St Joseph's Catholic Middle School
Remote Learning

Part of the Bishop Wilkinson Catholic Education Trust
Company Registration Number 07890590

Signed by Chair	
Statutory Policy	Yes
Required on Website	Yes
Review Period	3 Years
Next Review Date	February 23
Reviewed by	W Roberts

In these unprecedented times there may be occasions when pupils are unable to attend school. This may be due to self-isolating, or because lockdown procedures have been put in place which restrict access to attending school. If children are unable to attend school due to the pandemic, we are committed to continuing to educate them remotely, giving pupils access to lessons and learning activities which will be based on our school curriculum, cover a range of subjects, and build on prior learning so that our pupils continue to make progress.

Aims:
- To ensure consistency in the approach to remote learning for all our pupils.
- To ensure that pupils who are unable to attend school remain fully included in the school community.
- To continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education follows our school curriculum so that the children have continuity and progression in their learning.
- To ensure that pupils receive quality feedback on their learning so they are well placed to make good progress.

Rationale behind our approach:
- We know that many children share devices with other family members, therefore we need to provide learning which can be accessed at any time during the school day, rather than set times.
- Access to a printer is limited for many of our children.

Our approach:
1. We will follow our normal timetable as far as possible to ensure that the lessons provided cover the breadth and range of our curriculum.

2. Teachers will share the lessons for each day and follow up learning activities using Microsoft Teams.

3. The majority of lessons set will be by the class teacher to ensure consistency and appropriate differentiation. These may include links to BBC, Oak Academy, MyMaths or other online provision. It's clear at the start of each session any basic materials the children might need. The lessons are designed to need minimal supervision, although this will depend on the age of the child.

4. Teachers will direct the children about how to return their work to them, most likely using Microsoft Teams but some may photograph their work and email it to the school. Teachers will then be able to give specific feedback to pupils about their learning, what they have done well and how they can improve further.

5. A range of other sources of teaching and learning will be utilised as appropriate.

6. We can provide each child who is learning at home with an exercise book which their work can be recorded in if necessary. Work set will not require printing; children will be able to complete an activity on screen or record their work in the exercise book

following the instructions/worksheet on screen or photograph it and then upload it to Microsoft Teams.

7. Teachers will ensure that the needs of our SEND pupils are met by providing appropriate lessons and learning activities on an individualised basis where needed.

8. Form teachers will complete phone calls home every fortnight to discuss any issues and check on pupil well being.

9. Physical materials such as story books and writing tools if required.

10. Use of Tapestry, BBC Bitesize, Oak Academy, MyMaths and other online platforms may be used.

There is an expectation that pupils will engage in their learning on a daily basis. We ask our **parents** to:

- Support their child in accessing the work set on Microsoft Teams.
- Find an appropriate place for their child to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
- Help their child plan the daily learning, ensuring that they have regular breaks, fresh air and exercise thoughout the day when possible. Outside playtimes are part of their normal school routine, and regular breaks are important for mental and emotional well-being.
- Upload completed work via Microsoft Teams or email it to school so that the teachers can give the pupils their feedback.
- Use Microsoft Teams to communicate with teachers about their children's work, request help and keep in touch.
- Let the school know if there is a reason that their child cannot engage in the lessons that day (eg if they are ill).
- Refrain from screenshotting or copying any information, message or posts to share on social media, WhatsApp groups or any other platform.
- Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

We ask our **children** to:

- Have a positive attitude towards learning at home, and engage in the lessons their teachers set for them.
- Take a pride in their work in the same way as they do in school, approaching it with a Growth Mindset.

- Let their adult know if they are struggling with their work, so that they can get the help they need.

We ask our **teachers** to be responsible for:

- Setting work:
- Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 6,7 and 8
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Weekly/daily work will be shared for as long as the remote learning is required
- Teachers in Year 5,6,7 and 8 will be setting work on *Microsoft Teams.*
- Providing feedback on work as soon as possible, taking into account some staff will be teaching in school.
- Keeping in touch with pupils who aren't in school and their parents:
- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.
- All parent/carer emails should come through the school admin account info@sjms.bwcet.com
- 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, Mr W Roberts

Teaching Assistants

- Teaching assistants will be working in school and providing support for identified pupils. All of the vulnerable and SEN pupils are encouraged to attend school if possible. They may be in contact by phone or Microsoft Teams if the child is unable to attend school and they will liaise with parents and the SENCO regarding work expectations.
- 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.
- During the school day, teaching assistant must complete tasks as directed by SEN lead or a member of the 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 – such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- 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.

The SENDCo

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 headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- Identifying the level of support

Admin

- 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.

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

This policy will be regularly reviewed as we progress through this period of potential remote learning. Any updates will be communicated with parents.

APPENDIX 1: MICROSOFT TEAMS GUIDANCE

This policy establishes the expectations for online/remote learning or support between a teacher or other staff member from St. Joseph's Catholic Middle School and a pupil using a Microsoft Temas call in their own home. All 'Live Lessons' will take place between the classroom and either with a pupil who is isolating or in the case of a national lockdown, a staff member working at home and the pupil home. We will not be running any 1:1 sessions.

The purpose of this policy is:

- to ensure a high quality learning experience for pupils
- to make clear the responsibilities of all parties involved and how sessions will be delivered
- to safeguard all parties involved meeting the statutory requirements of Keeping Children Safe In Education (2023) and the standards of the Northumberland Strategic Safeguarding Partnership

Ensuring the Quality of the Sessions

St Josephs' Catholic Middle School is committed to providing a high quality learning experience to our pupils in the online/remote learning environment. St Joseph's Catholic Middle School's approach is to design an online learning provision that focuses on the following key areas:

- a well-structured and designed session appropriate to meet the individual pupil's needs
- full parental support, keeping the parent/carer informed as to the arrangements for the sessions and the need for them to be aware of when they will take place (as per the pupil's timetable) and, where possible, to be in earshot of the session
- carefully monitored progression of the pupil in line with National Curriculum requirements
- all teaching sessions delivered by St Joseph's Catholic Middle school staff
- all sessions to be open to observation to line managers or team managers
- meeting all of the statutory requirements in relation to UK GDPR

Professional Behaviour and Dress

As sessions will happen in the home environment it is important that both teachers and pupils follow the same behaviour as they would in a school setting. This will help minimise any safeguarding risks. This includes:

- having a parent or carer fully aware of the timetabled session.
- the member of staff ensuring that their St Josephs' Catholic Middle School badge is visible/worn throughout the session when on a video call

- both teacher and pupil should wear appropriate clothing that would normally be worn in face-to-face teaching sessions and in line with the St Joseph's Catholic Middle School Staff Handbook
- clear and appropriate language used at all times.
- asking the teacher before leaving the session (e.g. to go to the toilet or get refreshments)
- not taking phone calls, messaging others, or using devices that are not requested by the teacher for learning
- not having other browsers or apps open during the online session to reduce the risk of inappropriate content being displayed

Location of Online Sessions

The location in which both the pupil and teacher take part in the online session should be in an appropriate room, which means it must not be the pupil's bedroom, and with a parent or carer within earshot during the session. This will ensure the pupil can raise any concerns, whether practical or related to safeguarding.

Whilst space in houses may be limited, and may be shared with others, the member of staff will work with the parent or carer to make sure that whatever space is available to use is neutral, safe, and conducive to learning, doesn't reveal any personal information, and doesn't present a safeguarding risk.

In order to prevent inappropriate content being shown to others via the webcam, the background shown should ideally be neutral, and not create a risk of offensive or age-inappropriate content being displayed. For example there should not be a TV or screen switched on, or posters that may cause offence.

All staff have received training to be able to lead by example, and are aware of:

- the need to ensure the visible background in their online teaching is professional and neutral (e.g. the student cannot see personal items, laundry drying, or anything that may distract pupils)
- the need to ensure teaching time is set aside solely for the interaction with the pupil, either on line, through the St Joseph's RC Middle School learning environment or on the telephone
- the need to ensure their teaching space does not reveal any details about their personal life

- the need to check in with the pupil at the start of the session to ensure that they feel comfortable in the environment and to remind them that if they are not comfortable at any time the session can be stopped

Parental Involvement and Expectations

All parents/carers will be provided with a guidance document (St Joseph's Catholic Middle School Remote Learning Guidance) and will be asked to sign and return an acceptable use agreement before any St Joseph's Middle teaching is initiated

Having the support of a parent/ carer in setting up the session is often needed, and being within earshot of the session is important for safety as well as for practical help.
The level of involvement of the adult during the session will depend on the age of the student. Younger children may need the person in the room to help keep them focused and safe, particularly if it is a new activity.

Older pupils may find too much parental involvement distracting or cause shyness and staff will liaise with parents regularly to discuss any barriers to learning.

The key expectation for St Joseph's Catholic Middle learning is that parents/carers are where possible, within earshot of the pupil at all times aware of all timetabled sessions before they take place

Digital Platform

The **only** platform approved by BWCET for remote learning is Microsoft Teams. No other digital platform will be used.

Screen Sharing and File Sharing

Microsoft Teams allows you to share your screen or present other relevant teaching resources. Teachers need to make sure they do not inadvertently display:

- personal information - e.g having a social media website open, which may reveal personal information
- inappropriate content - e.g photos, text, apps or websites that may display content unsuitable for children
- other tabs from their Onedrive e.g. calendar, mailbox

For this reason, teachers should have a "clean" screen and desktop, and turn off any apps that may interrupt the session (such as alarms, alerts, or incoming calls).

Taking Screenshots and Recording Video of Sessions
Pupil's will be instructed not to record any sessions or take screenshots of them, and this is noted in the guidance for parents/carers.

Reporting of Concerns by a Child
Pupil's will be told that if they have any concerns before, during, or after a session they should ask the parent/carer for help. This could include for example:

- technical issues with the computer or internet connection
- practical issues, such as arranging the appropriate space to work
- allowing additional time to set up the technology
- other issues, such as not being comfortable with what is happening in a session The parent/carer should be aware that the reporting of any concerns should be:
- initially with the teacher delivering the session. The teachers have a written procedure for recording any concerns and this is monitored by the Designated Safeguarding Lead (Mr Gavin Simpson) in line with school's Child Protection Policy
- if any parent/care or student is not satisfied with the initial response then it should be escalated to the relevant person (Mr G Simpson)

GDPR - Children's Personal Information
St Joseph's Catholic Middle School does not collect any personal information about pupils' personal IDs or logons. Microsoft Teams works by sending an invitation link to the pupil through their class team.
Pupils are asked not to share any additional personal contact information with teachers (such as social media names). If there are any issues with pupils doing this, the teacher will remove the pupil from the online session and contact the parent/carer to discuss how to stay safe online.

Parental/ Carer Consent for Online Sessions
St Joseph's Catholic Middle School uses an online permissions form to agree to the delivery of online sessions. This online form asks for confirmation that parents/carers agree to the terms and conditions, have discussed the content with their child and are giving their consent to online teaching.

By signing this consent form parents are agreeing to adhere to the following document and are confirming that their child has been made aware of the contents of the policy and guidance document and understands the expected standards of behaviour.

Sessions are not able to take place unless a fully completed and signed electronic copy of the consent and agreement form has been received and recorded by the admin team.