



Holy Cross Catholic High School

Remote Learning Policy

Statement of Intent

At Holy Cross Catholic High School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Roles and Responsibilities

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL/deputy DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning to the AHT for T&L
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician via Synergy.
- Adhering to the Staff Code of Conduct at all times.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in paragraphs [7.1](#) and [7.2](#) of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any service issues to the school via 365support@holycross.lancs.sch.uk
- Ensuring that their child always has access to remote learning material.
- Reporting any absence by contacting school via phone.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Ensuring their child adheres to the Home School Agreement.
- Ensuring the security of their own devices and internet provision.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs 7.1 and 7.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behavioural Policy at all times.

Resources

The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Live lessons via Microsoft Teams

- Work set via Satchel One (Show My Homework)
 - Work booklets
 - Email
 - Past and mock exam papers
 - Current online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
- Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
 - Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
 - Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. captions, to support pupils with SEND.
 - Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
 - The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
 - Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
 - The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
 - Any issues with remote learning resources will be reported to the relevant member of staff.
 - Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
 - For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.
 - Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
 - Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback in line with [the](#) Teaching and Learning policy.
 - The arrangements for any 'live' classes, e.g. webinars, will be communicated via Microsoft Teams and/or Show My Homework no later than one day before the allotted time and kept to a reasonable length of no more than 45 minutes per session.
 - The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

Where possible, all interactions will be textual and public.

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted unless permission granted by SLT.

- Pupils are to wear suitable clothing.
- Staff are required to follow the staff dress code.
- Be situated in a suitable 'public' living area within the home with an appropriate background
 - 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.

Pupils not using devices or software as intended will be disciplined in line with the school Behavioural Policy.

The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will communicate to parents via letter about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Safeguarding

- This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- The DSL will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Records Management Policy.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

All home visits must:

- Have at least one suitably trained individual present.
 - Be undertaken by no fewer than two members of staff.
 - Be suitably recorded on paper and the records stored so that the DSL has access to them.
 - Actively involve the pupil.
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- Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
 - The DSL will monitor regularly to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
 - All members of staff will report any safeguarding concerns to the DSL immediately.
 - Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Data protection

- This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

- Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

Marking and feedback

All school work completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
 - Returned on or before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked in line with the Feedback Policy.
 - Returned to the pupil, once marked, by an agreed date.
- The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
 - Pupils are accountable for the completion of their own school work – teaching staff will contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased.
 - Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with their line manager /SLT for T&L as soon as possible.
 - Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
 - The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

School day and absence

- Pupils will be present for remote learning by 8.50am and cease their remote learning at 3:05pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in paragraph 7.2.
- Breaks and lunchtimes will take place at the following times each day:
 - Morning break will take place at 11.15am until 11.35am.
 - Lunchtime will take place between 13.35pm and 14.05pm.
- Pupils are not expected to do schoolwork during the times outlined in paragraph 7.2.
- Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- Parents will inform the attendance officer if their child is unwell.
- The school will monitor absence and lateness in line with the Attendance Policy.

Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.

- The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.
- The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- All communication with pupils and their parents will take place within the school hours outlined in section 7.
- Parents and pupils will inform the relevant member of staff as soon as possible if school work cannot be completed.
- Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

Monitoring and review

This policy annex will be reviewed in line with any updates to government guidance by the Headteacher.

All changes to the policy will be communicated to relevant members of the school community.

Updated: Summer 2023

Reviewed: Summer 2024