



SAINT PIUS X CATHOLIC HIGH SCHOOL

REMOTE LEARNING POLICY

2020/21

AIMS

This remote learning policy is to:

- ensure consistency in the approach to remote learning for students who aren't in school
- set out expectations for all members of the school with regards to remote learning
- provide appropriate guidelines for data protection
- ensure exam board requirements are able to be met
- ensure assessment methods are valid, reliable and do not disadvantage any individual or groups of students

WHAT AND HOW WORK WILL BE MADE AVAILABLE

Remote learning will:

- Follow the usual well planned and sequenced scheme of learning as far as possible, including the introduction of new materials.
- Have a range of meaningful and appropriate tasks and activities which will be adapted and revised as appropriate and which will be available both online and on paper where required.
- Consist of 5 hours of work (including the time required for the completion of tasks).

A brief outline of the work to be completed will be placed on the **Assignments** section of Teams. This will enable parents/carers to check easily what work their child is to complete, as well as students, and will allow heads of departments and leadership team to monitor the setting of work and its completion.

Tasks will be provided as appropriate:

- via **Teams**
- as **printed work packs**
- through online resources e.g. **MathsWatch**

Students will be made aware of the importance of any examination work being undertaken to be their own and that any suggestion that work is not authentic or has not been completed by the student will be investigated.

Remote learning can be impacted due to lack of IT resources which students can access from home. School will therefore maintain a supply of laptops that can be loaned to students. In addition, Wi-Fi dongles will be available for students with limited data plans; these can be requested by contacting school.

ROLES AND RESPONSIBILITIES

Teachers

When providing remote learning, teachers must be available between 9-3pm. If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure. Given the additional planning required for remote learning staff are encouraged to share resources and access online lessons eg the Oak Academy lessons.

Teachers are responsible for

- Setting work and ensuring
 - that the work is appropriate (e.g. if for small groups of students, or individuals that it follows the content of the lesson other students are having as much as possible)
 - students know when it must be completed and how to submit it

- that a summary of the work is provided on the Teams assignment section for students/parents/carers/LT to see
- that work is set in time for the timetabled lesson
- Providing feedback on work by ensuring
 - students know how to ask questions about the tasks
 - regular verbal or written feedback is given approximately weekly depending on the task and the number of lessons
- Keeping in touch with students by
 - Responding to emails/phone calls from parents/carers and students in working hours. There is no expectation that staff should be available beyond the normal working day.

In the case of colleagues being too ill to set work other department members would be asked to share work set for their groups to cover for those colleagues.

Heads of departments

Alongside their teaching responsibilities, heads of departments are responsible for:

- considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- working with their department to make sure all work set is appropriate and consistent
- monitoring the remote work set by teachers in their subject and addressing any concerns
- ensuring appropriate feedback is provided to students
- alerting teachers to resources they can use to teach their subject remotely
- organising work for colleagues who are too ill to do so
- ensuring all assessment and internal verification records are kept in accordance with exam board requirements.

SENDCo

The SENDCo is responsible for:

- maintaining contact with students with EHCPs
- liaising with departments to make sure work set for SEND students is appropriate
- directing the work of teaching assistants
- completing returns as required by the LA and/or DfE
- attending virtual meetings where required.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9-3pm. If unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure.

Teaching assistants are responsible for:

Supporting key students who aren't in school with their learning as described by the SENDCO

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 meetings with teachers and subject leaders, reviewing work set or feedback from students and parents/carers
- monitoring the security of remote learning systems, including data protection and safeguarding considerations
- monitoring the safety and wellbeing of students and staff.

Designated safeguarding lead

The DSL is responsible for:

- ensuring contact is maintained with vulnerable students and their families and that staff know to log concerns on CPOMS
- attending virtual meetings re safeguarding issues or concerns
- responding to requests for information from other agencies

IT staff

IT staff are responsible for:

- fixing issues with systems used to set and collect work
- helping staff, students and parents/carers with any technical issues experienced
- reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- assisting students and parents/carers with accessing the internet or devices
- providing devices where appropriate

Admin/clerical staff

Office based staff are responsible for:

- assisting in the preparation of resources e.g. photocopying and helping in the distributing of resources to students
- assisting parents/carers with any issues as appropriate or ensuring they are passed on to the relevant members of staff

Students and parents

Staff can expect students learning remotely to:

- complete work to the deadline set
- seek help if they need it, from teachers or teaching assistants
- alert teachers if they're not able to complete work
- be respectful when communicating e.g. using the usual titles of 'Miss' and 'Sir', not using emojis etc.

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
- 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

- Issues in setting work - the relevant head of department
- Issues with behaviour - the relevant student manager or student support manager
- Issues with IT - IT staff
- Issues with workload or wellbeing - line manager
- Concerns about data protection - data protection officer
- Concerns about safeguarding - the DSL

DATA PROTECTION

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will adhere to the [General Data Protection Regulation \(GDPR\)](#) and the schools' General Data Protection policy.

Staff members may need to collect and share personal data such as contact details 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.

Keeping devices secure

All staff members must only use the school provided device to remote access the school's and their mapped drives as these devices are secure. In order to keep devices secure:

- the device must be password-protected with strong passwords that are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- hard drives must be 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
- antivirus and anti-spyware software must be installed
- the device must be locked if left inactive for a period of time
- the device must be kept in a safe and secure location at all times
- school must be informed immediately if the device is lost, stolen or damaged
- the device must not be shared among family or friends
- operating systems must be kept up-to-date up and the latest updates always installed when advised to
- free Wi-Fi hotspots must be avoided as these pose a substantial risk of having data hacked
- passwords must not be divulged to anyone under any circumstances
- the device not used for anything other than work connected with school
- no software or hardware should be installed that might compromise the security of the device

RESOURCES USED BY DEPARTMENTS WILL INCLUDE

- Oak National Academy video lessons (all subjects)
- Seneca (all subjects)
- BBC Bitesize (all subjects)
- MathsWatch & MathsPad (maths)
- GP online (technology)
- Live teaching
- Pre-recorded lessons

LINKS WITH OTHER POLICIES

This policy is linked to the school's:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy