

St Bonaventure's Remote Learning policy, March 2021

Vision

Striving to be the best we can, guided by the light of Christ.

At St Bonaventure's we support all of our pupils to access the curriculum. During periods of remote learning we aim to work in partnership with parents to ensure all pupils have access to home learning opportunities.

Aims and objectives

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

Roles and responsibilities

Year group teachers

When providing remote learning, teachers must be available between 8.30am and 4.00pm. If a teacher is unable to work for any reason during this time they must report this using the normal absence procedure.

When providing remote learning teachers are responsible for:

- Informing parents which year group teacher will be delivering the home learning each week and how to contact them.
- Delivering Google meetings with the class/year group and informing parents and pupils when these will be.
- Planning remote learning work for the class/year group and informing the class/year group which work must be submitted each week.
- Providing feedback to pupils on work submitted. Feedback to Reception pupils will be via Tapestry. KS1 and KS2 pupils should be provided with two stars and a wish on all long writing outcomes.
- Completing a daily register and submitting these to the DSL, identifying pupils who have not engaged in learning each week.
- Making phone calls to identified pupils.
- Attending virtual staff meetings.

Learning support assistants, LSA

The vast majority of LSAs will be deployed to work in school supporting pupils with an EHCP.

If assisting with remote learning, LSAs must be available between 8.30am and 3.30pm. If an LSA is unable to work for any reason during this time they must report this using the normal absence procedures.

When assisting with remote learning LSAs are responsible for:

- Supporting identified pupils through the provision of differentiated tasks and activities.
- Making weekly phone calls to identified pupils.
- Delivering 1:1 Google meetings with identified pupils twice a week (HLTA only)
- Organise social distanced home visits including the delivering of differentiated resources e.g. reading books and/or specialist equipment.
- Attending virtual staff meetings.

Subject leaders

This includes all teaching staff who lead a subject area.

Alongside their teaching responsibilities, subject leaders are responsible for:

- Considering whether any aspects of their subject curriculum need to change to accommodate remote learning.
- Support class teachers to teach their subject remotely ensuring all work set is appropriate and consistent.
- Share resources teacher can use to teach their subject remotely.
- Attending relevant CPD linked to their subject and remote learning provision.
- Monitor the provision for their subject.

Senior leaders

This includes key stage leaders, IT leader, the deputy head and head teacher.

Senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the overall provision and effectiveness of remote learning. Fortnightly virtual learning walks will be carried out by the DHT & IT leader. Regular drop ins to class/year group Google meetings by HT & DHT.

- Consulting with parents on the remote learning approach.
- Monitoring the security of remote learning systems.

Designated safeguarding leader/deputy DSL

The DSL, or in their absence the DDSL, is responsible for:

- Monitoring weekly registers and working with remote learning teachers to identify pupils who are not engaging in home learning.
- Identification of strategies to support vulnerable pupil engagement in home learning.
- Monitoring of CPOMS safeguarding incidents and reporting to the governing body.
- Delivery of staff safeguarding training.
- Allocation of IT/devices to support pupils to engage with remote learning.

IT staff

The IT leader is responsible for:

- Reviewing the security of remote learning systems.
- Ensuring the online safety policy is up to date and understood by all staff.
- Reviewing safeguarding incidents and maintaining a log of actions.
- Making sure staff know where to go for technical support (LA IT support, eSchools support).
- Assisting pupils and parents with accessing the internet and devices.
- Helping staff with any technical issues linked to iPads only.

Local authority IT support is responsible for:

- Helping staff with any technical issues they are experiencing for all other hardware including laptops, desktops and Windows software
- Fixing issues with systems that are used to collect and set remote learning.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable throughout the school day.
- Complete the work set by the deadline given.
- Ask for help if they need it.
- Alert teachers if they are not able to complete the work.

Staff can expect parents with children who are remote learning to:

- Make the school aware if their child is unwell and cannot complete the work set.
- Seek help from the school if they need it.
- Inform the school if they need to loan a device to enable their child to access home learning.
- 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 remote learning to ensure education remains as high a quality as possible.
- Ensuring that the remote learning systems in used by staff are appropriately secure for both data protection and safeguarding reasons.

Data protection

Accessing personal data:

- Required personal data on staff, children and the school community is kept in accordance with GDPR;
- Children's access to school services for home learning is monitored by class teachers and supervised by the DSL and IT leader.

Processing personal data:

- Personal data is processed where necessary, in accordance with GDPR;
- All data processed off school site by staff is done so on school devices, which are kept secure through the following:

Keeping devices secure:

- All devices and services used by staff are password protected and lock within a reasonable time of standby;
- All device hard drives and external storage drives are encrypted;
- Hardware which requires anti-virus/anti-malware has it installed and kept up-to-date;
- Access to the school network is kept secure and encrypted remote access is provided for home work;
- All software and operating systems are kept up to date (within a reasonable period to assess compatibility) and security patches installed as quickly as possible.

Safeguarding

The safeguarding policy was reviewed in term 6 2020 to reflect changes implemented as a result of the covid pandemic.

Monitoring

During the covid pandemic this policy will be reviewed three times a year by the head teacher in consultation with the senior leadership team. At every review it will be shared with the Standards committee.

Links to other policies:

- Online safety policy
- Safeguarding policy
- Child protection
- Behaviour policy
- Data protection policy
- Home-school agreement