



Remote Learning Guidance for Parents and Pupils

Remote learning is the medium by which Holy Cross Catholic High School will provide teaching and learning in the event of an unexpected school closure which affects the entirety of a cohort of pupils.

Parents are responsible for:

- Adhering to this guidance at all times during periods of remote learning
- Ensuring their child is available to learn remotely during the school day and that the schoolwork set is completed on time and to the best of their child's ability
- Monitoring their child's completion of work at home, however parents should not be visible or audible during remote learning
- 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 to the attendance officer following the same protocol as a normal school day
- 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
- Set age-appropriate parental controls on devices and internet filters to block malicious websites

Pupils are responsible for:

- Adhering to this guidance at all times during periods of remote learning
- Ensuring they are available to learn remotely during the school day 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 and emailing 365support@holycross.lancs.sch.uk to seek support
- 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 and Home School Agreement at all times

Resources

- 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
- Best practice is for pupils to use a tablet or laptop to access remote learning, however both Microsoft Teams and School Synergy can be accessed via a smart phone
- For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA if available
- Pupils and parents will be required to maintain the upkeep of any equipment they use

to access remote learning resources

- The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school
- Pupils are not permitted to let their family members or friends use any school-owned equipment
- 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

Online Safety

This section of the guidance 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 audio and video communication must:

- Communicate in groups – one-to-one sessions are not permitted unless permission is granted by the SLT
- 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, photograph, store, or distribute video material in any way without permission
- Ensure they have a stable connection to avoid disruption to lessons
- Always remain aware that they can be heard
- Maintain the standard of behaviour expected in school
- Utilise devices or software as intended