

Naíscoil & Gaelscoil Éadain Mhóir

Remote Learning Policy

Approved by:

Date:

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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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9.00am and 4.00pm

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.

When providing remote learning, teachers are responsible for:

- Setting work – for the children in their class and for support teachers liaising with the class teacher for whom they provide additional support for individual identified children.

This work needs to be set by 9.30 each morning.

- Work should be uploaded to the child's class journal on SeeSaw.
- Work should be uploaded as an activity and individual tasks for children for whom differentiated tasks are required will be set as an assigned activity for them.
- Providing feedback on work
 - Teachers will access child's work which they have uploaded to their individual portfolios.
 - SeeSaw allows the teacher to comment under children's uploaded work. Teachers will use guidelines from the School Assessment Policy to provide feedback to children: work will be liked and at least one comment / voice recording per day.

Keeping in touch with pupils who are not engaging with the online platform when out of school and their parents:

- Teachers should monitor children's engagement with the online learning platform (e.g. work completed and uploaded to the online learning platform, attendance in online direct teaching sessions) when teachers notice a pattern of irregular attendance or work not being completed and uploaded, they should contact parents by phone to ascertain if they are completing set tasks offline or if they require any additional assistance from the school to enable them to continue learning remotely.

- Teachers are only expected to be available to answer / respond to children's/ parents. messages and queries between 9.00am and 4.00pm each day, this will be communicated to staff, children and parents very clearly. Any submissions after these hours will be responded to during the next school day.
- Staff are never expected to respond to queries at weekends and during periods of planned school closure.
- Any complaints or concerns shared by parents and pupils should be dealt with following the normal school complaints procedure and the Principal should be made aware of them as soon as possible – For any safeguarding concerns, refer to child protection policy.

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code – teachers will always be dressed appropriately during any online video conferencing sessions, while not expected to be in professional dress, smart casual dress code applies.
- Locations, when attending staff virtual meetings teachers should ensure they are sitting in a chair, that they do not have other people in the room listening to the content of the meeting, and that they have endeavoured to minimise any distractions (e.g., avoid areas with background noise, nothing inappropriate in the background)

When teachers are working in school, providing direct supervision for children of keyworkers and vulnerable children, they **will not** be available to provide feedback during supervision hours.

2.2 Teaching Assistants

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.

When assisting with remote learning, teaching assistants are responsible for:

This includes:

- Liaising with and working under the direction and guidance of the class teacher to support pupils who are not in school with learning remotely:
 - Working with pupils they would support directly in school.
 - Providing direct assistance for children and parents in completing set tasks, via phone or video conferencing facility.
 - Assisting in the sourcing and preparation of remote learning resources.
- Attending virtual meetings with teachers, parents and pupils:
 - Dress code will always be dressed appropriately during any online video conferencing sessions, while not expected to be in professional dress a smart casual dress code applies.

Locations when attending staff virtual meetings teaching assistants should ensure they are sitting in a chair, that they do not have other people in the room listening to the content of the meeting, and that they have endeavoured to minimise any distractions (e.g., avoid areas with background noise, nothing inappropriate in the background)

On days when teaching assistants will be working in school, providing supervision for children of keyworkers and vulnerable children, they will not be available to provide direct online learning support.

Children who require additional support while working remotely will be supported by other staff who are not on site on these days.

This will be communicated clearly to children and parents.

2.3 Curriculum Leadership Team

Alongside their teaching responsibilities, curriculum team are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers to ensure all work set is appropriate and consistent.
- Working with the principal to ensure work set remotely across all subjects is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject area in a pre-agreed format in line with DE Guidance.
- Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior Management Team

Alongside any teaching responsibilities, the principal and senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –regular meetings with teachers and support staff, virtual staff meeting will be held regularly via Zoom, 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

2.5 Designated Safeguarding Team

The Designated Safeguarding team are responsible for:

Reviewing and updating relevant policies pertaining to the safeguarding of children and staff taking into consideration Remote Learning.

The safeguarding of children and staff during periods of remote and blended learning as per the School safeguarding policy which has been reviewed and includes the annex for Remote Learning.

Inservice training for staff in Safeguarding.

Attending online training for themselves to keep up to date with Safeguarding guidelines and any changes that have been made taking into consideration Covid-19 and Remote learning.

2.6 IT Coordinator and Remote Learning Coordinator

The IT Coordinator and RL Coordinator are responsible for:

- Ensuring all school owned devices have appropriate apps for learning installed.
- Fixing issues with systems used to set and collect work.
- Fixing any technical issues with school owned devices which have been lent to staff and children.
- 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 appropriate staff member.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Take care of any school owned devices which have been assigned to them during remote learning, as per the School Device Lending Agreement.
- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.
- Be appropriately dressed when attending online lessons.

Staff can expect parents with 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 –firstly by contacting the class teacher or the school office directly.
- Be respectful when making any complaints or concerns known to staff.
- Aim to upload work between 9 – 4pm. If not possible staff will assess work the following day.

2.8 Board of Governors

The Board of Governors are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are as certain as possible 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 subject coordinator or SENCO.
- Issues with behaviour – talk to the principal.
- Issues with IT – talk to IT Coordinator and Remote Learning Coordinator.
- Issues with their own workload or wellbeing – talk to the principal.
- Concerns about data protection – talk to the principal.
- Concerns about safeguarding – talk to a member of the Designated Safeguarding Team

4. Data protection

4.1 Accessing personal data.

When accessing personal data for remote learning purposes, all staff members will:

- Access the data re individual children via the school Sims System.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers of parents, emergency contact details and email addresses as part of the remote learning system.

If this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure.

All staff members, parents and children who are using school owned devices of will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Following the EA loan agreement.
- Making sure the device locks if left inactive for a period.
- 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. Safeguarding

Please see updated Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed annually by Remote Learning Coordinator.

At every review, it will be approved by the full Board of Governors.

7. Links with other policies and documents:

This policy is linked to our:

- Seesaw guidelines for staff and parents
- Positive Behaviour Policy
- Child Protection Policy and coronavirus addendum to our Child Protection Policy
- Data Protection Policy and privacy notices
- Device Lending Agreement
- ICT and Online Safety Policy