



**St. Cuthbert's**  
Roman Catholic High School

# WHOLE SCHOOL POLICY & PROCEDURES

## REMOTE LEARNING POLICY

### **Mission Statement**

*'The Lord God requires of us that we should help others whenever we can,  
always make the right choices and be the best that we can be in everything that we do'*

**Policy: Remote Learning Policy**

Type: School Policy

Website: Yes

Author: Mrs C Hunt

Approved:

Next Review: April 2025

Frequency: Termly

Delegated: Committee

Notes:

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### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

#### 1.1 Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- Occasions when we decide that opening our school is either:
  - Not possible to do safely
  - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
  - They have an infectious illness
  - They are preparing for or recovering from some types of operation
  - They are recovering from injury and attendance in school may inhibit such recovery

- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available from 08.15 – 14.50 (in the event of no teachers are in school).

If 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
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents.
- Attending virtual meetings with staff, parents and pupils
- Staff must be familiar with the "Remote and Blended Learning Staff Guide" on the school Intranet.

Teaching staff will also be deployed to support students who are in school (i.e. children of keyworkers and vulnerable students including those with additional needs).

### **2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available from 08.15-14.50.

If 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 will be directed by SENCo/ Assistant SENCo as to which students to support and how this support will be provided.

Teaching assistants will also be deployed to support students who are in school (i.e. children of keyworkers and vulnerable students including those with additional needs).

### **2.3 Curriculum Leaders**

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

### **2.4 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 reviewing work set, remote lesson drop ins and stakeholder voice

### **2.5 Designated safeguarding lead**

The DSL is responsible for overseeing the effective implementation of the COVID addendum safeguarding policy.

[https://files.schudio.com/st-cuthbert-s-high-school/files/documents/COVID\\_Addendum\\_Safeguarding\\_Policy\\_Jan21.pdf](https://files.schudio.com/st-cuthbert-s-high-school/files/documents/COVID_Addendum_Safeguarding_Policy_Jan21.pdf)

### **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work (MS Teams and ClassCharts)
- 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 pupils and parents with accessing the internet or devices

### **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day via ClassCharts
- 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
- Seek help from the school if they need it – this can be done via ClassCharts
- Be respectful when making any complaints or concerns known to staff

## **2.8 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

## **3. Who to contact**

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

- Issues in setting work – talk to the relevant curriculum leader or N. Hamnett (SENCo)
- Issues with behaviour – email [pastoralmanagers@scrchs.com](mailto:pastoralmanagers@scrchs.com)
- Issues with IT – email [helpdesk@scrchs.com](mailto:helpdesk@scrchs.com)
- Issues with their own workload or wellbeing – see line manager, K. Fairbrother or any member of the senior leadership team
- Concerns about data protection – see Mr. A Jackson
- Concerns about safeguarding – see DSL/DDSL and report all concerns via CPOMs

## **4. Data protection**

### **4.1 Processing personal data**

Staff members may need to collect and/or share personal data 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.

#### **4.2 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 – always install the latest updates

#### **5. Monitoring arrangements**

This policy will be reviewed termly by Deputy Head teacher (Quality of Education) and Assistant Head teacher (Curriculum). At every review, it will be approved by the governing body.

#### **6. Links with other policies**

This policy is linked to the:

- SCRCHS Remote Learning Guide
- Behaviour policy (including COVID addendum)
- 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 (including appropriate use of MS Teams)
- Online safety policy