REMOTE LEARNING POLICY

A Community of Learners, Believers, Friends

We believe that every child is uniquely created and loved by God and called by Him to fulfil a special purpose. It is our privilege to help each child to identify, nurture and use his/her talents to build a better world. To this end we will work in partnership with parents, parishes our community of schools and with the wider community.

Approved by:	Mrs A Devany	**Date:** 9th November 2020
Last reviewed on:	November 2020	
Next review due by:	November 2021	

Contents

1. Aims

This remote learning policy aims to:

➢ Ensure consistency in the approach to remote learning for students who aren't in school

➢ Ensure students are safe and well educated in the event of an extended school closure.

➢ Outline the various online offer scenarios

➢ Set out expectations for all members of the school community with regards to remote learning

➢ Provide appropriate guidelines for data protection

2. Online provision scenarios and timetable

There are several circumstances in which students may need to access a remote learning package

1. Self-isolating students

2. Students who are on a phased return (anxiety, illness etc.)

3. Students who are sent home due to breaking covid guidelines in school

4. Full or partial closure - tier scenarios outlined by the government

2.1 Scenarios

Our remote learning policy has been created with our students and their families in mind. We believe that this strategy will work best for the students in our school community.

Students will access a remote learning provision via Show My Homework (SMH) and Microsoft Teams for the duration of time they are working from home.

Students will be provided with a 'how to' guide, a remote learning timetable, a unique username and password and a telephone call to ensure they are able to access the provision.

Students and parents will be able to report any issues with the online provision via the homestudy@msj.bolton.sch.uk email account.

Each year group and each class will be given a timetable indicating when live lesson will take place and the times they need to complete work on Show My Homework. Please see below for an example of a Year 7 timetable.

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	Monday	Tuesday	Wednesday	Thursday	Friday
Form 8.30-8.45					
Lesson 1 8.55-9.35	Science Mrs Campbell	Maths Mrs Tulbure	SMH	SMH	Maths Mrs Tulbure
Lesson 2 9.45-10.20	SMH	SMH	SMH	Science Mrs Campbell	Geography Mr Glover
Lesson 3 10.45-11.30	English Mr Bannister	English Mr Bannister	Art Miss Melling	SMH	SMH
Lesson 4 12.15-12.45	Spanish Miss Akachar	SMH	SMH	SMH	Drama Miss Blenkinship
Lesson 5 12.55-13.45	SMH	SMH	SMH	SMH	SMH
Lesson 6 13.55-14.40	Core PE Mrs Ingham	History Miss Davies	Technology Mr Drummond	Computing Mr Taylor	Computing Mr Taylor

Please see school website- remote learning for all Year 7-11 timetables.

2.2 Full or Partial school closure – Tier scenarios

Tier Two – Two Week Rota

Year group	Weeks	Delivery method
7	1 and 2	In school face to face
	3 and 4	Online learning from home
9	1 and 2	In school face to face
	3 and 4	Online learning from home
11	1 and 2	In school face to face
	3 and 4	Online learning from home
8	1 and 2	Online learning from home
	3 and 4	In school face to face
10	1 and 2	Online learning from home
	3 and 4	In school face to face

- Staff would teach the lessons on their timetable at the current time. They would deliver in the room currently on their timetable
- Online lessons would be 30-40 minutes.
- Lessons would begin 10 minutes into each lesson (Lesson 1-8.55am; Lesson 2- 9.45; Lesson 3-10.45; Lesson 4-11.40; Lesson 5-12.55 and Lesson 6- 13.55pm)
- Home learning could be set as normal using Show My Homework
- Assemblies and collective worship would be available for each year group via Show My Homework and Teams.

Tier Three – Year Group Closure (DFE decision on year groups in school)

- Normal school timetable continues, but a rota is set up as below – decision is made by the government.

Year group	Delivery method
7	Students work from home- Teams and Show My Homework when not on rota to attend school
8	Students work from home- Teams and Show My Homework when not on rota to attend school
9	Students work from home- Teams and Show My Homework when not on rota to attend school
10	Students work from home- Teams and Show My Homework when not on rota to attend school
11	Students work from home- Teams and Show My Homework when not on rota to attend school

- Students would have the same number of lessons in a subject,
- Students would have the same number of lessons in a subject: lessons will be a mixture of live lessons, recorded lessons or tasks on SMH.
- Staff would teach the lessons on their timetable at the current time. They would deliver in the room currently on their timetable
- Online lessons would be approximately 30-40 minutes.
- Lessons would begin 10 minutes into each lesson (timings for each lesson will differ slightly from year group to year group; timings can be found on the student timetables in Appendix A).
- Subjects not delivering live lessons via Teams would set tasks on Show My Homework relating to the lesson they had taught/were going to teach
- Assemblies and collective worship would be available for each year group via Show My Homework and Teams.

Tier Four – Full Closure
- Normal school timetable continues – students continue to work from home on Show My Homework and/or Teams. See Appendix A for remote learning timetables.
- Students would have the same number of lessons in a subject: lessons will be a mixture of live lessons, recorded lessons or tasks on SMH.
- Online lessons would be approximately 30-40 minutes.
- Lessons would begin 10 minutes into each lesson (timings for each lesson will differ slightly from year group to year group; timings can be found on the student timetables in Appendix A).
- Subjects not delivering via Teams would set tasks on Show My Homework relating to the lesson they had taught/were going to teach.
- Assemblies and collective worship would be available for each year group via Show My Homework and Teams.

Vulnerable and Key Worker Children
The school will still be open to support key worker students, those with EHCP and vulnerable students within the selected year group(s) unless these students are required to self-isolate.

- In the event of tier 2-3, students should be integrated into rota groups and attend provision with rota group- when rest of rota group at home, key students avoid mixing with other rota group on site
- In the event of tier 4 staff would move to a rota system. The students would be in year group bubbles
- Students will still be able to access live lessons via Teams and recorded lessons on SMH.

3. Roles and responsibilities

3.1 Teachers
When providing remote learning, teachers must be available during usual working hours.

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 and email the Head teacher.

When providing remote learning, teachers are responsible for:

➢ Setting work for the classes and students they teach
➢ Teachers are to follow the remote learning teaching timetable above
➢ Teachers will deliver live lessons where appropriate via Microsoft Teams
➢ Teachers will set work via Show My Homework online learning platform following the curriculum plan for their subject
➢ Where applicable work will be uploaded by 8.30am on the day the student usually has their lesson
➢ Teachers will coordinate with other teachers within their departments to ensure consistency across year groups
➢ Teachers will set an appropriate amount of work with realistic deadlines

Providing feedback on work

➢ Teachers will set work that can be uploaded via Show My Homework and or Microsoft Teams where appropriate
➢ Teachers may give written feedback via SMH and Microsoft Teams, where feedback occurs it should be positive and aid the student in making progress in their subject area.

Keeping in touch with students who aren't in school and their parents/ carers

➢ Teachers are to inform their line manager regularly of any students who they are concerned are falling behind

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- All safeguarding concerns should be emailed to DSL- D Burns and DDSL- P Draper immediately. See safeguarding section below.
- Teachers may be asked to conduct welfare calls

Delivery of live lessons

- Ensure an appropriate location if you are delivering lessons, especially if these are from outside the school building, avoiding areas with background noise and ensure nothing inappropriate is in the background. Where possible, backgrounds should be blurred out.
- Teachers should ensure that registers are taken for each session.
- Teachers should ensure that the lessons are closed down on Teams once the lesson is complete.
- Teachers are to inform their line manager of any behavioural issues during Teams lessons.
- All safeguarding concerns should be emailed to DSL D Burns and DDSL P Draper immediately. See safeguarding section below.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available as directed by their line manager.

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 students who aren't in school with learning remotely as directed by their line manager
- Attending virtual meetings
- Carrying out reasonable duties as directed by their line manager

3.3 Head of Departments

Alongside their teaching responsibilities, subject leads are responsible for:

- Ensuring a broad and balanced curriculum that is appropriately challenging for all and make any changes necessary to accommodate remote learning
- 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
- Alerting teachers to resources they can use to teach their subject remotely
- Regular communication with their Line Manager regarding any students who are causing concern
- The SENDco will co-ordinate any additional/alternative support for SEND students and regularly meet with the pastoral manager.

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3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- ➢ Co-ordinating the remote learning approach across the school – Director of Teaching and Learning and Director of Standards
- ➢ Monitoring the effectiveness of remote learning and curriculum through regular meetings with teachers and subject leaders and reviewing work set – Deputy head-Curriculum, Director of Teaching and Learning/ Director of Standards
- ➢ Monitoring students' engagement and access to remote learning – Director of Teaching and Learning
- ➢ Parental engagement – Director of Community
- ➢ Student progress – Director of Standards
- ➢ Monitoring the security of remote learning systems, including data protection and safeguarding considerations- Deputy Head for Pastoral and Director of Finance and Resources

3.5 Designated safeguarding lead

Report any safeguarding concerns to both D Burns and P Draper via email immediately. In the event teachers are in school and students are working remotely, report the concerns in person. Please refer to the Mount St Joseph School Safeguarding Policy

3.6 IT staff

IT staff are responsible for:

- ➢ Fixing issues with systems used to set and collect work
- ➢ Helping staff and 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 students and parents/carers with accessing the internet or devices

3.7 Students and parents/ carers

Staff can expect students learning remotely to:

- ➢ 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

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➢ Seek help from the school if they need it via the homestudy@msj.bolton.sch.uk email address or telephone school
➢ Be respectful when making any complaints or concerns known to staff

3.8 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

4. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

➢ Issues in setting work – Director of Teaching and Learning
➢ Concerns with student engagement – Director of Teaching and Learning/ Director of Community
➢ Support with SEND students – SENDco
➢ Issues with behaviour – Deputy Head- pastoral and Director of Community
➢ Issues with IT – IT manager or homestudy@msj.bolton.sch.uk
➢ Issues with their own workload or wellbeing – Deputy Head- curriculum
➢ Concerns about data protection – Director of Finance and Resources
➢ Concerns about safeguarding – Deputy Head- Pastoral

5. Data protection

5.1 Accessing personal data
When accessing personal data for remote learning purposes, all staff members are advised to limit such access and will be responsible for processing personal data and keeping devices secure as detailed in point 5.2 and 5.3.

5.2 Processing personal data
Staff members may need to access, collect and/or share personal data such as email addresses and phone numbers, 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. Downloading, printing, or otherwise recording personal information in an office format (e.g. writing it down) is not permitted.

5.3 Keeping devices secure

All staff members will take appropriate steps to ensure their personal devices remain secure. This includes, but is not limited to:

➢ Keeping the device password-protected in line with the Data Protection Policy.
➢ Ensuring the hard drive is encrypted where possible– 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
➢ Devices are not shared among family or friends
➢ Installing antivirus and anti-spyware software
➢ Keeping operating systems up to date – always install the latest updates
➢ The use of pen drives to store personal data is not permitted.

6. Safeguarding

Please refer to the Mount St Joseph school Safeguarding policy.

Safeguarding/Welfare Checks

➢ Records of welfare telephone calls/home visits will be recorded centrally by the pastoral team and deputy DSL using CPOMs.

7. Monitoring arrangements

This policy will be reviewed termly by the headteacher. At every review, it will be approved by the governing body

8. Other policies

Staff may wish to refer to:
➢ Behaviour policy
➢ Child protection policy and coronavirus addendum to our child protection policy
➢ Data protection policy and privacy notices
➢ Home-school agreement
➢ ICT and internet acceptable use policy
➢ Online safety policy
➢ Working from home policy

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