Remote Learning Policy

Reviewed November 2021

This policy is designed to be used in the case of a prolonged school closure and aims to provide guidance on the approach to remote learning that should be taken by staff, pupils and parents to ensure a consistent approach across all departments in the school. Consequently, Loreto College will continue to provide engaging, exciting and challenging learning opportunities, both in school and at home, which result in ambitious, capable learners, committed to lifelong learning.

1.   AIMS

1.1   To be a Catholic school where all members of the community live according to Gospel values and the principles and teachings of Mary Ward, promoting the virtues of freedom, sincerity, justice, truth and joy, to allow all members of the community to feel secure and able to work and live in an atmosphere of courtesy and respect.

1.2   The Governors seek to ensure that the values of Mary Ward are reflected in the planning and delivery of all policies. The principle values covered by this policy are:

- **Justice** – By providing an inclusive curriculum this policy ensures that all pupils are given equal opportunity to give of their best.
- **Joy** – This policy aims to ensure that when working remotely learning is still enjoyable and pupils still continue to flourish.

1.3   To create a caring and stable environment, in which each person is respected as an individual with unique gifts, talents and ambitions, and is given the freedom and confidence to develop these.

1.4   To ensure that remote teaching across the school is as engaging and effective as possible.

1.5   To provide a curriculum that follows statutory requirements and the requirements of the National Curriculum.

1.6   Ensure consistency in the approach to remote learning during a whole school closure.

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

2.   GUIDING PRINCIPLES

2.1   Learning objectives must always be clear to all concerned, must always be in line with carefully-planned schemes of work, and should reflect Ignation approaches to pedagogy

2.2   Many pupils have to overcome barriers to learning when working remotely. Teachers and Learning Support   Assistants must be aware of pupils individual needs and should do all they can to address these.

2.3   In order to help them reflect on how to promote effective remote learning, staff members should receive regular training and be given opportunities to share good practice.

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2.4   The school will regularly undertake quality assurance exercises to ensure that remote learning is being managed effectively.

3.   **ROLES AND RESPONSIBILITIES**

3.1   **Governing Board**

3.1.1   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.

3.2   **Senior Management Team**

3.2.1   Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Ensuring staff are appropriately trained to deliver remote learning.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

3.3   **Designated Safeguarding Lead**

3.3.1   The DSL is responsible for:

Ensuring that the safeguarding policy and relevant amendments surrounding remote learning are adhered to.

3.4   **Heads of Department**

3.4.1   Alongside their teaching responsibilities, Heads of Department 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 Heads of Department and SMT to make sure work set remotely across all subjects is appropriate and consistent, and set in accordance with the school timetable.
- Monitoring the remote work set by teachers in their subject.
- Setting cover work for a colleague if necessary.
- Alerting teachers to resources they can use to teach their subject remotely.

3.5   **Teachers**

3.5.1   When providing remote learning, teachers must be available between 8.30am - 3.35pm.

3.5.2   If they're unable to work because of sickness during this time they should report this using the normal absence procedure. Absence for any other reason must be authorised by the Head teacher.

3.5.3   When providing remote learning, teachers are responsible for:

3.5.3.1 Continuing to teach all or most of the agreed curriculum

- Setting work for the classes they teach. Heads of Department are also responsible for setting cover work for a colleague if necessary.
- Work needs to be robust, challenging and differentiated
- Work should be set on Microsoft Teams.
- Work should be set at the time the lesson is timetabled. The scheduling function on Teams can be used to ensure work is sent out at the correct time. Teachers should be available for the full lesson to deal with student queries.
- Teachers must not use the camera function when teaching a virtual lesson.
- Please see separate guidelines for procedures for pupils who fail to submit work or submit work after the deadline.

3.5.3.2 Providing feedback on work –:

- Work will be submitted and marked using Microsoft Teams.
- Teachers are expected to keep a record of pupils' marks.

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

- Liaising with the pastoral team according to school policy.
- Teachers are not expected to answer emails from parents or staff outside of school hours, but may do so if the individual teacher finds this a more convenient way of working.
- Complaints from parents should be passed on to the relevant Head of Department, Head of Year and member of SMT. Child Protection issues should be passed immediately to the DSL.

3.6 **Teaching Assistants**

3.6.1 Teaching assistants must be available in their contracted working hours.

3.6.2 SMT / SENCO will liaise with the Teaching Assistants as to which pupils need support with remote learning. Teaching Assistants might be redeployed to provide pastoral support to pupils.

3.7 **IT staff**

3.7.1 IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff, pupils 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 and safeguarding issues to the DSL.

3.8 **Pupils and parents**

3.8.1 Staff can expect pupils to:
- Be contactable during the school day and to register at the beginning of every lesson.
- 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

3.8.2 Staff can expect parents to:
- Make the school aware if their child is sick or otherwise can't complete work.

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- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

4. **Who to contact**

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

- Issues in setting work – talk to the relevant Head of Department or Mrs Brown, SENCO
- Issues with behaviour – talk to the relevant Head of Year
- Issues with IT – talk to IT staff
- Issues with email, including email addresses – talk to Mr Young
- Issues with Microsoft Teams – talk to Mrs DaCosta
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer, Mrs Kerry
- Concerns about safeguarding – talk to the DSL, Mrs Ransom

5. **Data Protection**

5.1   Staff and pupils must use their official school email address in all correspondence.

6. **Safeguarding**

6.1   Please see the safeguarding policy and code of conduct for staff.

7. **Monitoring arrangements**

7.1   This policy will be reviewed annually or monthly during a pandemic and subject to changes in statutory guidelines or legislation by SMT. At every review, it will be approved by the Governor's Curriculum Committee.

8. **Links with other policies**

8.1   This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- Online safety policy
- Code of Conduct for Staff

Appendix A - Safeguarding Information

Online Learning Environment

- When attending a virtual meeting / lesson teachers must ensure that there are no identifying or inappropriate features in the background.
- Work can only be set on Microsoft Teams.
- Staff and pupils must use their official school email address in all correspondence.
- Pupils cannot set up Teams and the private chat function has been disabled.

Teachers

- All staff must be aware of safeguarding policies and procedures.
- Teachers must always be professional whilst online in accordance with the staff Code of Conduct.
- Live learning can be captured and converted into recorded content as long as the privacy of the children and young people is maintained in accordance with data protection laws.
- Do not use the camera function and ensure the pupils are muted unless you specifically want to allow a pupil to interact in the lesson. Communication is usually through the chat function.
- Any child protection / safeguarding issues must be reported to the DSL immediately.

Pupils

- Pupils must follow the rules for online safety taught as part of computing and PSHE lessons.
- Pupils must be respectful at all times. Pupils will be removed from the class if they misbehave.
- Pupils should attend all timetabled lessons unless parents have notified school with a valid reason for absence.
- Pupils must not record any part of the lesson or take screen shots / photographs.

Parents

- Parents should make the school aware if their child is sick or otherwise can't complete work.
- Parents should seek help from the school if they need it.
- Parents should be respectful when making any complaints or concerns known to staff.
- Parents should ensure their child understands how to stay safe online.