St Gregory's Catholic Science College

Remote Education Policy

1. Aims

Ensure a consistent approach to remote learning for all pupils at the school.

Provide clear expectations for the members of the school community with regards to the delivery of high quality remote learning.

Provide continuous delivery of the school curriculum.

Provide continued professional development for staff and appropriate training for parents.

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

Promote excellent attendance when pupils are learning remotely.

2. Who is this policy applicable to?

A student who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

A student whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

A student who is not permitted to attend school following a positive case and a track and trace investigation.

A teacher who is absent because they are self-isolating or because a member of their household has tested positive for Covid-19.

Teachers who are delivering remote education to students who are not permitted to be in school.

3. Code of Conduct

1) Teachers and students who are communicating outside of the normal classroom will communicate solely via the medium of Google Classroom for teaching resources, Google Meet for live lessons and their school email addresses for email communication.
2) Teachers must not allow a student to attend a live lesson unless they are logging in using their St Gregory's username.
3) Teachers must not leave a live lesson until the last student participant has left.
4) Students are not permitted to initiate their own Google Meet.
5) Teachers and students are not permitted to record live lessons.
6) Teachers may pre-record video tutorials if they unable to provide live lessons because of child care commitments or other challenging personal circumstances during periods of self-isolation.

7) Teachers can allow self-isolating students to join in class lessons via Google Meet. The students must not be able to see the class. The camera should be pointed only at the teacher or at a blank wall. The students at home may hear the class and vice versa.

8) Teachers do not have to show their face when delivering live lessons to students remotely.

9) Students must not unmute themselves without the permission of the class teacher. Disrupting live lessons will be treated as a very serious breach of the school behaviour policy.

10) Students must wear full school uniform to join a live lesson and should have a blank background behind them. There should be no personal images or identifying data on display.

11) Teachers must not offer one to one Google Meet intervention sessions with individual students.

12) If teachers are working from home, they should use a blank back ground and have no personal images or identifying data on display.

4. Acceptable Use

All children and staff sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children and staff are working on computers at home.

5. Equipment Loans

Teachers and students who are given the loan of school equipment to allow them to work remotely must only use this equipment for teaching and learning purposes. They must sign a loan agreement form and the equipment remains the property of the school.

6. Roles and responsibilities

Teachers

St Gregory's will provide a refresher training session and induction for new staff on how to use Google Classroom.

When providing remote learning, teachers are responsible for:

Setting work:

Teachers will set work for the pupils in their classes.

The work set should follow the usual timetable for the class had they been in school.

Delivering Live Lessons:

When a bubble is sent home, teachers should deliver 'live lessons' via Google Classroom at the same time as the students timetabled lessons.

When a teacher is self-isolating, but is not unwell, they should deliver live lessons from home as long as their personal household situation allows this to happen.

If a teacher cannot deliver live lessons because of their personal household situation they should create recorded video tutorials that cover teachers would play in school.

If a self-isolating teacher who is not unwell, is not able to deliver live lessons or pre-recorded video tutorials they must contact their SLT Line Manager or the Headteacher.

Providing feedback on work:

Please see the school's Assessment policy.

Contact with pupils and their parents:

If there is a concern around the level of engagement of a pupil(s), their parents should be contacted via phone to access whether school intervention can assist engagement.

All parent/carer emails should come via the school office.

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 Designated Safeguarding Lead.

Teaching Assistants
 During the school day, teaching assistants must complete tasks as directed by the SENCO.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school including daily monitoring of engagement.

Monitoring the effectiveness of remote learning.

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.

ICT Technicians

ICT technicians are responsible for:

Resolving issues with systems used to set and collect work.

Helping staff with any technical issues they are experiencing.

Reviewing the security of remote learning systems and flagging any Data Protection breaches to the Data Protection Officer.

Assisting pupils and parents as necessary.

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 EHCPs 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 EHCPs as required.

The School Business Manager

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

Pupils learning remotely must:

Complete work to the deadline set by teachers.

Seek help if they need it, from teachers.

Alert teachers if they are not able to complete work.

Follow the remote learning behaviour policy.

Parents of children learning remotely must:

Make the school aware if their child is sick or otherwise unable to complete work.

Seek help from the school as and when necessary.

Governing Body

The governing body is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains outstanding.

7. Links with other policies and documents

This policy should be read in conjunction with the following school policies and documents:

- Acceptable Use
- Anti-bullying
- Attendance
- Assessment
- Curriculum
- Equality
- E-safety
- GDPR policies
- Good Behaviour
- Health and Safety
- Remote Learning Plan
- Safeguarding & Child protection
- School Rules
- SEND
- Staff Code of Conduct
- Staff Handbook
- Whistleblowing
- Staff Procedures
- Teaching and Learning.