



St Joseph's Catholic Primary School
Remote Learning Policy

Mission Statement

To follow in Jesus' footsteps, caring for each other when we work, play and pray.

This policy will only be actioned should there be a national lockdown or where a class/year group needs to isolate due to extreme circumstances.

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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

Teachers

When providing remote learning, teachers must be available via email between 8.30am-4.00pm. 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:

Setting work:

- Teachers will set work for the pupils in their year group
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Teachers will set work remotely via **Numbots, TTRS, White Rose, Ed Shed, Purple Mash, Google classroom and Lexia (for individual pupils).**

Providing feedback on work:

- Teachers will monitor work being completed by pupils. Teachers are available during the school day via email for any help or questions.
- Should a staff member feel necessary, Parents will also be called to 'check-in' on their child's progress.

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

- If there is a concern around the level of engagement of a pupil/s, parents should be contacted via phone to discuss whether school intervention can assist engagement.

- Any complaints or concerns shared by parents or pupils should be reported to the class teacher in the first instance and then the phase leader– for any safeguarding concerns, refer immediately to a DSL, via the safeguarding email dsl23@stjosutton.net

Teaching Assistants

Teaching assistants 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.

During the school day, Teaching Assistants must complete tasks as directed by a member of the SLT/class teacher. They may also assist the class team in 'check-in' phone calls home and any other tasks as set out by SLT and the class teacher.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring of engagement.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as 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

Designated Safeguarding Leads

The DSL is responsible for managing and dealing with all child protection and safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with School Principal and appropriate organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

Pupils and Parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- 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
- Be respectful when raising any concerns to staff

Governing Body

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. Home and School Partnership

St Joseph's Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Joseph's Catholic Primary School would recommend that each 'school day' maintains a structure. A part of this is giving their child the opportunity to take part in a virtual mass streamed from the Parish Church website www.htrc.org.uk each week.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

All children and parents sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

4. Data Protection

Keeping Devices Secure

All staff members will take appropriate steps to ensure their devices remain secure.

If a personal device is used by a staff member, any school data must be deleted once used for the intention it was captured for.

- 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

5. Safeguarding

DSLs will be available should a parent or staff member have a safeguarding concern. This should be raised at the earliest opportunity. DSLs can be contacted via the school phone number or by emailing DSL23@stjosutton.net

6. St Joseph's Catholic Primary School – Remote Learning Plan

This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. A national lockdown of schools has been put in place
2. A class or year group need to remain at home due to exceptional circumstances

Families can remain in contact with their class teacher through the enquiry email. Well-being checks will be made (as they were in lockdown) by the office and DSLs.

This policy is monitored by the Local Governing Body and will be reviewed every two years, or before if necessary.

Date of last review : April 2025

