 two daily teaching sessions (English or Maths) at a set time each day. Every effort is made to minimize the impact on multi-sibling households and access to technology. This session will be recorded using the function on MS Teams and can be accessed following the lesson by pupils not able to attend.

In the event of a full school closure this timetable of sessions will be communicated to parents as soon as is possible after the decision to close the school is made.

There will be further teaching for a foundation subject in the afternoon – this may be a live teaching session on MS Teams or a pre-recorded video.

In the event of teacher sickness live teaching will not take place. Live teaching is dependent on staff being well enough to lead this. It will not be possible to use supply teachers for this purpose. In the event that teachers are not well enough to lead live sessions then appropriate work will be posted by the class teaching assistant with support from the Senior Leadership Team.

For EYFS a daily video with a phonics task for the children to follow and a daily video with a maths task for the children to follow.

The use of MS Teams and ClassDojo to share worksheets and other resources such as teaching powerpoints and pdfs.

The use of MS Teams and ClassDojo to enable pupils to share their work and for teachers to provide feedback.

The DfE expectations for remote learning is that children will have the following entitlement:
KS2 – at least four hours of teaching and learning a day. This includes any teacher input and independent tasks.

KS1 – at least three hours of teaching and learning a day. This includes any teacher input and independent tasks.

2.1 Teachers

When providing remote learning, teachers must be available during their normal bubble 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. In the occasion of staff absence teaching may be provided by a teaching assistant where appropriate but this will be dealt with on a case by case basis.

When providing remote learning, teachers are responsible for:

➤ Setting work:

Setting times for MSTeams sessions for pupils self-isolating.

Setting times for MSTeams sessions for whole bubbles isolating.

Setting times for MSTeams sessions for pupils learning from home in the event of a full lockdown.

Uploading work and resources to ClassDojo and MS Teams including teaching resources and videos.

Teaching at least two sessions a day over MSTeams if the whole bubble is self-isolating or school is in a lockdown. These will be an English and a Maths session.

Recording the sessions using the function on MS Teams – these will then be available after the lesson.

Staff will log on at the set time – however it should be noted that there may be occasions when staff are a few minutes late due to the normal running of the school day.

➤ Providing feedback on work:

- Providing answers to tasks where this is possible (eg in maths work) so that pupils or parents/carers can self-mark their work.
- Where it is not possible to provide answers work will be approved and looked at within two school days of it being posted and where appropriate comments and feedback (including next steps for learning) will be given. This could be a collective comment for work submitted.

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

- Setting access for whole class teaching sessions (where appropriate). Ensuring that pupils can see the resources that they need to join in with the lessons.
- Answering queries from parents sent via ClassDojo. Parents/carers should note that any queries sent via Dojo will be answered during the course of the normal school day, where possible. Due to teaching and wider school commitments teachers will not be able to answer these immediately and any queries about issues with remote teaching sessions should be sent through the chat function on MSTeams. All queries sent by 4.30pm will be answered that day - but due to personal and family commitments they may not be answered until the evening.
- Working with senior leaders to resolve any issues that pupils and parents/carers may face such as inability to access sessions.
- Sharing any complaints or concerns from parents/carers with senior leaders.
- Working with parents/carers to resolve any issues around pupils not accessing sessions; completing work; or following the pupil code of conduct outlined in this policy.

➤ Attending virtual meetings and providing teaching with parents and pupils:

- Dressing appropriately – e.g. smart work clothes as would be worn in school.
- Ensuring that they are in an appropriate location if teaching from home – e.g. with no inappropriate background images and in a quiet place to minimise background noise.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during 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, teaching assistants are responsible for:

- Supporting the class teaching in helping to run the sessions for any pupils who are self-isolating; this may include using the chat function on MSTeams to help the pupils access the sessions and tasks; running group sessions for pupils working remotely; logging on from home if a whole bubble is isolating to provide support for class teachers running remote sessions.
- Providing feedback on work posted on ClassDojo or MSTeams as directed by the class teacher.
- Setting tasks for any pupils with whom they work 1:1 under the direction of the class teacher.

Attending virtual meetings and providing teaching with parents and pupils:

- Dressing appropriately – e.g. smart work clothes as would be worn in school.
- Ensuring that they are in an appropriate location if teaching from home – e.g. with no inappropriate background images and in a quiet place to minimise background noise.

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
- 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 – this will be led and monitored by the Headteacher and the Deputy Headteacher
- Monitoring the effectiveness of remote learning – reviewing work set; discussions with teachers who have worked with pupils who are self-isolating; regularly reviewing and updating procedures in the light of any new information from the Department for Education; reviewing and adapting procedures following from discussions with staff using the systems.
- Monitoring the security of remote learning systems – ensuring that safeguarding procedures are being adhered to; ensuring that information sharing is robust and does not breach data protection

2.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

Please refer to our Safeguarding Policy and the Covid-19 addendum to this policy. St Mary's DSL is Mrs Sarah Jones.

2.6 Computing Lead

Computing lead is responsible for:

- Liaising with PCEdutech to fix issues with systems used to set and collect work
- Providing videos to show staff and parents/carers how to access remote learning
- 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 where this is needed
- Ensuring that any pupil self-isolating has access to MSTeams

2.7 Pupils and parents

Staff can expect pupils who are self-isolating (but the rest of the bubble is in school) to:

- Attend on time their remote learning sessions. This includes logging on no more than 10 minutes before a sessions scheduled start.
- Be seated at a desk or table to access their remote learning sessions. Have all their resources
- ready for their remote sessions in advance of their session start time.
- Wear a school t-shirt or jumper to attend remote learning sessions.
- Follow usual classroom routines – e.g. no eating during sessions, remain seated during sessions
- Complete work to the deadline set by teachers
- Mute themselves in lessons unless they are asked to unmute by the teacher leading the session
- Take pride in the work completed and share the standards expected in school
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect pupils who are self-isolating with their entire class bubble to:

- Attend on time their remote learning sessions – or access the video recording at some point during the school day if they are not able to attend due to other family members needing access to technology at the scheduled time.
- Be seated at a desk or table to access their remote learning sessions.
- Have all their resources ready for their remote sessions
- Wear a school t-shirt or jumper to attend remote learning sessions.
- Follow usual classroom routines – e.g. no eating during sessions, remain seated during sessions
- Mute themselves in lessons unless they are asked to unmute by the teacher leading the sessions
- Complete work to the deadline set by teachers
- Take pride in the work completed and share the standards expected in school
- 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:

- Work with the school to provide continued education for their child during the isolation period
- Make the school aware if their child is sick or otherwise can't complete work, in advance of the session
- Seek help from the school if they need it – including watching videos to understand how to access remote learning sessions; or attending virtual training sessions
- Ensure their child understands the remote learning code of conduct and supports the school in its application
- Ensure their child has all the resources that they need for the session including access to any files or materials that have been sent by their teacher
- Ensure their child's work is submitted by the time and date set by the teacher for completion
- Ensure their child is on time for their session and that they have a place to complete their work
- Not to interrupt the session – this session is for the pupil not the parent.
- Be respectful in communications with all 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 headteacher (Mrs Sarah Jones), deputy headteacher (Mrs Elizabeth Cook) or SENCO (Mrs Sarah Casey)
- Issues with behaviour – talk to the headteacher or deputy headteacher
- Issues with IT – talk to computing lead or office staff who will contact PCEdutech if not able to solve the issue in school
- Issues with their own workload or wellbeing – talk to the headteacher or deputy headteacher
- Concerns about data protection – talk to the headteacher
- Concerns about safeguarding – talk to the DSL (headteacher) or DDSL (deputy headteacher) and log any concerns on EdAware

4. Data protection

4.1 Accessing personal data

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

- Use school devices such as laptops and iPads; if teaching remotely from home these will be provided

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 – 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

Please refer to the Safeguarding Policy and the specific addendum related to Covid-19. Further points to be noted are:

- If an entire bubble is self-isolating then sessions will be recorded for the purposes of sharing with pupils not able to attend. These recordings may also be used in the light of any safeguarding issues. Parents/carers will be made aware that these sessions will be recorded.

- Where 1:1 check-ins take place with pupils with a staff member in school then staff should ensure that they are in a room with at least one other adult, or another member of the school team joins the meeting virtually, for safeguarding purposes and recorded.
- Staff should not run 1:1 sessions with pupils from the staff's home. If a private discussion is needed with a pupil then another member of staff should join the call from their home – or from school.
- Pupil log-ins for MS Teams are only to be used by the pupil for communication with school and access to St Mary's online learning

6. Monitoring arrangements

This policy will be reviewed at least annually by Sarah Jones (headteacher) and Elizabeth Cook (deputy headteacher). At every review, it will be approved by the Chairs of the Governing Body

7. Links with other policies

This policy is linked to our:

- Behaviour policy and coronavirus addendum 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
- Equality statement

Appendix One - Device loan agreement for pupils St Mary's CE Primary, Prestwich



1. This agreement is between:

- 1) St Mary's CE Primary School , Prestwich, Rectory Lane, M25 1BP ("the school")
- 2) [Name of parent and their address] ("the parent" and "I")

And governs the use and care of devices assigned to the parent's child (the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil an iPad ("the equipment") for the purpose of accessing remote learning due to self-isolation or lockdown.
2. This agreement sets the conditions for taking a St Mary's iPad ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Mrs Cook and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

If the equipment is damaged, lost or stolen, and your child is eligible for the pupil premium, contact Mrs Cook.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas
- Don't use the device for purposes other than school work
- Don't download apps or programs onto the device

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

Include details of your acceptable use policy for devices, e.g.:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language
- Using the device to access social media accounts

I accept that the school will sanction the pupil, in line with our behaviour/discipline policy, if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact Mrs Cook via ClassDojo.

6. Return date

I will return the device in its original condition to the school office on the day that the pupil returns to school following their self-isolation or when the pupil returns to school at the end of a period of school closure due lockdown.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

Only to be used if parents/carers are unable to collect the device from school and it will need to be delivered to the pupil due to self-isolation. The parent/carer will need to email this form back to the school office before the device is delivered.

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Please sign by typing your name and your child's name.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	