Remote Learning Policy and Guidance update 2021

Teaching and learning are no longer confined to the classroom or the school day. There are many technologies that can offer a great deal of flexibility in when, where, and how education is distributed.

As the Coronavirus continues to impact on all our lives with more schools closures we are aware that pupils' learning is being disrupted. As teachers we are looking for ways to ensure the continuity of education during school closures so that no pupil misses out on valuable learning time. This work is evolving every day.

With a Coronavirus (Covid-19) outbreak, we can ensure our pupil's learning can continue through our remote learning.

Introduction

This policy sets out Our Lady and St Joseph's Catholic School's aims, strategies and protocols for the successful delivery of remote teaching and learning. The policy been shared and is accessible to all stakeholders. This policy is read in conjunction with other relevant school policies such as: Child Protection / Safeguarding, SEN, Behaviour, Teaching and Learning and Online Safety / Online Safety and SEN. This policy has been developed by the Computing Leader in consultation with the Designated Safeguarding Lead, Headteacher, Teaching & Learning Lead, teaching staff and ICT infrastructure support service and in consultation with the school's governing body. Guidance and feedback from consultants This policy is based on the latest government legislation, guidance and best practice. Due to the pace at which new initiatives and legislation are introduced and updated, it is recommended that this policy is reviewed, at a minimum every six months and before schools should be forced to close for a third time due to a pandemic or other emergency.

Vision

Our Lady and St Joseph school believes that every child in our care has the right for a rich, fulfilling learning experience that provides them with the skills and knowledge for future life skills. We believe our learning provision should inspire and motivate our children to become lifelong learners, with significantly better life chances upon leaving our school than when they started.

Our learning provision should not just be limited to directed teaching time within the school but beyond the school gates, utilising the best technologies to provide this. Our core value, which wraps around our learning intentions, is 'safeguarding for all.' With any technologies, support services and content providers we engage with, we will strive for the very best safeguarding practices to be in place at all times, this extends to staff, governors, pupils, parents and other key stakeholders' use of such technologies. Preventative, proactive and transparent approaches in all that we do to safeguard our school community will underpin any decision-making processes.

Aims

This remote learning policy and guidance 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

Enable the provision for all pupils to access our curriculum through use of technologies not limited to the confines of school.

Support all stake holders, fundamentally pupils but allow teachers and parents to provide the very best learning opportunities for pupils using technologies to support and enhance our curriculum.

Utilise technologies used away from the school will enable pedagogical approaches to continue, where possible, as well as integrating with assessment systems.

Ensure all our stakeholders will respect the power and enrichment of the technologies we adopt whilst demonstrating respect for self and others.

Curriculum

Pupils are introduced to a wide range of technology, including laptops, iPads and interactive whiteboards, allowing them to continually practice and improve the skills they learn. This ensures they become digitally literate so that they are able to express themselves and develop their ideas through information and computer technology– at a level suitable for the future workplace and as active participants in

a digital world. We teach a curriculum that enables children to become effective users of technology who can:

* Understand and apply the essential principles and concepts of Computer Science, including logic, algorithms and data representation.

* Analyse problems in computational term, and have repeated practical experience of writing computer programs in order to solve such problems.

* Evaluate and apply information technology analytically to solve problems.

Assessment

Staff at Our Lady and St Joseph are expected to set appropriate learning activities which can be assessed and data collected.

Formative assessment is undertaken when work is submitted from whole class tasks to group tasks. Pupils are very much encouraged to be as involved in the process as they are physically at school. Pupils are expected to review their learning and submit comments/dictation or symbols to the class teachers setting work. Greater details of formative assessment approaches can be found in the assessment policy – under remote learning protocols.

Summative assessment is undertaken in line with the assessment cycle.

Code of Conduct

Our Lady and St Joseph Catholic Primary School carefully considers how it procures, delivers and utilises technologies within its school community for use of remote teaching and learning. As stated in our values, everything we do is underpinned by our safeguarding wrap around approach. The statements below will be available in associated school polices and agreements.

Any infringements to the statements below will be dealt with in accordance to our safer recruitment, staff disciplinary, behaviour and whistleblowing protocols. Where deemed necessary and where identified that relevant laws have potentially been broken, we will ask law enforcement and/or external agencies to investigate on our behalf.

Our Lady and St Joseph school reserves the right to terminate access to any technology, online platforms or services should any infringement/abuse of service have occurred.

Staff & Governors (Teaching, support, senior leaders, peripatetic staff)

Every member of staff has a duty of care to our school community. If any abuse, concerns or malpractice is witnessed or believed to be happening, the staff member(s) concern must make immediate contact with the DSL or suitable authority, contingent on circumstance. A full incident report must be completed without delay and follow up actions agreed.

Every staff member must only use technology for the schools intended use "To enhance teaching and learning provision for all". All activities must be of valid use and in line with the delivery of providing education to our pupils and parents.

All staff must keep login details safe and secure at all times. Any unauthorised use, loss or other security breach of their accounts of any systems/software used must be reported immediately to SLT and/or Designated Safe Guarding Lead and recorded.

Content that is shared or transmitted including the use of communication formats such as email / blogs /forums, must have suitable and safe content. The following must be carefully considered by staff: Photos / video /other media, external URL links, content aptness and appropriateness for engaged audience. We forbid images and videos of our pupils being shared on our platforms, whether closed or not, without the consent of parents.

Copyright material: in regard to copyright materials, it is essential that no member of staff breaks any rules and ultimately this is their responsibility. Uploading and sharing of content from external published materials (audio, video, text, and image) is strictly forbidden unless there is an open source agreement or permission from the publishers.

Services or platforms must be reported immediately to the Subject Lead and/or Designated Safeguarding Lead and an incident report completed.

Staff will not allow others to use their school systems / technology or services.

Sexual, violent, obscene, hate, racist, terrorist or any provocative content or material is strictly forbidden. This extends to sharing political affiliations or memberships of groups. Staff should always maintain neutrality and follow the school's ethos – We all love, respect and care for each other. Staff should be aware that their actions when online should only impact positively.

Staff will educate children in their care in the safe use of digital technologies, acting on any online safety issues in accordance with the school's policies

Staff use of the school's ICT system/networks and internet are monitored.

It is the staff responsibility that access to data/systems and technology away from school premises must be kept secure and used with specific purpose.

The school will provide as much assistance as possible with filtering and secure file/data sharing, but this shouldn't be assumed it safeguards all eventualities.

Staff must never use their own personal private online service subscriptions or software to communicate or share content with pupils/parents. They must only use the services that the school provide to carry out their duties.

Downloading or installing software, unless permission has been given by the appropriate contact at school, on school equipment constitutes as a breach of use.

Pupils and parents

Any login information should be kept secure and utilised by the intended user only. If any login information is misplaced, the school must be notified as soon as possible.

Unusual or concerning activities, content or communication on the school's systems must be reported immediately to the Subject Lead and/or Designated Safe Guarding Lead.

The school reserves the right to remove users from the systems if they feel abuse, breach or potential risk to self or others has or may occur.

All parents and pupils must use the remote learning systems with respect and care and for their intended use as detailed in acceptable use agreements.

Parents and pupils will be aware that systems are monitored and data can be retrieved for use of crime detection and, where needed, appropriate subsequent actions.

Sharing of personal information on the systems is strictly forbidden unless requested and with valid reason. Personal information includes photos and media of children.

All resources are procured with the underling considerations of value: The extent at which the resource impacts on learning and the material cost of this. Protocol details for procurement can be found in the school finance policy.

A range of resources is available which successfully supports delivering the school curriculum remotely and enables all learners to reach their full potential.

Resources are validated and reviewed by the Subject Lead.

Contract engagement is only secured once the finance and learning team are agreed and where appropriate formal approval has been given by the governing body

Inclusion

At Our Lady and St Joseph School, we aim to enable all children to achieve to their full potential. This includes children of all abilities, social and cultural backgrounds, those with disabilities, EAL speakers and SEN statement and non- statemented. We place particular emphasis on the flexibility technology brings to allowing pupils to access learning opportunities, particularly pupils with SEN and disabilities. With this in mind, we will ensure additional access to technology and services is provided beyond the school day.

Bespoke digital services and technology for individuals and groups of pupils are made available that best meet their needs.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available 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:

o Teachers will set work for the pupils in their classes.
o The work set should follow as far as possible the usual timetable for the class had they been in school.

o Work needs to be set by 9am of the day it is expected to be completed
o Teachers will be setting work on Google Classroom and uploading to the school's website www.olsjschool.net

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Providing feedback on work:

o As per the marking policy one piece of work for each subject (English, Big Writing and Maths) should be quality marked.

o Assessment work for RE, should be marked and all other pieces acknowledged and commented on weekly.

o Work in other subject areas should be acknowledged and commented on during the week.

o Comment must be made through the online learning platform.

Keeping in touch with pupils who are not in school and their parents:

o An online register / log in will be operated daily from 9.00am to 9.30am for pupils to make register and make contact at the start of the school day. If there is a concern around the level of engagement of a pupil their parents should be contacted via phone to access whether school intervention can assist engagement of learning. This intervention should be rapid if pupils are not logging on or contributing in lessons. Class teacher to check for engagement and support in the first instance.

Attendance officer to check for attendance, DSL and team to check for safeguarding issues.

o All parent/carer emails should come through the school admin account (admin@olsj.hackney.sch.uk)

o Any complaints or concerns shared by parents or pupils should be reported to a member of SLT. For any safeguarding concerns, refer immediately to DSL (Sean Flood) or Safeguarding Team

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 assistant must complete the following tasks as directed by a member of the SLT:

Attend virtual meetings with teachers
Complete Professional Development tasks

Support what is set out in the guidance with regards to pupil's learning.
Complete statutory and safeguarding training

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. They will review work set remotely using Google Classroom. Remote Leaders initially to monitor.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations and periodically join Meets to monitor protocol for live sessions and ensure they are being followed.

Designated Safeguarding Lead

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

ICT staff

ICT staff are responsible for:

Fixing issues with systems used to set and collect work

Helping staff with any technical issues they are experiencing

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

Assisting teachers with accessing the internet or devices

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 cannot complete work

Seek help from the school if they need it with the class teacher

Be respectful when making any complaints or concerns known to staff

Governing body

The governing body 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

Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals: Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

Remote learning leads: - Sean Flood / Aoife O'Grady

Issues in setting work –Class teacher
Issues with behaviour –Senior Leadership Team

Issues with ICT – Sarah Woodhouse and Andy Povey

Issues with their own workload or wellbeing – SLT

Concerns about data protection – Mrs Theresa O'Hagan

Concerns about safeguarding – DSL – Mr Sean Flood or Safeguarding Team

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will: Access any date through the LGfL email system or on the remote learning platform using Google Classroom.

If a year group was to go into lockdown again then a laptop will be provided and staff must use these rather than their own personal devices.

Processing personal data

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

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)

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 – ICT support will ensure this is up-to-date.

Making sure the device locks if left inactive for a period of time
Not sharing the device among family or friends
Keeping operating systems up to date – always install the latest updates

Safeguarding

Please see the Safeguarding and Child Protection Policy 2021.

Monitoring arrangements

This policy will be reviewed at a minumum once a year.

Links with other policies

This policy is linked to our:
Behaviour policy
Child protection policy
Data protection policy and privacy notices

Computer Science policy

Approved and updated by:

Date: January 2021

Last reviewed on: October 2020

Next review due by: July 2021