

ST AGNES

Catholic Primary School

With Jesus beside us, we do our best

Remote Education Policy

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Our Vision and Values

At St. Agnes we believe that although we are all very different we have a way of living, behaving and doing things that allow us to serve as a witness to the Catholic Faith in our Lord Jesus Christ.

Our school motto is: **With Jesus Beside Us We Do Our Best to:**



Believe

We are all valued in God's family and the school family. We **believe** in ourselves and in our abilities.

Persevere

When things get difficult we will **persevere** so that we will grow stronger, realising we can turn to each other and God.

Contribute

We will **contribute** to the life of the school, the parish, the local community and the wider world to which we all belong.

By doing these we will:

Achieve

By being the best we can be, we will **achieve** in making a difference to others and living as God would want us to.

What is Remote Education?

Remote Education is a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.

Rationale

To continue to provide an excellent standard of education for all pupils when they are learning remotely. The plan ensures that there is alignment between face-to-face and remote education, so that, should pupils need to learn at home, they can transition smoothly back into the classroom having followed the same curriculum sequence as their in-school peers. This relationship between face-to-face and remote education will ensure that no child falls behind and will alleviate pressure on teachers due to changes in attendance.

Aims

Remote education will be available immediately should pupils require it. We will provide:

- High quality remote education provision that is meaningful and aligns with the face-to-face delivery of the curriculum on site
- Resources that are high quality, simple and accessible - easy to create and use. They are the same as those used in face-to-face teaching where possible
- Feedback and assessment of learning takes place daily in some form. This could be a phone or video call, interaction on Google Classroom or a live lesson
- A tailored offer to meet pupils' additional needs including for younger pupils and those with SEND

Roles and Responsibilities

Governors

The governing board is responsible for:

- Monitoring the school's approach to remote learning provision to support high quality education
- Ensuring remote learning systems are appropriately secure, for protection and safeguarding reasons

Leadership Team

The School Leadership Team is responsible for

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through meetings with teachers and subject leaders, reviewing work set and handed in by pupils and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding
- Providing clear and explicit rules, boundaries and expectations for remote education across the school
- Keeping up to date with Government guidance and directives in this area
- Keeping Governors informed of developments, strategies and new safeguarding arrangements

The Data Protection Officer in association with the ICT technical team is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

The ICT technical Team (Connectix) are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

Subject Leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to support remote learning
- Supporting teachers to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject as advised by SLT

Teaching Staff

When providing remote learning, teachers are responsible for:

- Providing appropriate and regular learning activities and feedback using agreed platforms and tools
- Setting expectations for pupil participation, completion and handing in of work
- Communicating with pupils/families within agreed timescales using systems provided by the school
- Monitoring attendance and participation of pupils in remote learning and reporting concerns to SLT
- Attending relevant virtual meetings with teachers, parents and pupils
- Ensuring any digital/online remote learning and feedback they deliver is safe, appropriate and professional, in line with the ICT Security Policy and Staff Agreement

Teaching Support Staff

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

- Supporting class teachers with providing remote learning and feedback to pupils
- Supporting pupils and families with issues around engagement and participation
- Delivering planned interventions with individual and groups of identified children
- Ensuring the online learning and feedback they deliver is safe, appropriate and professional, in line with the ICT Security Policy and Staff Agreement

Pupils

Staff can expect pupils learning remotely to:

- Follow any school rules agreed for Remote Education
- Take full participation in planned live sessions.
- Complete and hand in work to any set deadline and let them know if they will not be able to do so
- Spend the appropriate amount of time engaging with remote learning materials and lessons
- Seek help if they need it, from family members, teachers or teaching assistants
- Alert teachers if they're not able to complete work

Parents

Staff can expect parents with children learning remotely to:

- Complete an agreement covering the use of school digital learning resources and equipment at home
- Follow the usual school absence procedures if their child is unable to attend remote lessons
- Seek help from the school if they need it by contacting the school office

Teaching and Learning Remotely

Pupils who are learning at home follow their normal timetable each day. This will be sent to pupils and/or parents as soon as the class teacher is aware that a pupil requires it. All resources will be accessible on the website, through Google Classroom or they will be emailed to parents.

Curriculum

Remote education will closely follow the content and expected outcomes of the relevant curriculum frameworks and schemes of work for each year group where possible.

- Teachers and support staff will continue to follow the teaching and learning principles as described in the Teaching and Learning Policy to deliver high quality learning.
- Any external resources will be carefully evaluated to ensure high standards are being met.

Approaches to Remote Education

Not all remote learning is digital or online, and the school acknowledges that a blended approach is the most flexible and receptive to varying pupil needs. Strategies may include:

Non-Digital Approaches

- Phone calls with individual pupils and families
- Printed letters posted to pupils and families
- Printed lesson activities and learning resource packs sent home or collected from school
- Reading books (fiction and non-fiction) from the school library collection collected from school

Online/Digital Approaches

- Live lessons taught using a video conferencing platform such as Google Meets/Google Classroom.
- Online learning using digital documents, quizzes, videos and online discussions
- Small group video meetings set up on an individual need basis
- Interactive online learning activities, games and quizzes specified by teaching staff
- Pupils may be given the opportunity to join live lessons. Teachers will need to invite pupils and/or parents as required.

Feedback and Assessment

Feedback to pupils and parents will take various forms but we will follow our usual feedback policy wherever possible to ensure consistency for staff and pupils. Feedback may reference learning, engagement or attitude, and will be based on the school's current assessment procedures. It may include:

- A verbal comment during a live lesson
- A private online comment on a piece of work submitted via Google Classroom
- General class or group feedback during a group video conference
- An emailed comment to a parent or carer
- A handwritten response to physical work submitted to school
- Verbal feedback during a phone conversation

The frequency of feedback will vary but in general the aim is to **feedback individually to each child** at least twice a week.

Engagement, Participation and Well-being

Staff will carefully monitor each child's engagement and participation with Remote Learning and address any concerns as soon as possible. We will contact parents/carers if necessary, to try and understand and resolve any issues as soon as they emerge.

Whilst a pupil is learning remotely, parents/carers have a key role in supporting their child access remote learning. This could be in the accessing and supervision of their child whilst using a digital device/online learning platform or the physical learning materials shared with them by the class teaching staff. If there are any issues, please share these with the class teacher as to rectify it effectively.

Provision for SEND pupils and pupils with additional needs

Pupils identified with specific learning needs will be offered a tailor-made program of work based on any EHC Plan or other documentation regarding their educational needs and will be delivered remotely in a variety of ways, including

- live remote teaching in small groups,
- 1:1 video conferencing sessions with school staff and appropriate specialist staff
- lesson packs with printed materials, books and resources sent home
- online learning activities via the schools recommended digital learning platforms
- phone conversations with pupils and families

Feedback will be frequent and specific to each child's identified needs and will involve parents/carer and any other agencies involved in the child's education.

Delivering Digital Remote Education/Online Learning

Digital Tools and Resources

- The school has developed the use of Google Education Suite and this supports staff with working remotely using cloud drives and tools.
- We use **Google Classroom** to deliver digital remote learning activities.
- We also use the **Purple Mash** suite of interactive online tools to support learning across the curriculum

Ensuring access for pupils

Access to digital learning devices, including tablets and Chromebooks will vary in our school community. Some families will have good broadband and modern devices available for pupils to use regularly. Some will have limited access to digital devices which may be shared, and limited internet access. Other families will have more challenging circumstances and have little or no access to digital technology suitable for learning. The school will work proactively with families, aiming for an equitable access to devices/internet access by:

- Collecting information on family's needs
- Lending school devices to pupils (subject to an appropriate device loan agreement)

Keeping devices secure

All staff members and pupils will take appropriate steps to ensure 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.
- 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
- 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
- Keeping operating systems up to date – always install the latest updates

How we are providing appropriate and secure digital/online learning tools and systems for staff

- Ensuring all platforms and online communication tools used to communicate with pupils are secure, appropriate and are part of a robust school managed system
- Liaising with technical support staff to ensure robust security for remote access to school network resources and online learning tools, including the secure management of staff and pupil accounts
- Being clear about learning objectives and pastoral support objectives for all online learning activities

Safeguarding

The Safeguarding and Child Protection Policy has been updated to include issues around Remote Learning and is reviewed regularly to ensure all aspects are being monitored and responded to.

Data protection

Accessing and processing personal data

When accessing or processing personal data for remote learning purposes, all staff members will follow the school GDPR and Data policy and the ICT Security Policy and Staff Agreement.

Staff members may need to collect and/or share personal data (such as email addresses and phone numbers) 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.

The school will follow its data protection policy / privacy notice in terms of handling data. However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.