St Thérèse of Lisieux Catholic Multi Academy Trust

St Mary's Catholic Voluntary Academy

Remote Learning Policy
October 2020

Audience:	**All CMAT Academies**
Approved:	**Provisionally approved by Chair of Governors. LGB to check on November 17th 2020**
Other related policies:	**Covid-19 Risk Assessment**
Policy Owner:	**Louise Wilson – Chief Executive Officer**
Policy Model:	**Compliance – all CMAT academies use this policy**
Review:	**Annually**
Version Number:	**1.0 (October 2020)**

Approved by:	Awaiting LGB approval	**Date:** October 2020
Last reviewed on:	September 2020	
Next review due by:	October 2021	

Contents

1. Aims

This remote learning policy for staff aims to:
- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31
- Ensure clarity with the amount of learning time for each area

This remote learning policy has been written as guidance for staff and parents during the time that schools are closed due to COVID-19 and beyond. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Safeguarding/Online Safety Policy and Acceptable Use Agreements still apply.

Where students are unable to access remote work through access to a computer and the internet, St Mary's will provide access to paper copies of the work to students periodically.

2. Roles and responsibilities

Remote learning will be delivered in our school using the Google classroom, except for EYFS who will continue to use the ILD.

As a school we are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children: Ping is our main method of communication between school and families and Google Classroom is used for posting daily timetables and text, video and photo updates between staff and families (https://classroom.google.com)   .
Differentiated maths activities can be assigned through Times Tables Rock Stars (Year 1 to 6) https://ttrockstars.com.
If you require help accessing the resources please contact enquiries@stmarysbrigg.com and your child's class teacher will get back to you with details.

Responsibilities:
- Teachers (for their content)
- SLT (Oversight of content)
- SENCOs (Ensuring all children have appropriate access and content)
- Teaching Assistants – support for children with an EHCP.

2.1 Teachers

Teachers will be available between 8:15am and 3:30pm. 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 procedures on the designated absence number. If it affects the completion of any work required, ensure that arrangements have been made with year group/subject partners or SLT to ensure work is completed.

We are keen to make remote learning an interactive experience through the submission of work by children and delivery of feedback from teachers where possible. We will also arrange opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles and Lexia. As this period of home learning continues further, we are keen to try to provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We are planning to use Google classroom and school PING if they need to continue self-isolating or if there is a local lockdown. The only exception to this will be EYFS who will continue to use the ILD online learning platform to upload work and communicate to parents/ carers.

When providing remote learning, teachers are responsible for:

> Setting work –
>> o   Provide work for the children in their class who are unable to attend school because of covid-19, shielding, self-isolating or local lockdowns.
>> o   Work set will include one piece of Maths, one piece of English and one piece of topic daily.
>> o   When this work needs to be set (9am each day)
>> o   Work should be uploaded to the Google Classroom/sent via school PING
>> o   Teachers should be in contact with their colleagues in school via email/ Teams to ensure that coverage of the curriculum is met.
> Providing feedback on work –:
>> o   Staff will provide marksheets for self-assessment where possible and will check work submitted through google classroom, giving appropriate feedback where necessary.
>> o   Children will get staff feedback on assessed tasks; one Maths and one English per week.
>> o   Work submitted will be checked by staff to check that children are accessing the work.
> Keeping in touch with pupils who aren't in school and their parents:
>> o   Teachers to contact class by phone weekly if they are off school to monitor work access and check on wellbeing.
>> o   Teachers should respond to emails from parents and carers within 48 hours, this does not include on a weekend and outside of the school working hours.
>> o   Staff should seek advice / support from SLT members if they receive complaints which they are unable to resolve.
>> o   If a child is not logging on, or completing work, then a phonecall to the home is the first action to ascertain as to whether they can get access or not.
>> o   If access is not available for selected children then the Teacher will refer this to a member of SLT.
>> o   The teacher and the member of SLT will then arrange for a workpack to be sent home or if possible provide access to an electronic device which could be used to access the work remotely.
> How does the school ensure personalisation for those children unable to attend school
>> o   Teachers where possible will differentiate work set to meet the needs of their class.
>> o   SEND requirements will be planned for and any concerns will be discussed with the school SENDCO.
> Attending virtual meetings with staff, parents and pupils :
>> o   If attending a virtual meeting with parents/pupils then staff should wear appropriate work clothing.
>> o   Locations – please try to avoid using areas where there are significant background noises.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants will be available between 8:45am and 3:15pm. 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 assisting with remote learning, teaching assistants are responsible for:
> Supporting pupils who aren't in school with learning remotely.

o   If they are a 1 to 1 Teaching Assistant then they will take direction from the class teacher. This may involve some virtual sessions, covering the curriculum which would have been taught in class.
o   Teaching assistants may assist teachers in the creation of SEND specific resources which can be used remotely.
›   Attending virtual meetings with teachers, parents and pupils –
o   Dress code when attending virtual meetings etc, should be professional.
o   Locations – avoid working virtually where there will be noise disruption, if you are working with children or speaking to parents/staff.

2.3 Subject leads

Mrs Taylor is responsible for Remote Learning in our school.
Alongside their teaching responsibilities, subject leads are responsible for:

›   Considering whether any aspects of the subject curriculum need to change to accommodate remote learning to incorporate all children learning needs
›   Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
›   Monitoring the remote work set by teachers in their subject – through online checks and regular check-ins with class teachers.
›   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:

›   Mrs Taylor - will Co-ordinate the remote learning approach across the school.
›   SLT will monitor the effectiveness of remote learning –Through regular meetings with teachers and from selected feedback from parents/ carers.
›   Primary Tec / wonde will be asked to monitor the security of the online learning systems.
›   _**SLT Will Confirm**_ personalised learning has taken place for all groups of children, ensuring that children have appropriate work, especially where remote learning is not appropriate or can be enabled at home.

2.5 Designated safeguarding lead (DSL)

The DSL is responsible for:
•   Ensuring that safeguarding procedures are in place.
•   That staff are aware of their expectations whilst working remotely or producing remote learning opportunities for children.
•   Using CPOMS to check for any safeguarding concerns and following them up in an appropriate and swift manner.

2.6 IT staff (Primary Tec)

IT staff are responsible for:

›   Fixing issues with systems used to set and collect work
›   Helping staff in supporting 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
›   Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents (younger children will need support with this from their parents/ carers)

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'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 can't complete work
> Seek help from the school if they need it via email to enquiries@stmarysbrigg.com
> Be respectful when making 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 staff are certain 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 in setting work – talk to the relevant subject lead or SENCO
> Issues with behaviour – talk to a member or SLT or the Teaching Assistant who works with the child if appropriate.
> Issues with IT – log ticked with Primary Tec
> Issues with their own workload or wellbeing – talk to a member of SLT
> Concerns about data protection – talk to a member of SLT
> Concerns about safeguarding – talk to the DSL (James Leech)

Include contact details where necessary.
Where children or young people do not have access to the Internet or remote learning, a hard copy will be available by contacting the school office.

4. Data protection
4.1 Accessing personal data
When accessing personal data held by the school for remote learning purposes, all staff members will:

> Have a personal password to be able to access the remote learning platform (google classroom).
> Work provided where possible should be uploaded by a St Mary's staff device.

4.2 Processing personal data
Staff members may need to collect and/or share personal data such as their work email address 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.
However, staff are reminded to collect and/or share as little personal data as possible online, and to comply with GDPR guidelines in doing so.

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)
> 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
> Making sure the device locks if left inactive for a period of time
> Not sharing the device among family or friends
> Ensuring updates from our service providers (Primary Tec) are run through work devices.

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

5. Safeguarding

The DSL (Mr Leech) is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

The school will continue to follow its rigorous safeguarding procedures if it becomes aware of any concerns through remote learning. This includes a child accessing inappropriate content whilst engaged in online learning provided by the school. See Appendix 1 (Home School Agreement) for further details.

6. Monitoring arrangements

This policy will be reviewed in February by Mrs Taylor and SLT. At every review, it will be approved by the STL board of Governors.

7. Links with other policies

This policy is linked to our:

> Behaviour policy
> Child protection/Safeguarding policy.
> Data protection policy and privacy notices.
> Curriculum Intent Addendum
> Home-school agreement
> ICT and internet acceptable use policy
> Online safety policy

Appendix 1 – Home School Agreement:

Name of Child (ren) - _____

Class (es) - _____

Consent- General Permission

I give permission for my child(ren) to experience and access learning resources, as deemed suitable and appropriate by the classroom teacher in the normal, recognised classroom learning environment.

By ticking the boxes, I confirm I have read, understood and agree to the above, and that I confirm my consent to my child(ren) using Google Classroom as outlined.

Consent- Interaction

I give permission for my child(ren) to interact with the classroom teachers/ support staff /headteacher(s) using 'Google Classroom', including the use of the microphone and camera. I also give permission for my child (ren) to interact with their class teacher/ support staff by phone with myself or another parent/ guardian present.

Consent- Meeting Scheduling

I understand that by giving permission, 'meetings' will be occasional – by invitation only - and that 'attendance' will be sought only by my child's/children's classroom teacher/ support staff using school PING/Google classroom.

Safeguarding

Should you or your child(ren) be invited to meet by an individual or organisation NOT using said format, the invitation would be reported to the Designated Safeguarding Lead Mr Leech / Deputy Designated Safeguarding Lead Mrs McIntyre immediately as a potential safeguarding issue in accordance with St Mary's Catholic Primary Voluntary Academy Safeguarding and E-Safety Policies. In the event that your child accesses unsuitable content when accessing online content set by school then they should follow the steps outlined;

1. Reduce the screen/ shut the device.
2. Let an adult know immediately.
3. The adult should check their security settings and report the issue (with details of the site) to school, so that it can be logged.
4. The school will then contact the relevant parties so that additional security measures and filtering is updated promptly.

Consent- Parental Responsibility

I understand that as parent or guardian, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting (wherever distance learning is taking place outside of school). This includes ensuring children have a quiet, safe space from which to meet. I understand that only my child(ren) will join the meeting, and that adults and other children will not be permitted to partake without prior agreement by all parties. Parents are

encouraged to supervise (but not appear on screen) and that in the interest of safeguarding the household, all microphones are to be muted unless specifically requested to unmute by the teacher. Each meeting will end at the teacher's discretion.

Signed - _____ date - _____

Appendix 2:

Appendix 3 – Important links:

The following websites offer useful support:

Schools may wish to use these resources to understand more about ensuring online education is safe:

- remote education advice from The Key for School Leaders
- advice from NSPCC on undertaking remote education safely
- guidance from the UK Safer Internet Centre on remote education
- Guidance on teaching online safety in schools provides information to help schools ensure their pupils understand how to stay safe and behave online.

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Schools should emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

- Use these resources to support parents and carers to keep their children safe online:
- Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online
- Parent info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- London Grid for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- Net-aware has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation
- UK Safer Internet Centre has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online service.

Harmful or upsetting content

Get support by:
- reporting harmful online content to the UK Safer Internet Centre
- getting government advice and trusted resources from Educate Against Hate on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

Appendix 4 – Google Drive:

This advice is taken from The Key for School Leaders, signposted by gov.uk

If teachers are uploading resources to an *open* Google Drive
Make sure there's nothing that can identify pupils in the resources, like their names or comments addressed specifically to them, as anyone with the link can view what's in an open Drive.
Note: if you're using a Google Drive as part of G Suite for Education, you don't need to worry about this. By default, your school's Google Drive will only be visible to users in your school.
If you're using Google Classroom to set work and communicate
Decide:
- Whether you'll allow pupils to post and comment in the communication 'Stream', or disable this function for them (see below)
- What they can talk about in posts and comments, if allowed to

(If you disable pupil comments in the 'Stream', pupils will still be able to respond to feedback from their teacher on work they've handed in – they just won't be able to post on the 'Stream' page.)
To disable pupil comments in the 'Stream':

1. Open your class in Google Classroom
2. Click 'Settings' (the cog icon)
3. Scroll down to 'General'
4. Click the drop-down option to the right of 'Stream' and select 'Only teachers can post or comment'
5. Click 'Save'

If you allow pupils to comment, tell them they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting (see below), if they post anything that's inappropriate or bullying in nature.

To 'mute' a pupil:

1. Click on a class in Google Classroom
2. Click 'People'
3. Next to the pupil you want to mute, check the box
4. Click 'Actions' > 'Mute'
5. Click 'Mute' again to confirm

To delete inappropriate or bullying posts or comments (you'll still be able to view them if you need to use them as evidence – see below):

1. Go to the class
2. Find the post or comment you want to delete
3. Click 'More' (the 3 dots) > 'Delete'
4. Click 'Delete' again to confirm

To view deleted posts and comments:

1. Go to the class
2. Click 'Settings' (the cog icon)
3. Next to 'Show deleted items', click 'Show' to toggle on
4. Hide the deleted items again by clicking 'Hide' to toggle off
5. Click 'Save' to save your changes and return to the 'Stream' page

If you're using Google Chat and Google Meet
Decide whether you'll let pupils communicate in Google Chat (previously called Google Hangouts). Like any chat function, it could lead to bullying, or be a distraction from learning.
To turn off Google Chat, you need to be an administrator. From the Admin Console Homepage, go to:

1. Apps > G Suite > Hangouts Chat
2. Click 'Service status'
3. To turn chat off for everyone, click 'Off for everyone'
4. Click 'Save'

This will turn off the chat function for everyone – staff and pupils. If you just want to turn it off for pupils, follow the more intricate steps here (particularly step 5).

Tell teachers to:

- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off.

Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

Make a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.

To record in Google Meet:

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When you finish, click 'More' > 'Stop recording'
4. Click 'Stop recording' again to confirm
5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link

(You'll need to be using the computer version of Meet to record.)

If you're using Google Meet for live streams
Tell teachers to:

- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Record live streams so there's something to go back to later on if you need to, and keep a log of who's doing live streams and when.

In 'view-only' Google live streams, pupils will be automatically muted and won't be visible, so you don't need to worry about what other adults in their homes might do that gets caught on camera.

If you schedule meetings in Google Calendar or Gmail, pupils won't be able to rejoin once the final attendee has left. This means pupils won't be able to rejoin for their own private calls.

You might still want to ask for pupils to be on mute with webcams off, to cut risks. Otherwise, no pyjamas for pupils either, and ask parents to be mindful of what they say and do in the background.

To record in Google Meet:

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When you finish, click 'More' > 'Stop recording'
4. Click 'Stop recording' again to confirm
5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link

(You'll need to be using the computer version of Meet to record.)

Appendix 5 – Microsoft Teams:

If you're using Microsoft Teams
Decide whether you'll let pupils use chat in Microsoft Teams. Like any chat function, it could lead to bullying, or be a distraction from learning.

To disable chat for pupils, you need to create a 'messaging policy' in Teams and then assign it to pupils. First, create your new messaging policy:

1. Log in to the Microsoft Teams admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click 'New policy' and give it a name (e.g. 'Disable chat')
4. Select the 'Chat' setting, and turn it off
5. Click 'Save'

Then, assign this policy to pupils:
1. Log in to the admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click on the policy you've just made, then 'Manage users'
4. Search for the user you want to add, click on their name, and then click 'Add'
5. Repeat step 4 until you've added all of your pupils
6. Click 'Save'

Tell teachers to:
Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off.

Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

Make a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.

To record in Microsoft Teams:

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

If you're using Microsoft Teams for live streams
Tell teachers to:

- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school – no pyjamas!
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language

Record live streams, so there's something to go back to later on if you need to, and keep a log of who's doing live streams and when.

To record a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.

To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.

Appendix 7 – Teachers phoning pupils:

If teachers are phoning pupils

Tell them to:

- Do this through parents' phones only (unless this itself poses a safeguarding risk), particularly in primary school, and in all cases make sure parents are aware and agree
- Call in school hours as much as possible
- Make sure someone else at school is aware, and keep a record of the date and time of each call
- Have a parent there at the child's end, and have the phone on speaker phone
- Either use an app like 3CX that will route calls through your school's number rather than their own, or block their number so parents don't see it. (give parents advanced warning of what time you'll be calling if you're blocking numbers, so they're more likely to pick up.) Please note, the link to another product here isn't an endorsement from The Key.

If teachers are using video calling, take the same steps as above.