In the Light of Jesus
we Learn to Shine

St. Joseph's Catholic Primary School

Remote Learning Policy

Ratified by Governors

Date: 07.20.25

Document Status	
Reviewed	October 2025
Date of next Review	October 2026
Approval Body	Governing Body
Publication	School Website/Staff Policy folder

This policy must be reviewed annually

STATUTORY

We have carefully considered the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1. Aims

This Remote Learning policy aims to ensure the ongoing education of pupils under the unusual circumstances of school closure. It also covers the ongoing education of pupils and staff who cannot be in school but are able to continue with their education when school is partially or fully opened, or when individuals are unable to be in school due to isolation, in order to:

- o Ensure consistency in our approach to remote learning
- o Set out expectations for all members of the school community with regards to remote learning
- o Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

Teachers must be available within their normal school 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. Please refer to the Remote Learning Code of Conduct.

Teachers are responsible for:

Leading live lessons

- o Schools must ensure that the platform they are using is suitable for the children's age group. Only school platforms may be used (e.g. Google) and school accounts must be established (GSuite).
- o Lessons will take place using Google Meet via the Classroom; sessions will last between 10 to 30 minutes (age dependent).
- o Live lessons will be recorded and made available to pupils to access at their convenience.
- o Step by Step guide for parents and staff will be available via the school website.
- o Meetings will be made private and links to meetings will only be available to members of the Google Classroom.
- o Staff will make the meet visible to pupils 5 minutes before the start time and will ensure that this is removed directly after the lesson.
- o Where possible, teachers will be teaching from their classroom however if this cannot happen, they should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- o Pupils and staff must know how to report any offensive, inappropriate or abusive content.
- o Live lessons should take place in school time and must be supervised by appropriate adults at all times (TA when teaching from school).
- o In the event of an individual joining Google Classroom from home, the CT will create an agreed timetable of lessons etc with the parents on day 2 of the isolation period.

Setting work

- o Teachers should set work for the timetabled classes or individuals as agreed by the Headteacher and meetings should begin with a prayer.
- o The work should be set on a daily basis and be for the agreed amount of time for their timetabled lessons.
- o All work should be completed either in the exercise books provided or via the Google Classroom. These can be through the use of Google Documents or photographs as directed by the class teacher. Additional material to support learning e.g. links to websites should be uploaded to the Google Classroom or the school's website as appropriate.
- o Where teachers share classes, agreement should be reached as to which teacher will set the work for the class in order to avoid duplication.

- Teachers should remember that not all pupils have access to computers or the internet at home and therefore should provide a variety of work, which is not all IT dependent.
- The nature of tasks set should allow pupils to learn independently, without the specific support of an adult at home (age dependent).
- The type of task set will vary between subjects, but examples of appropriate tasks might include:
  - Reading including a class novel or a story share with comprehension activities
  - Reading material linked to topics e.g. Science with associated activity
  - Working through subject-specific presentations or worksheets linked to curriculum area
  - Watching a relevant video resource and making notes on it
  - Written responses to a set of questions
  - Working through relevant exercises set through Education City and Espresso
  - Creative activities including art, music that can be videoed or photographed
  - Directed tasks on keeping healthy and well-being e.g. daily exercise

Providing feedback on work:
- Teachers should acknowledge all work submitted – which can be in the form of completed online quizzes, work uploaded to online platforms or emailed to teachers
- Not all work will need to be marked or submitted to teachers for checking – class teachers should make this clear to pupils which work will be marked in detail
- Feedback can be provided via online lessons, platforms or email – or may need to wait until work can be handed back to pupils on return to school

Keeping in touch with pupils and parents:
- Teachers should keep a register of pupils accessing live lessons and completing activities; pupils who are not accessing remote learning should be contacted within 48 hours to offer support and provide feedback
- Parents/carers will be contacted using by telephone from school, the parent email account provided or via ParentMail
- Concerns should be shared with the Year Leader, who may contact a member of the Senior Leadership Team in order to make a telephone call home
- Concerns of a safeguarding nature should be reported immediately in accordance with the Safeguarding and Child Protection Policy
- Teachers must not make contact with pupils or parents via social media, and are not expected to respond to emails outside of normal school hours

Attending virtual meetings with other staff members:
- Team meetings will be held as / when appropriate using Microsoft Teams/ Google Meet
- Teachers should ensure they are appropriately dressed and should avoid locations with background noise. Such meeting can be held "audio only" and individual members of staff can turn video cameras off /mute microphones if needed during the meetings
- Confidential meetings should take place in private

Teaching assistants

Teaching assistants must be available within their normal school 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- o Supporting the class teacher to make contact with pupils where appropriate and provide support during live lessons
- o Contacting individual pupils via telephone to listen to reading or as directed by the SLT/Year Leader
- o Participating in virtual CPD as directed by SLT/Year Leader

2.3 Subject leads

- o Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:
- o Considering whether any aspects of the subject curriculum need to be adapted to accommodate remote learning
- o Working with teachers teaching their subject to make sure work set is appropriate and consistent
- o Monitoring the work set by teachers in their subject through regular meetings via Microsoft Teams and by reviewing work set
- o Alerting teachers to resources they can use to teach their subject
- o Liaising and meeting regularly with their SLT link to monitor and review their curriculum area
- o In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the Year Leader to ensure work is set to her/his classes

2.4 Family Workers

Alongside their daily responsibilities, Family Workers can provide the following support:

- o Communicating with vulnerable families and providing resources and general advice regarding pupil welfare

    Keeping in touch with pupils and parents:

- o Family Workers should liaise with teachers regarding pupils who may be a cause for concern
- o Parents can also be contacted using their email or via ParentMail
- o Concerns should be shared with the SLT link so that the decision can be made as to whether there is a need to make a telephone call home
- o Where any phone calls are made, FW must ensure they are made from a blocked number (dial 141) so teacher's personal contact details are not visible
- o Concerns of a safeguarding nature should be reported immediately in accordance with the Safeguarding and Child Protection Policy
- o Pastoral Leads are not expected to respond to emails outside of normal school hours

    Attending virtual meetings with other staff members:

- o Team meetings will be held as / when appropriate using Microsoft Teams/Google Meet
- o Teachers should ensure they are appropriately dressed and should avoid locations with background noise. Such meeting can be held "audio only" and individual members of staff can turn video cameras off /mute microphones as directed by the CT during the lesson

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Monitoring the effectiveness of remote learning - through regular meetings with their subject and pastoral leaders, reviewing work set and responding to enquiries and feedback from pupils and parents
- o Co ordinating staff guidance and training on remote learning platforms
- o Monitoring the security of remote learning systems, including data protection and safeguarding consideration

2.6 Designated safeguarding lead

The DSL continues to be responsible for all duties as laid out in the Safeguarding and Child Protection Policy (September 2022).

2.7 IT staff

- o IT staff are responsible for:
- o Fixing issues with systems and advising staff on general issues relating to online platforms used to set and collect work
- o Helping staff and parents with any technical issues they're experiencing
- o Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- o Advising teachers / pastoral leaders who are assisting pupils and parents with accessing the internet or devices

2.8 Pupils and parents

Staff can expect pupils to:

- o Be contactable during the course of a school day – although they may not always be in front of a device the entire time or have regular internet access
- o Complete work to the deadline set by teachers
- o Seek help if they need it, from teachers or teaching assistants
- o Alert teachers if they're not able to complete work

Staff can expect parents to:

- o Make the School aware if their child is sick or otherwise can't complete work
- o Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- o Seek help from the school if they need it
- o Be respectful when making any complaints or concerns known to staff
- o Avoid discussion of lessons with others via Social Media platforms

3. Who to contact

If staff have any questions or concerns, they should contact the following members of staff:

- o Issues in setting work – talk to Year Leader
- o Issues with behaviour – talk to Year Leader /SLT

- o   Issues with IT – email school admin

- o   Issues with their own workload or wellbeing – talk to Year Leader /SLT

- o   Concerns about data protection – talk to SLT

- o   Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

Most staff will have a very limited need to access personal data when off-site. Where this is the case, all staff members will:

Only access the data on devices provided through the school and via either a secure cloud service or a server in the school's IT network

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as pupils eligible for free school meals or without access to digital resources as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

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 as instructed by the IT Helpdesk

5. Safeguarding (including advice on live lessons)

This policy reflects the advice contained in the school's Safeguarding and Child Protection Policy (September 2022). These documents have been read by all staff and are available on the school's website.

In England, the Department for Education (DfE) has no expectation that teachers should livestream or pre-record lessons. Schools should consider the approaches that best suit the needs of their pupils and staff (DfE, 2020).

6. Monitoring arrangements

This policy will be reviewed annually by the Governing Body or as required due to changing circumstances.

7. Links with other policies

This policy is linked to our:

- o Safeguarding and Child Protection Policy (September 2025)
- o Behaviour policy
- o Data protection policy and privacy notices
- o Online safety policy