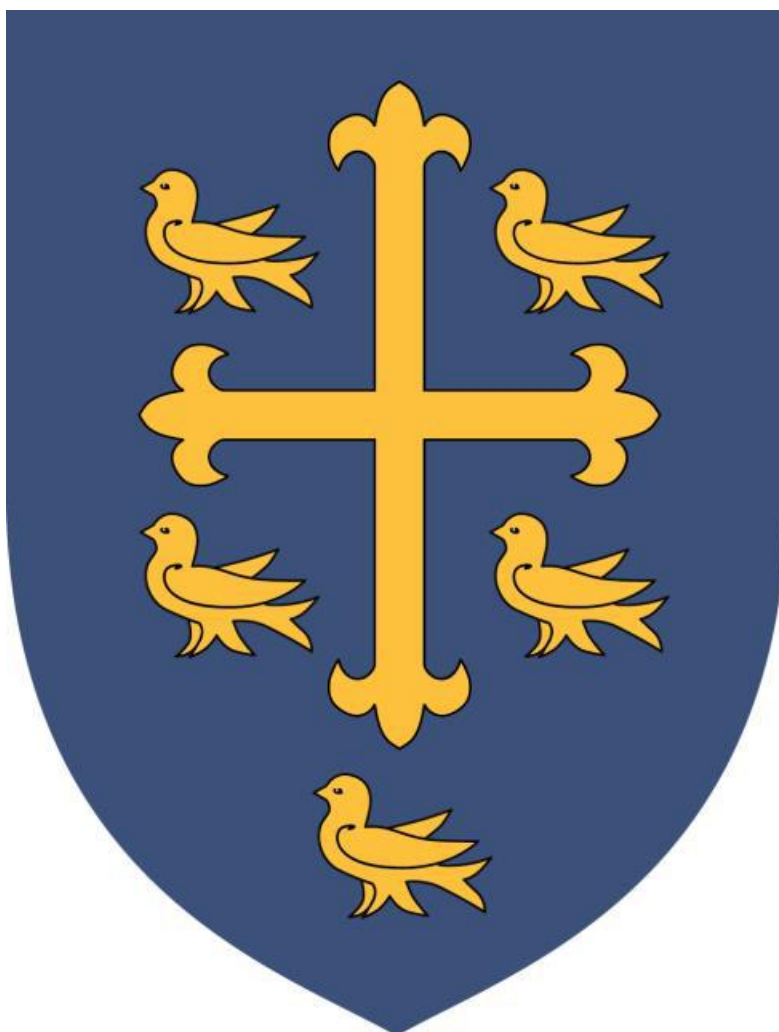


# St. Edward's Catholic Primary School



## Remote Learning Policy 2023/2024

*'Jesus is at the heart of all that we do'*

***At St. Edward's, we are committed to safeguarding and promoting the welfare of the children and adults in our school, and we have the same expectation of our staff and volunteers.***

Policy agreed/Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Mr K Connolly – Chair of Governors)

Agreed on:  
Review date:

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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 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
- Support effective communication between the school and families and support attendance

### 2. Roles and Responsibilities

The following members of the school will have a role in remote learning:

- Senior Leadership and governors
- Computing lead
- Subject leads
- Teachers
- Teacher assistants
- Pupils and Parents

All staff at Saint Edward's will work together ensure all safeguarding in place and adhered to.

#### 2.1 Senior Leadership Team and Governors

The senior leadership team, along with the governors, will review the policy to ensure it is maintained, carried out and improved when necessary.

#### 2.2 Computing Lead and IT Technicians

The school's computing lead will maintain the virtual learning platform and ensure staff have the ability to use this to deliver their learning remotely, - and that pupils and parents can assess this. IT technicians are responsible for:

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

## 2.3 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.
- 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 Teachers

When providing remote learning, teachers and other staff must be available between 8:30 and 4:00. 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 providing remote learning, teachers are responsible for:

- Setting work

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 & KS2 (*White Rose Maths, Entrust Launch Pad*) and Teams/Zoom when appropriate (also used for staff CPD and parent/carer sessions)
- Use of recorded video (*or live video*) for a beginning-of-day welcome, instructional videos and assemblies
- Printed learning packs (where necessary)
- Use of BBC Teach, BBC Bitesize, Times Tables Rockstars, White Rose Maths, Hamilton Trust and Twinkl.

Providing feedback on work

- Teachers will provide regular feedback electronically on individual pieces of work via the learning platform.

- Feedback will be provided through typed comments and via the J2Stars tool, awarding stars for effort provided.

- Keeping in touch with pupils who aren't in school and their parents
- If parents/children aren't regularly emailing the class teacher, a weekly phone call will be undertaken as part of a well-being check

- ○ Emails will be responded to daily, within the school working hours.

- ○ Any complaints in the first instance will be dealt with by the class teacher themselves, or referred to the Phase Leaders if necessary. Safeguarding concerns will be immediately passed onto a DSL

- ○ Children are expected to complete English/Phonics work and Maths work daily, RE work twice a week and other subjects will be based around topics completed in school.

- Attending virtual meetings with staff, parents and pupils:
- Dress code – Usual work attire to be worn by staff. Children will not wear pyjamas; this ensures they are ready to learn.

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- Locations – live/pre-recorded filming will be set in an appropriate location with nothing personal in the background.

Each day, work for each lesson will be set on the School Life platform. Some lessons will be completed online, whilst others will encourage children to complete an activity away from the screen. Remote learning should be carried out in line with the following:  
Teacher and Pupil Code of Conduct for Phone calls, Video calls and Recorded Video (Appendix 1)

## **2.5 Teaching Assistants**

When assisting with remote learning, teaching assistants must be available between 8:30-4:00. This time may be used for CPD or resource preparation, as directed.

## **2.6 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

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
- Be respectful at all times when speaking to school staff members

## **3. Who to Contact**

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

- Issues in setting work – Mrs Taylor, Computing Lead
- Issues with behaviour – Year Group lead / Assistant Headteachers / Deputy Headteacher
- Issues with IT – General or VPN issues: tech@stedward.bham.sch.uk
- Issues with their own workload or wellbeing –Senior Leadership Team
- Concerns about data protection – talk to the Data Protection Officer / DSL
- Concerns about safeguarding –DSL (Miss Costello, Mrs Kennett, Mrs Kendrick, Miss McTiernan, Miss Sankey)

## **4. Data Protection**

### **4.1 Accessing personal data**

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

- Use their work laptop to remotely access the server using VPN.
- Access data through their Entrust Launch Pad using the personal work log in details, via the OneDrive sharepoint.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as email addresses and file links, as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

## **5. Safeguarding**

Staff can access the safeguarding Staff Common/Staff 2025 2026/Policies. Parents can access the policy via the website <https://stedwardsbirmingham.secure-primariesite.net/safeguarding/>

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

## Appendix 1

### Code of Conduct for phone calls, video calls and recorded video For Pupils

- I will only take part in 'live' video calls/sessions if an adult at home knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Teams and Other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered inappropriate. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St. Edward's Catholic Primary School
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media platforms
- I understand that when using Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I will continue to follow the rules (where applicable to home learning) regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

## Code of Conduct for phone calls, video calls and recorded video For Staff

- To continue to follow Safeguarding procedures, including (but not limited to) continuing to look out for signs that a child may be at risk and reporting to DSLs.
- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to check content and comments.
- 1:1 video calls are strictly prohibited – On no occasion should staff make or take video calls with pupils.
- Wherever possible, another member of staff should be present/logged into live video calls
- Suitable clothing should be worn by all adult, in line with SNOMAC's Staff Professional Appearance Policy
- Language and behaviour must be professional and appropriate.
- Staff should ensure they are working from a suitable area at home, especially when using live video or recorded video
- Staff must ensure any background in videos (including background noise) is appropriate. This includes ensuring other household members are not included in any live lesson or video
- Staff should ensure there is always a meeting password and waiting room enabled for live video calling
- Staff will follow usual behaviour management techniques, used in school, to address any positive or concerning behaviour.
- Staff will contact parents/carers by email if pupils do not adhere to their Code of Conduct