



Saint John Wall Catholic School  
*A Catholic School For All*

### Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



# Remote Learning Policy 2021 - 2022

*"Take hold of instruction, do not let go. Guard her, for she is your life."  
Proverbs 4:13*

## **Introduction**

In order to realise our Mission statement 'to educate each and every unique child in our care to hear and respond to what God calls them to be', St John Wall Catholic School has a remote learning policy, that is mindful of the Catholic nature of the school, its continued pursuit of excellence and the protection of pupils' education in all areas of school life. This policy is also mindful of the expectations placed on all teachers, in the National Teacher Standards, and aims to provide clear parameters to protect the implementation of curriculum in the event of any extended school closure.

## **Key Principles**

- To protect pupils' education, enabling them to continue their education during a local/national lockdown and/or through self-isolation.
- Ensure pupils have access to high quality remote learning via Microsoft Teams, SharePoint and offline learning resources (see Assessment, Homework & Marking policy).
- Set out expectations for all members of staff and pupils with regards to remote learning.

### **1. Preparing for remote learning**

- a. In the event of an extended school closure, the school will provide continuity of education remote lessons delivered via Microsoft Teams. Pupils will also be able to access Development Homework resources via SharePoint, which grow pupils' independence in learning remotely.
- b. The ICT department will establish pupil access to devices and connectivity for Microsoft Teams live lessons/masterclasses. Subject teachers will support this in lessons and tutor time.
- c. Staff will have access to Microsoft Teams on a digital device. Staff training will provide the ability to host a Teams meeting (video and/or audio) with their classes either from their classrooms or from home.
- d. Parents and pupils will be made aware, in advance of the arrangements in place for the continuity of education.
- e. Pupils within classes have access to their relevant Microsoft Teams groups.
- f. Pupils will be provided with support on how to access Microsoft Teams lessons live, online or saved recordings.
- g. Clear expectations are given to staff and pupils regarding communication during remote learning sessions.
- h. All expectations listed in this policy and the training guide should be followed.

### **2. Teacher Expectations for delivering remote learning**

Staff should deliver remote education in line with school's code of conduct policy. Teachers must be available between normal working hours or as directed by the Headteacher. If staff are self-isolating, they are expected to provide remote learning as per their existing teaching timetable through live streaming lessons in school to pupils learning remotely. If they're unable to work due to sickness, they should report this using the normal absence procedure.

Teachers should also refer to the SJW Teaching Live on Teams staff guide when conducting a live lesson, the following guidance must be adhered to:

- a. Lessons must be conducted on Microsoft Teams only.
- b. Staff must wear suitable professional clothing when delivering lessons and the same will be expected of pupils (see Pupil Guide).

- c. Prior to beginning a Microsoft Teams lesson, ensure that only the expected pupils are present.
- d. If a pupil does not adhere to the pupil expectations, then the pupil should be removed from the class and a referral made to Head of Department. If the behaviour of a pupil could put others or staff at risk, then the lesson should be terminated immediately and reported to the DSL via MyConcern and Head of Year.
- e. No 1:1 lesson should be held at any point.
- f. Teachers must invite the SLT link to each lesson, to monitor lessons and ensure pupil expectations are being met.
- g. Only school devices should be used when delivering a live lesson.
- h. Staff can use the video function when delivering lessons however, this is not an expectation.
- i. Staff must sign into Microsoft Teams with work email only.
- j. Language must be professional and appropriate.
- k. Teachers should record the lessons for easy cloud access at a future date and time.
- l. A register of attendance must be taken for each lesson and uploaded into Sims.
- m. When delivering online lessons from home, ensure that this is conducted in an appropriate setting with consideration of background.

### 3. **Pupil expectations for remote learning**

When attending a live lesson, pupils must adhere to the following:

- a. Pupils will only take part in 'live' streaming with a parent/ carer's knowledge. Parent/carers will be informed when pupils are expected to attend live lessons.
- b. Pupils will be responsible for their behaviour and actions when using technology.
- c. Communication with pupils, teachers or others using technology must be appropriate and use of emoji's is not permitted.
- d. Pupils must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If material is accidentally accessed, this must be immediately reported to the teacher or parent.
- e. Resources and videos created by your teachers must not be shared or recorded in any circumstances.
- f. Pupils must not create classes, groups or teams within Microsoft Teams
- g. If pupil standards are not met, this will be reported to the Head of Year and parents will be contacted.
- h. Pupils must be dressed in school shirt when participating on live lessons.
- i. Audio and video functions will be disabled. Pupils must interact via the chat function or agreed application within Microsoft Teams.

### **This policy is linked to our Behaviour Policy Covid 19: Appendix 1**

Saint John Wall Catholic School continues to uphold the expectations set out in this policy. However, during the special arrangements for Covid 19, the school has put in place a rigorous risk assessment in line with Birmingham City Council.

To support colleagues with these changes the 'procedures for dealing with' document has been updated to reflect the schools risk assessment.

A Covid 19 agreement has also been issued to support both school, parents and pupils in what all parties will try their best to achieve during this stage of the government's plans.

Furthermore, any serious incidents (including behaviour that endangers the health and safety of others) will be dealt with in line with our behaviour policy taking seriously any incident, which comes under this category at the discretion of the Senior Leadership Team.

**This policy is linked to our E-safety policy: Appendix 2**

The school provides all employees with training in e-safety relevant to their roles and responsibilities and that training is also provided to volunteers and school governors who use information and communication technology in their capacity as volunteers or governors, as the case may be;

- pupils are taught e-safety as an essential part of the curriculum;
- the senior leadership team is aware of the procedures to be followed in the event of a serious e-safety incident, including an allegation made against an employee, and that all employees know to whom they should report suspected misuse or a problem;
- records are kept of all e-safety incidents and that these are reported to the senior leadership team;
- necessary steps have been taken to protect the technical infrastructure and meet technical requirements of the school's information and communication technology systems;
- there is appropriate supervision of, and support for, technical staff;
- any outside contractor which manages information technology for the school undertakes all the safety measures which would otherwise be the responsibility of the school to the standard required by the school and is fully aware of this policy and that any deficiencies are reported to the body which commissioned the contract.

Other employees are responsible for

- undertaking such responsibilities as have been delegated by the Headteacher commensurate with their salary grade and job descriptions;
- participating in training in e-safety provided by the school and in consultations about this policy and about its application, including e-safety within the curriculum;
- using information and communication technology in accordance with this policy and the training provided;
- reporting any suspected misuse or problem to the person designated by the school for this purpose.

**Pupils**

Pupils are expected to use information and communication technology systems and devices as they have been taught and in accordance with the school's behaviour policy and the instructions given to them by staff.

Ratified by Governors: 06/10/2021

Due for renewal: 06/10/2022

(This policy will remain in force beyond the review date if no updates are required)