Remote Learning Policy

2022/2023

The case for educating children and young people in the classroom is clear. It is educationally beneficial, which enables pupils to engage with the breadth of the curriculum, including practical subjects, but is also important to their health and wellbeing. **Remote learning should, therefore, only be used as a last resort and in exceptional circumstances** which may include:

- further outbreaks of COVID-19 in a school which requires **whole-school closure**
- isolation of **classes or any larger group of pupils across a year group/**school;
- **significant loss of staff** which may compromise the safe and effective operation of the school;
- damage to parts of the school;
- failure of school estate services (e.g. heating, etc.);

and

- other issues as may be determined by the Department (in consultation with the school, as necessary).

(DE Circular 2022/16)

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who are not in school due to self-isolation as a result of Covid -19

> Set out expectations for all members of the school community with regard to remote learning

> Provide appropriate guidelines for data protection

To whom does this policy apply?

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- A dry continuous cough

- A temperature above 37.8° C

- A loss of, or change to their sense of smell or taste

- Have tested positive for Covid- 19

St Patrick's Primary School will provide remote learning (online) for pupils who are not able to attend school due to self- isolation for the reasons above, or in the event of the school being closed for by the Department of Education on the advice of the Public Health Agency

2. Roles and responsibilities

2.1: Staff

When providing remote learning, teachers- full time and part time- must be available between 8.45 and 2.45pm.

If teachers 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 i.e. contacting the Principal as soon as possible so that alternative arrangements can be made.

2.2. Roles and Responsibilities

Principal

The principal will oversee remote learning ensuring

- Work is uploaded
- Feedback is provided
- The curriculum is covered
- Children have access to devices
- Liaising with parents/ guardians

- The effectiveness of remote learning - through regular meetings with teachers, reviewing work set and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teaching Staff

Teachers are responsible for:

❯ Setting work –

- One piece of Literacy and one piece of Mathematics each day,
- Spelling/ reading activity every day
- Religion/ PDMU activity once a week
- World Around Us – once a week ICT activities should be incorporated in the daily plan

❯ Posting Work

- Work is to be uploaded before 8.45 am
- Primary Four/ Five and Primary Six/ Seven: Google Classroom
- Primary One and Primary Two/ Three Google Padlet
- Teachers will plan lessons based on their monthly curriculum planning, planners will be evaluated and adjusted to take account of developing circumstances

❯ Providing feedback:

Teachers will support children's learning by

- posting comments on work posted by children
- responding quickly to requests for support from families via email.
- Encouraging children to participate in online discussions and to submit work

Teaching assistants will support the teaching and learning by assisting staff in uploading and sourcing appropriate materials

Remote Teaching for staff who are self- isolating

Teaching staff are required to self-isolate if they develop Covid-19 symptoms (see above).

If a member of staff is required to self- isolate, they are expected to:

- Follow the normal reporting procedure for planned absence
- Take a test for Covid- 19 and share the results of the test with school so that appropriate action can be taken

While self-isolating, and if able to do so, staff may be asked to support online learning for their class.

Parent/ Guardian/ Pupil

- Where possible it is beneficial for children to maintain a structured, regular routine consequently children are required to access the relevant learning platforms daily and complete the work which has been set for them

- When a teacher asks a child a direct question online the child must respond

- Children should be made aware that the online platform is a learning platform. Parents/ guardians may wish to establish an alternative platform for children to communicate informally

- If children experience difficulty accessing the online work or are experiencing difficulty parents/ guardians should contact the school nmagee351@c2kni.net

- Work completed at home should be stored in a safe place so that it can be returned when school resumes

- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but the school cannot guarantee that the chosen platforms will work on all devices. Should accessing work become an issue, parents/ guardians should contact the Principal promptly – nmagee351@c2kni.net

- The school will keep parents/guardians informed via the School App, parents/guardians should ensure that they have selected their child's correct year group on the School App

- Teachers will be available to answer emails during normal school teaching hours

- Teachers will not communicate with parents/ guardians/ pupils via social media platforms or via private messaging

  - Teachers will pass complaints or concerns shared by parents and pupils to the Principal

  - Children who fail to complete work will be contacted by the school each Friday – initially via text and if work is still not submitted via telephone

2.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.45- 1.45 pm. If an assistant is 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 pupils who aren't in school with learning remotely

❭ Attending virtual meetings with teacher or principal when required

2.3 Subject Coordinators and SENCO

Alongside their teaching responsibilities, subject coordinators are responsible for:

❭ Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

- Working with the teachers who are teaching their subject remotely to make sure all work set is appropriate and consistent
- Monitoring the remote work set by teachers in their subject through regular discussions with teachers and by regular review of work set
- Alerting teachers to resources they can use to teach their subject remotely

2.5 Designated Safeguarding Teacher

The Designated Teacher is responsible for

- maintaining records
- reporting to Principal/ Board of Governors
- Liaising with relevant outside agencies

2.7 Pupils and parents

Pupils are expected to behave in a respectful manner when addressing teachers or peers online. They are responsible for:

- Completing work to the deadline set by teachers
- Seeking help if they need it, from teachers or teaching assistants
- Alerting teachers if they're not able to complete work
- Responding to questions asked by teachers

Staff can expect the parents/ guardians of children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Board of Governors

The Board of Governors is responsible for:

- Monitoring the school's approach to providing remote learning to ensure a high standard of teaching and learning
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3.1 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses] 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.

3.2 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

4: Monitoring arrangements

This policy will be reviewed by Mrs N. Magee, Principal, at the beginning of each school year. At every review, it will be approved by staff and governors

5: Links with other policies

This policy is linked to the following school policies:

> 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