The Dunstan Catholic Educational Trust

Remote Learning Policy
July 2025

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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 09:00 am to 4:00 pm Monday to Friday.

If they're 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. Teachers will teach remotely from home if they are well enough. This will need to be arranged with SLT.

When providing remote learning, teachers are responsible for:

- Setting work:
  - For every child in their class
  - The work set should be the equivalent as to what would have been completed as if they were in school.

    This will include – reading, writing, maths, science and foundation subjects.
  - The teacher will expect the work to be completed and emailed back each day. Please refer to the Remote Learning Booklet for guidance on how to do this.
  - The children will be able to upload and email their work to a teacher via the school email displayed on every year group page.
  - Teachers are expected to liaise with the other class teacher in their year group based in school or their key stage leader to ensure consistency and continuity regarding the work being set remotely.
- Providing feedback on work:

- Teachers will receive completed work via email. Children will have been taught how to do this prior.
- Teachers will respond with constructive feedback and praise to children completing and emailing work.

- Keeping in touch with pupils who aren't in school and their parents:
  - If pupils are isolating they will be monitored by SLT. They will be able to access learning via the Virtual Learning Platform.
  - If a class bubble is isolating, the class teacher expect each child to log onto online meetings each day. During this call the TA will also log on and take a register to monitor attendance. The teacher will establish if a family has access to a tablet or an iPad, so pupils can work remotely.
  - Teachers will email out to each child working their log in details. A daily meeting will be set up and held on Microsoft Teams at 09:30am and at 1:00pm (KS2) each day.
  - If an individual child is isolating in class for a set period of time a member of staff will keep in contact to ensure that the child is completing work remotely if they are well. Any concerns can be raised with the key stage leader to follow up.
  - Teachers will be expected to be available during the hours of 09:00am-4:00pm Monday to Friday. During the day a teacher will be unavailable each lunchtime and during the teacher's PPA time.
  - Any complaints or safeguarding concerns will need to be logged on CPOMS/ MyConcern.
  - Children failing to log onto online meetings and complete work will be monitored by the class teachers and they will look to establish how school can provide any additional support to the family at home. Any incidents or comments that contain offensive or inappropriate language may be followed up. Teachers have the right to remove pupils from meetings. We will ask staff to keep any screen shots and log using CPOMS / MyConcern.
  - Attending virtual meetings with staff, parents and pupils:
  - Dress code – staff are expected to dress appropriately.
  - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background). Staff are asked to have a clear background, with no photographs etc in view of the camera.

Teachers will also be working in school; therefore, key stage leaders will monitor the balance of teachers' workload with working in school and providing work remotely. A member of the SLT will monitor the virtual learning platform to ensure continuity and consistency.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm Monday to Friday or during their agreed contracted hours.

If they're 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:

- Microsoft Team Meetings:
  - Logging in with the class teacher.
  - Taking a register each day and sending it to the class teacher.
  - Monitoring behaviour online and supporting in any way possible.
- Attending virtual meetings with teachers, parents and pupils:

- Dress code – staff are expected to dress appropriately.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background). Have a clear background, clear of anything such as photographs.

- We appreciate that teaching assistants may be unable to work from home (plan, prepare resources, support pupils). We ask that they ensure they are able to support the school in any way they can and ensure they follow all guidance, so that they are well enough to return to work when asked. SLT will consider this and delegate where possible.

2.3 Subject leads

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.
- 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 meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Ensure parents and children have access to laptops if possible. Ensure it is checked before it is loaned out and again when it has been returned.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

Please refer to school's child protection policy for further information.

The DSL (Mrs Neilson), Assistant Head Teachers (Mrs. Ayers) and our Attendance Manager (Mrs. Neilson) will always be available during school hours to discuss safeguarding concerns.

2.6 IT technician

The IT technician in school is responsible for:

- Fixing issues with systems used to set and collect work.
- 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.
- Monitor any equipment loaned out to parents and children each time they have left school.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be responsible and take great care of school equipment, ensuring it is returned in the same condition.
- Log onto online meeting each day at (9.30am).
- Upload, complete work at a satisfactory standard and return to their class teacher each day Mon-Fri.
- Seek help if they need it, from teachers or teaching assistants.

- Alert teachers if they're not able to complete work.
- Behave appropriately during meetings as they would in school, following the teacher's instructions.

Staff can expect parents with children learning remotely to:

- Be responsible for ensuring any loaned equipment, such as laptops are returned in the same working condition.
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it.
- Support the teacher with their child's behaviour whilst working or meeting online.
- Be respectful when communicating to staff. Inappropriate/ bad language will not be tolerated. This also includes being in the room whilst meetings are taking place with their children.

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 – discuss at meetings.
- 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 – (class teacher)
- Issues with behaviour –KS1 (Mrs Neilson) and KS2 (Mrs Neilson)
- Issues with IT – (Kevin Payne)
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – (Mrs Neilson)
- Concerns about safeguarding – talk to a DSL (Mrs Neilson).

4. Data protection

4.1 Accessing personal data

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

- Access CPOMS/ Myconcern, SIMS in school. CPOMs/ MyConcern can be accessed remotely.
- Staff are asked to only use school devices to access personal information. USB pens and portable storage devices are not to be used for any purpose. Staff are expected to save work onto their OneDrive/ Sharepoint.

4.2 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.

4.3 Keeping devices secure

These tips are based on our article on the GDPR and remote learning. Add your own rules if you have additional security measures in place, or delete any that you've already put in place in the devices you've provided for staff.

Talk to your data protection officer for more help, and your IT staff if you want to include details on how to put these measures in place.

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 lowercase letters, numbers and special characters (e.g. asterisk or currency symbol).
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Speak to the IT technician about antivirus and anti-spyware software on a particular device.
- Keeping operating systems up to date – speak to an IT technician about installing the latest updates. This is not to be carried out by staff.

5. Safeguarding

Please refer to the safeguarding policy. This can be found on the school website or on the school's database.

6. Monitoring arrangements

This policy will be reviewed annually by (Mrs. Neilson) and (Mrs Ayers). At every review, it will be approved by the full governing board.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy, Data protection policy and privacy notices
- Remote Learning agreement
- ICT and internet acceptable use policy
- Online safety policy

Appendix 1, Timetables (Examples)

Reception timetable	Morning	Afternoon
Monday	Phonics and maths	Topic
Tuesday	Phonics and maths	PSHE Communication and language
Wednesday	Phonics and maths	Topic
Thursday	Phonics and maths	PE
Friday	Phonics and maths	Forest school

	9.30-10	10-10.45	10.45-11	11-11.20	11.20-12	12-12.50	1-1.15	Afternoon activities		
MONDAY	Online meet and greet	**Maths** Virtual learning platform	BREAK	**SPAG** Virtual learning platform	**English** Virtual learning platform	LUNCH	Online meet and greet	**Science** Virtual learning platform		**Reading** Virtual learning platform
TUESDAY	Online meet and greet	**Maths** Virtual learning platform		**SPAG** Virtual learning platform	**English** Virtual learning platform		**Forest school** Virtual learning platform Contact ips.forestschool@gmail.com with any questions cc to send any work.		**R.E** Virtual learning platform	**Reading** Virtual learning platform
WEDNESDAY	Online meet and greet	**Maths** Virtual learning platform		**SPAG** Virtual learning platform	**English** Virtual learning platform		Online meet and greet	**P.E** Virtual learning platform	**Creative Arts** (music/art- alternate weeks) Virtual learning platform	**Reading** Virtual learning platform
THURSDAY	Online meet and greet	**Maths** Virtual learning platform		**SPAG** Virtual learning platform	**English** Virtual learning platform		Online meet and greet	**PSHE** Virtual learning platform	**MFL** (Spanish) Virtual learning platform	**Reading** Virtual learning platform
FRIDAY	Online meet and greet	**Maths** Virtual learning platform		**SPAG** Virtual learning platform	**English** Virtual learning platform		Online meet and greet	**Topic** Virtual learning platform		**Reading** Virtual learning platform

PLEASE NOTE: Staff will NOT be available online outside of school hours. Outside school hours, please only contact school to speak to a member of staff if it is URGENT

Appendix 2, (Example of) Remote Learning Plans

Plan 1 2 / 3 days absence	Plan 2 10 days isolation	Plan 3 Bubble closure
TT Rock Stars (KS2) My-ON AR scheme -y2 – y6 Purple Mash Phonics Play IDL Each Day 1English lesson 1 maths lesson Teacher to monitor and acknowledge completion of work.	Please see child's Remote Learning Timetable Daily Expectations 1 English lesson 1 maths lesson 1 grammar lesson- KS2 1 phonics lesson -KS1 1 science lesson per week 1 PSHE lesson 1 topic lesson Teacher to monitor and acknowledge work completed.	Teacher working from home or classroom. Please see child's Remote Learning Timetable Daily register check-in – Microsoft Teams 9:30 and at 1:00pm (KS2). Log ins have been emailed out. Daily Expectations 1 English lesson 1 maths lesson 1 grammar lesson- KS2 1 phonics lesson -KS1 1 science lesson per week 1 PSHE lesson 1 topic lesson Work completed on VLP and sent to the class teacher each day. Resource packs to be sent home to support children in recording their work. Teacher to have contact each day and will monitor and acknowledge work completed.

Appendix 3 – (Example) Remote Learning Agreement

Remote Learning Agreement

Please read through and make sure these non-negotiable expectations are followed. We will expect children and families to follow these and if you are unsure about anything you are asked to contact a member of staff in school. Thank you for your support.

Pupils will

- Log in to register at (9.30am) each day.
- Behave sensibly when meeting with your teacher and make sure work is completed on time and is to the best of your ability.
- Listen and try my best when learning online.
- Take care of equipment loaned from school.
- Complete the work that my teacher has put on the virtual learning platform and email this back to your teacher for feedback.
- Meet the work deadlines set by my teacher. This includes logging on twice a day with a teacher.
- If you are struggling then you will have the chance to tell your teacher in the next Zoom meeting and explain what you are finding difficult.

Parents will

- Make sure my child logs on to register each day at (9.30am) They will have received their log in details.
- Children are expected to be visible during their meetings to show they understand the instructions.
- Your child will be expected to log on each morning and afternoon each day. Please inform us if your child is sick or unwell.
- Support the teacher regarding online behaviour. This applies to other members of the household who may be present whilst your child is working online.
- Support my child's learning online to ensure they are completing and returning work to their teacher.
- Contact the school if you need further support or clarity around the work set for your child.
- Be aware that any incidents of children viewing or hearing anything inappropriate will be passed onto SLT and discussed further.

Teachers and TAs will

- Challenge inappropriate behaviour when children are online.
- Ensure passwords have been sent out.
- Be ready to log on at 09:30 am and 1:00 pm each day (as per contracted hours).

- Tas/ teachers complete a register and will explain the content of the upcoming lessons.
- Ensure overviews and content match to what is being delivered in school.
- Monitor and provide feedback to work when it has been sent in.
- Any safeguarding concerns are to be logged on CPOM/MyConcern and inform senior leader ASAP.
- Children are to leave videos ON, so that engagement can be monitored.

Further Guidance

1. Log in details/ IDs must not be shared with any other member of the family or friends, other than parents.
2. When uploading videos / pictures make sure that only your child is in the video / picture.
3. Teachers will endeavour to respond on online platform between the hours of 9.00 am and 3.30 pm on Mondays through to Friday. Please be aware that teachers have to respond to all pupils, therefore allow time for your teacher's response.
4. We must have received some form of communication from your child each day. Please be aware that teachers are required to contact parents of children who have not been present for register, taken part in a lesson or uploaded any evidence of work over the day.
5. Please ensure you supervise your child when they are accessing the internet to complete a directed task. Please do not distract the teachers whilst they are teaching.
6. Please do not let other children use the Teams account that is registered for your child.
7. Please communicate on Teams or the Virtual learning platform using language that would be suitable in the classroom.
8. If the above rules are broken, children will receive a warning and risk being removed from the meetings.

From the DfE on remote education…

When teaching pupils remotely, we expect schools to:

- *set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects*
- *set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:*
- *primary: 3 hours a day, on average, across the school cohort (updated to upto 4 hours for KS2)*
- *secondary: 4 hours a day, with more for pupils working towards formal qualifications this year*
- *provide frequent, clear explanations of new content, delivered by a teacher or through highquality curriculum resources or videos*

- *have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern*
- *gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate*
- *enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding*