**ST OSWALD’S CATHOLIC PRIMARY SCHOOL**

**MISSION STATEMENT**

**With Christ at the centre of our community,**

**our mission is to live, love and learn as Jesus taught us.**



**REMOTE LEARNING POLICY**

**Overview**

St Oswald’s Catholic Primary School has introduced this policy as a result of the COVID-19 pandemic in 2020. The guidelines below outline the requirements and expectations of staff, pupils and parents in the event of a change in circumstances which necessitate the implementation of Remote Learning.

**Aims**

* Ensure consistency in the approach to remote learning for pupils who are isolating.
* To set out expectations for all members of the school community with regards to remote learning.
* Continue to ensure that every child receives the best education the school can provide them.
* To maintain the learning opportunities available to all children.
* To ensure that all children can participate in remote earning.
* To ensure that all children make good progress in their learning and are engaged with the school.
* To safeguard children during any period of time that they are not able to attend school.
* To provide appropriate guidelines for data protection.

**Scenario A: In the event of an Individual Pupil, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness**

* The Class Teacher will implement a move to a system of Remote Learning for the individual/s

concerned.

* The Class Teacher will produce a pack of work including reading books for the individual pupil/s for collection within 24 hours.
* Children are to follow the Home Practice which the Class Teacher will update weekly on a Friday by 4.00 pm.
* Class Pages on the School Website can also be used to create interactive learning, tasks and links to online and practical based activities.
* Parents / Carers should support their child to complete the tasks set and liaise with the school.
* Wide range of e-books is available from the ‘Oxford Owl for Home’ on the home learning section on the website for all age groups. If reading books need to be changed, this can be arranged via the school office.

**Scenario B: In the event of an unavoidable school closure (occasions when it is not possible for school to open safely, or that opening would contradict guidance from local or central government)**

* The school will immediately move to a system of Remote Learning.
* The Class Teacher will implement a move to a system of Remote Learning.
* Children are to follow the ‘remote Learning’ which the Class Teacher will update as a Daily Class Blog with full instructions for each task set.
* Parents / Carers should support their child to complete the tasks set and liaise with the school for support.
* Teachers will provide recorded instructions / explanations where it suits the learning task set.
* Work will be uploaded to the Seesaw app which all parents will be given access to and teachers will provide feedback on the work sent in.
* Printed materials or technology will be available on request if there is no access to a printer or device.

**Roles & Responsibilities**

**The Headteacher**

**The Headteacher is responsible for:**

* Monitoring the effectiveness of teaching and learning arrangements and safeguarding protocols under any of the above scenarios.

**Teachers**

Teachers must be available every day during term time following their directed time in the event of a prolonged school closure. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

**Teachers are responsible for:**

* Following the protocols described above for each scenario to ensure the best possible education for the pupils under their responsibility.
* Liaising with support staff to support Remote Learning.

The amount of time expected for each child to complete the work under each scenario will depend on the age of the child. When setting work to be completed remotely teachers need to be mindful of the time parents and carers will have to support each of their children as well as possibly having to work from home and of course their access to a device. It would be expected that each day (Monday to Friday) pupils will have lessons and tasks for Maths and English and one additional lesson / task for RE / Topic etc. Teachers will track children’s participation. Failure to participate, the Class Teacher will contact parents directly to ensure the well-being of the child.

If a parent needs clarification on how to complete the work set, or feedback from the teacher then this should be done via contacting the school office.

**Parents / Carers**

**Parents / Carers are responsible for:**

* Establishing a positive routine for children.
* Ensuring their child completes the tasks set on the timetable.
* Making the school aware if their child is sick or otherwise and can’t complete their work.
* Seeking help from the school if they need it.

**Pupils**

**Pupils are responsible for:**

* Engaging with the relevant process under each scenario and completing the tasks set.

**SEND Leader**

**The SEND leader is responsible for:**

• Liaising with colleagues in regard to the appropriateness of work set for the children on the SEND register for remote learning.

• Liaising directly with parents and carers of SEND children in regard to supporting with remote learning.

• Liaising with outside agencies.

• Ensuring that pupils with EHCPs continue to have their needs met while learning remotely.

• Keeping up to date with EHCP annual reviews in line with DfE guidance.

**The Designated Safeguarding Lead is responsible for:**

 • Being available to monitor any safeguarding issues that may arise.

**Data Protection**

All staff members should be mindful that:

* Any work completed by children should be stored in a file on that device.
* Staff members may need to collect and/or share personal data as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn’t require explicit permission.
* Emails should not be shared with anyone outside of the school.

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.
* Installing antivirus and anti-spyware software.
* Keeping operating systems up to date – always install the latest updates.

**Online Safety**

School and parents must work together to ensure that children are safe online. Children must remember that they have learned in class about staying safe online. They must not share their passwords with others. Parents must supervise children whilst they are using the internet. Parents must remind children that whatever they write

online is visible to others and leaves a digital footprint. Parents can use online resources on the school website to help educate the children about staying safe online.

We wish to ensure that all staff involved in remote learning or the use of technology to contact pupils or parents are briefed on best practice and any permanent or temporary changes to policy/procedures.

The school/setting will take account of DfE guidance in relation to the planning and delivery of online learning as well as nationally recognised guidance including guidance from the UK Safer Internet Centre on safe remote learning and London Grid for Learning on the use of videos and livestreaming.

We are also conscious that we should all take into account issues such as accessibility within the family home, the mental health and well - being of children, including screen time, and the potential for inappropriate behaviour by any adult or pupils.