Remote Education Policy

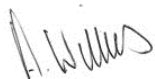| Version:	1
Date created/updated:	Updated February 2024
Ratified by:	Local Governing Body
Date ratified:	October 25
Date issued:	October 2025
Policy Review Date:	September 2026
Post Holder Responsible for Review:	Principal

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed. a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these. policies are reviewed regularly in this regard.

This remote Education Policy has been approved and adopted by St Joseph's Catholic Primary School on February 2024 and will be reviewed in October 2026.

Signed by the Chair of the Local Governing Body for St Joseph's Catholic Primary School:

John Coyne

Signed by the Principal for St Joseph's Catholic Primary School:

Anthony Wilkes

Remote Education Policy for St. Joseph's Catholic Primary School

1. Statement of School's Curriculum Aims

St. Joseph's Catholic Primary School aims to deliver a curriculum which is relevant for our pupils the community in which they live. We have aimed to create an ambitious and engaging curriculum which engages pupils and therefore has a positive impact on learning.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who are not in school, through use of quality online and offline resources and teaching videos

- Provide clear expectations to members of the school community with regards to delivering high quality, interactive remote learning

- Include continuous delivery of the school curriculum aims, as far as possible, as well as support of pupils' social and emotional wellbeing

- Consider continued education for staff and parents (e.g. CPD, Parents Workshops and Meet the Teacher)

- Support effective communication between the school and families and support attendance

3 . Who is this policy applicable to?

- Where a child / children is/are not permitted to attend school due to a school closure and remote education is necessary

- Remote learning will be shared via the School Life platform (School Website) when pupils are absent from school due to a school closure and remote education is required

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS, KS1 & KS2 *(including Purple Mash, Education City, White Rose Maths)* and Teams when appropriate (also used for staff CPD and parent/carer sessions*).*

- Use of recorded video for a beginning-of-day welcome, instructional videos and assemblies

- Phone calls home (where staff are present on site)

- Printed learning packs (where necessary)

- Physical materials such as story books and writing tools (where available)

- Use of BBC Teach, BBC Bitesize, Oak Academy, Times Tables Rockstars, White Rose Maths, Hamilton Trust and Twinkl.

The following timetables can be found in the appendix:

- Model timetable and structure for remote learning in the event of a school closure. This will be adapted by teachers at the beginning of each week and will be as close as possible to the normal timetable in school. (Appendix 1)

- Model timetable and structure for remote learning in the event of a small number of pupils who cannot attend school. This is a suggested structure for parents/carers to follow if their child(ren) are well enough to attempt school work at home. (Appendix 2)

Each day, work for each lesson will be set on the School Life platform. Some lessons will be completed online, whilst others will encourage children to complete an activity away from the screen.

Remote learning should be carried out in line with the following:

- Teacher and Pupil Code of Conduct for Phone calls, Video calls and Recorded Video (Appendix 3)

5. Home and School Partnership

St. Joseph's Catholic Primary School is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning will look different for different families in order to suit their individual needs.

St. Joseph's Catholic Primary School has provided training for staff on use of Purple Mash, Education City and School Life. Staff will also provide pupils with a refresher session on how to use Education City and where to find and upload work. Where possible, it is beneficial for young people to maintain a regular and familiar routine. St. Joseph's Catholic Primary School would recommend that each 'school day' maintains structured.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents/carers should contact the class teacher promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

We would encourage parents/carers to familiarise themselves with St. Joseph's Catholic Primary School's online safety policy and the e-safety resources in the Key Information tab on the school website, to support a healthy and balanced digital diet for pupils.

All children are expected to follow the same e-safety rules they would at school.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available during their normal working hours.

If they are 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 providing remote learning, teachers are responsible for:

- Setting work:

- Teachers will set Adapted work for the pupils in their classes daily

- Teachers will include instructions on when and how to submit work

- The work set should follow the usual timetable for the class had they been in school, wherever possible

- Teachers will set work on Purple Mash, Education City and select objectives relevant to the learning

- Where only part of the class requires remote learning, teachers will upload work to Education City that has been taught in class during the day. This will be done as soon as practically possible, but no later than the end of the same working day. In this case, pupils will complete the work the following day

- Providing feedback on work:

All work will be responded to as soon as practically possible by teachers or teaching assistants, but will be guided by the following:

- Adults will provide feedback for pupils in the via the designated class email which teachers will monitor at least on a weekly basis

  Keeping in touch with pupils who are not in school and their parents:

- If there is a concern around the level of engagement of a pupil(s) at the end of the second day of absence, teachers will inform the Principal and Vice Principal, who will arrange for parents/carers to be contacted via phone to access whether school intervention can assist engagement.

- All parent/carer general emails should come through the school admin account (info@st-jo-st.dudley.sch.uk).

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT – for any safeguarding concerns, refer immediately to the DSL or Deputy DSL (Principal/Vice Principal)

- Following the code of conduct for remote learning and discussing with SLT if they feel they are unable to meet these requirements.

Teaching Assistants

Teaching assistants must be available during their normal working hours.

If they are 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 supporting remote learning, teaching assistants are responsible for:

- Supporting pupils learning:

- Take direction from the class teacher in relation to support required during a remote lesson

- Under the direction of the teacher, create resources to support remote learning

- Following the Code of Conduct for remote learning and discussing with SLT if they feel they are unable to meet these requirements.

During the school day, teaching assistants may also be required to complete tasks set by a member of SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc. daily monitoring of engagement.
- Monitoring the effectiveness of remote learning, through usual monitoring channels and processes and share this at SLT Meetings and subsequent Staff Meetings.
- Share any adaptations to remote learning with parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy on the school website.

IT Technicians

IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the principal and other organisations to make any alternate arrangements for pupils with EHC plans
- Identifying the level of support
- Monitoring quality of work set for children with additional needs

The School Administrator

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect pupils learning remotely to:

- Familiarise themselves with the Code of Conduct for video calls
- Log into Purple Mash / Education City / Teams at the beginning of the school day
- Check the timetable and work for each lesson throughout the day

- 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:

- Support children in understanding the Code of Conduct for video calls

- Make the school aware if their child is sick or otherwise can't complete work

- Seek help from the school if they need it

- Ensure pupils are supervised whilst at a computer or other device

- Familiarise themselves with e-safety guidelines

- Prioritise children's wellbeing and health

- Encourage child(ren) to do their best

- Be respectful when making any complaints or concerns known to staff

Multi Academy Committee

The Multi Academy committee 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

<u>When recording or live streaming a lesson</u>

As above, when recording or live-streaming a lesson, staff must take due care and attention to avoid any loud, disruptive or inappropriate background noise or objects. If staff do not feel they can achieve the above, they must discuss this with SLT.

6. Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Data protection policy
- Online safety acceptable use policy (see Appendix 4)
- Online Safety policy
- End User Agreements for Education City

We will aim to provide this provision in the event of a whole-school closure. However, each case will be assessed on an individual basis and school reserve the right to adapt this plan when necessary.

Date of policy review: February 2024

Signed (Principal): *A. Wilkes*

Signed (Chair of the Academy Committee): *J. Coyne*

Appendix 1

Model timetable for Covid closure *(will be adapted by teachers to reflect in-school timetable)*

Time	Activity
9:00am	Welcome session- good morning and morning prayer
9:15am	Reading/Writing/Maths
10:15am	Break
10:30am	Reading/Writing/Maths
11:30am	Handwriting/Spellings/
12:00pm	Lunch (don't forget to say your prayers) followed by free time
1:00pm	R.E./Topic/Science/Physical Activity
2:00pm	R.E./Topic/Science/Physical Activity/ Collective Worship
3:00pm	End of day prayer and dismissal

Model timetable for Covid closure - Reception *(will be adapted by teachers to reflect in-school timetable)*

Time	Activity
9:00am	Welcome - good morning, morning prayer, story and/or song time
9:20am	Maths (including play-based activity ideas)
10:15am	Snack and Break
10:40am	Phonics
11.00am	Handwriting/Fine Motor Skills
11:10am	Play Based Learning Activities
12:00pm	Lunch (don't forget to say your prayers) followed by free time
1:00pm	R.E./Topic/Physical Activity
1.45pm	Break
2:00pm	Play Based Learning Activities
2.40pm	Collective Worship
3:00pm	End of day prayer

Appendix 2

Time	Activity
8:00am	Wake up, have breakfast, get dressed, say the morning prayer
9:00am	Maths activity
10:00am	Short brain break – any activity that takes you away from school work
10:05am	English activity
11:15am	Handwriting/Spelling/Collective Worship/Reading
12:00pm	Lunch (don't forget to say your prayers) followed by free time
1:00pm	Topic, Science or RE activity
2:00pm	Short brain break – any activity that takes you away from school work
2:05pm	Topic, Science or RE activity
3:00pm	End of day prayer

Model timetable for event where a small number of pupils are accessing remote learning, but able to access school work.

Appendix 3

Code of Conduct for phone calls, video calls and recorded video

For Pupils

- I will only take part in live video calls/sessions if an adult at home knows that I am doing it.

- I will not reveal my passwords to anyone.

- I will be responsible for my behaviour and actions when using technology (Teams and Other interactive applications), this includes the resources I access and the language I use.

- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.

- I will not deliberately browse, download, upload or forward material that could be considered inappropriate. If I accidentally come across any such material I will report it immediately to my teacher or my parent/carer.

- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St. Joseph's Catholic Primary School

- I will not record or take photos of my classmates or teachers during a face-to-face session.

- I will not share any school content on social media platforms

- I understand that when using Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.

- I will continue to follow the rules (where applicable to home learning) regarding my use of technology as outlined in the school's Pupil Acceptable User Agreement

- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Code of Conduct for phone calls, video calls and recorded video

For Staff

- To continue to follow Safeguarding procedures, including (but not limited to) continuing to look out for signs that a child may be at risk and reporting to DSLs.

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to check content and comments.

- 1:1 video calls are strictly prohibited – On no occasion should staff make or take video calls with pupils.

- Wherever possible, another member of staff should be present/logged into live video calls

- Suitable clothing should be worn by all adult, in line with SNOMAC's Staff Professional Appearance Policy

- Language and behaviour must be professional and appropriate.

- Staff should ensure they are working from a suitable area at home, especially when using live video or recorded video

- Staff must ensure any background in videos (including background noise) is appropriate. This includes ensuring other household members are not included in any live lesson or video

- Staff should ensure there is always a meeting password and waiting room enabled for live video calling

- Staff will follow usual behaviour management techniques, used in school, to address any positive or concerning behaviour.

- Staff will contact parents/carers by email if pupils do not adhere to their Code of Conduct

Appendix 4

Pupil Acceptable Use

Policy Rules for

Responsible Internet Use

Usually applied in school, should be adhered to where appropriate for remote learning

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others:

• I will only access the system with my own login and password, which I will keep secret;
• I will not access other people's files;
• I will only use the computers for schoolwork and homework;
• I will use flash drives (memory sticks) appropriately and follow school
guidelines on their use;

• I will use the Internet safely and sensibly;
• When using the internet including a 'chat room 'facility, I will not give my home address or telephone/mobile number, respond to requests using SMS or even arrange to meet someone, unless my parent, carer or teacher has given permission;
• I will only e-mail people I know, or my teacher has approved;
• Files attached to an email should be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system;
• The messages I send will be polite and responsible;
• I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
• I understand that the school may check my computer files and may monitor the Internet sites I visit.