## Bellerive FCJ Catholic College Remote Learning Policy

*This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.*

**Bellerive FCJ Mission Statement**:

- To help everyone within a caring community to grow in faith
- To respect and value other cultures and faiths
- To make the most of every given ability
- To enjoy and achieve personal growth and academic excellence
- To prepare pupils for their adult life, playing a full part in a modern global society

**History of Document**

| Issue No | Author/Owner | Date Written | To Governors | Date Approved | Comments |
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**Continuity of Education in Event of a Closure**

Bellerive will make provision for remote contact with pupils on a daily basis in two forms:
- Pupils will have access to quality work that allows them to continue progress while at home
- Pupils will have the opportunity for face-to-face interaction with their class teacher on at least a weekly basis

In as far as is possible Bellerive should attempt to replicate the timetable that pupils follow through the course of a normal school day. Teachers will need to make themselves available for teaching during their normal working hours and should communicate with the Deputy Headteacher ( Curriculum) if this is not possible.

**Remote Learning Practice and Recommendations**

All remote learning tasks will be shared with students via Show My Homework
Microsoft Teams will be the single hub for all Remote Learning interactions.

Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team) As a general rule, where a class has 2-4 lessons of a subject per week, 1 Teams lesson will be appropriate.  Where a subject has 4 or more lessons a week ( for example in the sixth form , a second Teams lesson is advised to ensure continuity of curriculum delivery.  Where this is most likely to happen ( in the sixth form) classes are usually split with 2 colleagues and so this would amount to 1 lesson per week with each of the 2 teachers.

**Remote Learning Policy**

This policy is to ensure the ongoing education of Bellerive pupils under unusual circumstances. This policy will aim to future-proof against closures that could happen at any time in particular ( but not exclusively) due to school closure from illness epidemic, extreme weather, power-loss, etc. It also covers the ongoing education of pupils who cannot be in school but are able to continue with their education when the school remains fully open.

We are mindful of the challenges of operating in an unfamiliar environment in that:
- Online learning operates on a very different dynamic
- Some subjects and activities do not lend themselves well to remote learning
- Family and caring demands on our colleagues can make for challenges

Equally, we are also conscious of the fact that we are all on a steep learning curve and so our approach must be rooted in a spirit of mutual co-operation and support.

**Roles and Responsibilities**

The **governing board** is responsible for:
- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

The **Headteacher** is responsible for:
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Ensuring that due care and attention is paid to the wellbeing of staff and students
- Liaising with the Deputy Headteacher (Curriculum) to ensure that provision is in place

The **Deputy Headteacher ( Curriculum)** is responsible for
- Reviewing the effectiveness of this policy on a termly basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer and addressing issues with resources or with staff where provision is not in place to the level required
- Working with curriculum leaders to ensure a consistent approach to the setting of work and assessment of progress

The **health and safety officer** is responsible for:
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

The **Data Protection Officer** is responsible for:

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

The **Designated Safeguarding Lead** is responsible for:
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant stakeholders, external agencies and the Local Authority to ensure vulnerable pupils receive the support required during the period of remote working. Ensuring all safeguarding incidents are adequately recorded and reported.

The **Deputy Headteacher (Pastoral)** is responsible for:
- Ensuring regular communication with pastoral leaders and their year teams
- Ensuring that regular pastoral welfare calls are made and any emerging themes or concerns are directed appropriately
- Ensuring that any students who breach the school behaviour code and/or IT acceptable use policies are suitably sanctioned
- Working with pastoral leaders to provide meaningful online engagement with year groups via weekly year group assemblies

The **School Chaplain** is responsible for:
- Sharing daily prayer resources with staff and students
- Leading collective worship with staff and students
- Maintaining and promoting links with the local, national and international FCJ family

The **SENCO** is responsible for:
- 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 EHC plans 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 EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.

- Ensuring, with the Deputy Headteacher ( Currriculum)  the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Liaising with to ensure that the work provided is accessible to those with SEND

The **School Business Manager** is responsible for:
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- 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.

**UTL/IT support** are responsible for:
- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

**Staff members** are responsible for:
- Adhering to this policy and the remote learning contingency plan 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 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 deputy headteacher in the first instance.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- 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 between 8.45am and 3.20pm, and that the schoolwork set is completed on time and to the best of their child's ability.

- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material between 8.45am and 3.20pm
- Reporting any absence in line with the normal school procedures
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Home School Agreement at all times.

**Pupils** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely between 8.45am and 3.20pm, 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 Behaviour Policy at all times.

**Preparing for Remote Learning**

We will be proactive in ensuring that:
- Staff have access to Microsoft Teams for Classes, and that these are set up
- Pupils within classes have access to the relevant Microsoft Team
- Pupils will receive Teams refresher sessions (and specific Teams Meetings instruction)
- Staff are familiar with the main functions of Microsoft Teams
- Staff have the ability to host a Teams Meeting (video and/or audio) with their classes either from their classrooms or from home
- Parents and pupils are made aware in advance of the arrangements in place for the continuity of education

We will endeavour to ensure that staff are supported in the development of the above framework by:
- Using staff meetings or setting aside professional development time
- Ensuring that staff have access to a suitable device in their classroom or, in the event of closure, that staff have suitable at home and if not, supply them with a device during the closure period.

Staff should ensure that they:
- Have received appropriate training
- That their computer- based teaching resources are available outside of school (on Microsoft Teams, OneDrive or OneNote)
- That they have access to key resources not available online at home e.g. physical copy of textbooks

- That they have access to a suitable device for home use and if this is not the case then staff should alert the School Business Manager to the situation

Students should ensure that they have:
- Been given all appropriate usernames and passwords
- Alerted school to any issues with the availability of internet access and devices

Staff will be able to use microphone headsets to improve the quality of audio on the calls We recommend that all pupils wear headsets during calls to improve their listening experience and also engagement with remote learning sessions.

Screen sharing will allow teachers to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class

We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions across the UK internet backbone. In this event dropping the Teams Meetings down to just audio might be necessary

Classwork and homework that can be handed in online will be set through Show My Homework.  It will be clear from the task instructions how the work will be submitted, either via email or Show My Homework

**Pastoral support**

Regular pastoral welfare calls will be made to every student who is engaged in remote learning.  This will be led and co-ordinated by the Deputy Headteacher (Pastoral) and the relevant heads of year. Calls will be followed up if parents/pupils cannot be contacted.

**Summary**

The primary purpose of this policy is the continuity of education for pupils at Bellerive FCJ Catholic College

Using existing school systems (Microsoft Office 365 and, specifically, Teams) means this provision can be put into place quickly and pupils only need their existing login details of school email and password.