St Paul's CE Primary School

Remote Learning Policy

Our Vision

Our school is one family, united in love and deeply rooted in our Christian values, where together on life's journey we flourish, striving for excellence in all that we do. Inspired by the transformation of St Paul, and enlightened by the glory of God, we will shine like stars to make the world a better place.

Our Core Values

Love, Forgiveness, Faith, Friendship, Hope and Peace.

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 because it is not possible to open the school safely for an extended period of time.

- Set out expectations for all members of the school community with regards to remote learning.

- Provide appropriate guidelines for data protection.

- Provide pupils with work which is taking place in class.

2.1 Teachers

When providing remote learning, teachers must be available between 8:30am and 4:30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure and ring the Executive Headteacher / Head of School or Assistant Heads of School by 7:00am in the morning and then again by 4:00pm for an update.

Setting work

- Zoom calls explaining the week's learning for Reception parents.
- A daily maths/English Zoom call explaining the learning for KS1 and KS2.
- A timetable with daily guided/shared reading, English and Maths. Foundation subjects/RE and PE to take place in the afternoon.
- PowerPoint Slides of Maths and English lessons uploaded onto J2E / Century.
- A clear expectation of when work should be completed and submitted for checking/marking.
- An explanation of the Collective Worship focus for the week.

Providing feedback on work

- At least 1 piece of writing per week marked by the CT and given 'next steps' for improvement.
- At least 2 pieces of Maths per week marked by the CT and given 'next steps' for improvement.
- Improvements must be acknowledged by an adult and fed back.
- Expectations set for self-assessment.
- TAs can also mark other work throughout the week.

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

- Work will be monitored by the CT and followed up if not completed.
- Class teachers should be available every day on J2E / Century to answer any questions the children may have about the learning.
- Parents can email class teachers via the office email address or the Executive Headteacher / Head of School and Assistant Heads of School email addresses.
- Complaints will be dealt with by HT and DHT in line with our complaints policy.
- Safeguarding concerns will be fed back by CTs to the DSL and followed up in line with our Safeguarding policy.
- CPOMS should continue to be used when recording safeguarding or other concerns.
- Staff will follow the codes of conduct set out in the IT Code of Conduct when attending any virtual meetings with parents. Staff should protect themselves with a neutral background or a virtual background and ensure there are no personal items on display.

2.2 Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 8:50am and 3:35pm or their normal working hours.

- 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 assisting with remote learning, teaching assistants are responsible for supporting groups or individuals as determined by the class teacher.

- LSAs are responsible for supporting their assigned children including those with EHCP's. Interventions highlighted on IEPs and EHCPs should continue to be delivered where possible. Any concerns should be shared with the class teacher and then the SENCO.

2.3 Subject leaders

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 an appropriate distance away from each other.

- 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.

- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or acting upon feedback from pupils and parents.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section of the Safeguarding Policy and Staff Handbook.

If our DSL (or deputy DSL) can't be on site, they can be contacted remotely by telephone or email.

DSL will:

- Identify the most vulnerable children in school

- Update and manage access to child protection files, where necessary

- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments.

2.6 IT staff

The IT staff are responsible for for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents with the use of learning platforms where work is expected to be completed

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although not always 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'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 cannot complete work

- Seek help from the school if they need it

- Be respectful if they need to make any complaints or concerns known to 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 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 with remote learning or behaviour

- The Executive Headteacher / Head of School

- The Assistant Heads of School / SENCO

Issues with IT

- The SBM / Camden IT

Issues with their own workload or wellbeing

- A member of SLT

- Enfield Links on Risk Assessment

Concerns about safeguarding

- DSL, Deputy DSLs.

4.1 Accessing personal data

- When accessing personal data for remote learning purposes, all staff members will only use J2E / Century, additional platforms used by the school and LgFL log in details.

4.2 Processing personal data

- Staff members may need to collect and/or share personal data as part of the remote learning system. This should only be accessed through school systems and only school emails will be used to transfer that data. 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).

- Make sure the device is always locked if left unattended even for short periods of time.

- Not sharing the device among family or friends.

- Keeping operating systems up to date – always install the latest updates.

- Staff should adhere to the Code of Conduct for IT when working remotely.

5. Safeguarding

- All staff are required to read the school safeguarding policy and its addendums. All staff are required to read the document Keeping Children Safe in Education Part 1, Sept 2023.

- Staff should inform DSL or DDSLs if they are not able to contact a child/family who has not be completing work.

Monitoring arrangements

- This policy will be reviewed annually by the Head of School.

7. Links with other policies

This policy is linked to our:

- Behaviour policy

- Safeguarding and Child protection policy

- Data protection policy and privacy notices

- Home-school agreement

- ICT and internet acceptable use policy

- Online safety policy

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Executive Headteacher / Head of School and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school's complaints procedure will be followed.

Copies of this policy will be available from the school office and on the school website.

Recommended Websites

All Subjects

IXL

A homework tool for Reception – Year 6. Large range of resources – mainly maths and grammar.

https://uk.ixl.com/

BBC Teach

Huge range of resources covering all subjects and age groups, including games and quizzes.

https://www.bbc.co.uk/teach

Oak Academy

Online lessons with accompanying video tutorials for all subjects and age groups.

https://www.thenational.academy

TES

Website with lots of teaching resources, free to register.

The link below is one of their teaching packs, but there are thousands available.

https://www.tes.com/teaching-resource/home-learning-transition-pack-12267191

Classroom Secrets

Teacher resource site with learning packs for all year groups.

https://classroomsecrets.co.uk/free-home-learning-packs/

Maths

Times Tables Rockstars

We have a subscription to this website, where children can practise their times tables online.

https://ttrockstars.com/

Khan Academy

App based and can be downloaded to phones/tablets.

https://learn.khanacademy.org/khan-academy-kids/   (Reception – Year 2)

https://www.khanacademy.org/ (Year 3- Year 6)

White Rose

Dedicated maths learning site.

https://whiterosemaths.com/

Top Marks

Range of resources/ games for children of all ages to play

https://www.topmarks.co.uk/maths-games

Reading & Phonics

Phonics Play

Hub of phonics games that are linked to Letters and Sounds

https://www.phonicsplay.co.uk/

Read Theory

Online reading comprehension for all ages. It's made into a game where you can score points. Login required.

https://readtheory.org/

Oxford Owl

Free online reading books for home

https://home.oxfordowl.co.uk/

Book Trust UK

Online reading books and reading games.

https://www.booktrust.org.uk/books-and-reading/have-some-fun/storybooks-and-games/

Wider Curriculum

Geography Games

Range of online games to learn about paces around the world.

https://world-geography-games.com/

DK Find Out

Websited for the popular books. Lots of facts, games and interesting videos.

https://www.dkfindout.com/uk/

National Geographic Kids

Websuite of the 'kids' magazine. Wide range of games, resources and fun things to explore.

https://www.natgeokids.com/uk/

Red Ted Art

Website with simple craft projects and pintables.

https://www.redtedart.com/

British Science Museum – STEM Projects

Lots of fun and investigative projects.

https://www.stem.org.uk/resources/collection/3395/science-museum

British Science Week Activity Pack

Pack of activity suggestions for home learning. Reception – Year 6.

https://www.britishscienceweek.org/app/uploads/2019/02/BSA_EurotunnelTerminal_handout_1118_W1.pdf

Reviewed by Clare Cresswell	Autumn Term 2023		
Next Revision (Please highlight as appropriate)	Annual	Bi-annual	Tri- annual
To be reviewed	Autumn Term 2024		