Remote Learning Policy

2025

St Louis Grammar School

Date of Policy:	February 2025
To be reviewed:	February 2026

J Scullion

ICT Coordinator

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Policy Rationale

St Louis Grammar school understands the importance of having a robust remote learning strategy in place. This policy aims to ensure that St Louis Grammar School provides a structured, inclusive and effective learning environment for all students, irrespective of their location. Remote learning is an essential component of our educational delivery, enable us to continue supporting students' academic progress during unforeseen disruptions or when traditional face-to-face learning is not feasible.

Policy Aims

- To ensure a high-quality remote learning experience is delivered if necessary, that aligns with the school's curriculum.
- To guarantee all students have equal opportunities to engage with remote learning.
- To ensure a range of engaging tools and methods are used to maintain student motivation and participation during periods of remote learning.
- To address and support the mental health and emotional wellbeing of students during remote leaning to foster a positive learning environment.
- To equip staff with the necessary skills and resources to deliver effective remote instruction and support their ongoing development in this area.

Roles and responsibilities

Governing Board

- Monitor the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensure that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

SLT

- Ensure the Remote Learning policy is implemented effectively and review its impact regularly.
- Provide necessary resources, including technological tools and support for staff and students.
- Maintain clear and regular communication with students, parents and staff about remote learning expectation and updates.
- Monitoring the effectiveness of remote learning through virtual meetings with teachers and Heads of Department, reviewing work set and reaching out for feedback from students and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

Teachers must be available between the normal school working hours of 9 am to 3.30 pm. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to SLT using the normal absence procedure.

Teachers should:

- Prepare and deliver engaging, curriculum-aligned lessons using appropriate digital tools.
- Monitor student participation and provide feedback and support to ensure continued engagement and progress.
- Conduct assessments to evaluate student learning and provide feedback that supports improvement and understanding.
- Work with SLT to support the framework set out for remote learning.
- Liaise with Heads of Year concerning any complaints/concerns or behavioural issues (such as students failing to complete work remotely)
- Attend virtual meetings when required (see Virtual Classrooms Safeguarding section)

Heads of Department

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Work with teachers within their department to make sure work set is appropriate and consistent.
- Work with SLT to make sure work set across subjects is appropriate and consistent and deadlines being set are realistic.
- Monitor the work set by teachers in their subject.
- Alert teachers to resources they can use to teach their subject.
- Setting work for absent teachers.

Learning Support Assistants

- Ensure they are added to any online platforms used and take a record of work being outlined by teacher on a daily basis.
- Liaise with SENCO at the end the first week of work missed to discuss progress made. This will allow the parent/guardian to be aware of any tasks students need to complete.
- Send a text home weekly to update parent/guardian via school Text2Parents service.
- Alert the SENCO who will make contact with home if necessary.
- On first day of student return to school, Learning Support Assistants and student will spend allocated registration time, namely 8.50 – 9am. catching up on the week that has been missed and providing reassurance.

IT Technician

- Provide technical support to both staff and students to resolve any issues related to remote learning platforms.
- Ensure that remote learning platforms and tools are functioning correctly and are secure.
- Assist students and parents with accessing the Internet and/or devices and ensure all passwords are reset when required.

Students and parents

Students -

- Be contactable during school hours, namely, 9am to 3.30pm via online platforms/school email.
- Engage actively with remote learning activities, complete assignments and adhere to deadlines.
- Ensure they have access to necessary technology and report any issues to the school.
- Follow appropriate netiquette while participating in online forums.

Parents –

- Support their children's participation in remote learning by providing a conducive learning environment and monitoring progress.
- Stay informed about the remote learning schedule and expectations and communicate any issues or concerns to the school promptly.
- Ensure their children have the necessary technology and internet access to participate in remote learning.

Designated Safeguarding Lead

Mrs B McGreevy (Vice-Principal) is the Designated Safeguarding leader. Her role will comprise of ensuring that staff, students and parents are protected in line with the Child Protection Policy.

Data Protection

Sharing personal data

Staff members may need to collect and/or share personal data such as school email addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

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 lower-case 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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates.

Virtual Classroom Safeguarding

Please take the following points into consideration when hosting or partaking in virtual meetings/classrooms:

- Virtual classrooms should take place within designated school hours, namely, 9am – 3.30pm
- Pupils and teachers should be dressed appropriately; it is suggested that teachers wear their normal school attire.
- Within the chosen software, for example, Zoom, it is suggested to lock the classroom and disable private messaging.
- It is advised that the teacher should host the session, control the screen and do not allow screen sharing.
- Location should be considered, for example, students should not be partaking in a virtual classroom from their bedroom. It is suggested that students are in a communal area in their home and ideally within ear shot of a parent/guardian.
- Live lessons may be recorded and therefore can only be attended by those pupils that have given permission from their parent/guardian.
- Pupils will sign into Meet Now in Teams and Google Meet in Google Classroom using their username@c2ken.net email address.
- Teachers should disable private messaging between pupils during live lessons.
- Pupils should not record, store, or distribute video material without permission
- Pupils will have the opportunity to take part in online discussion either via the chat/microphone functions; it is expected that they follow netiquette when they do so.
- Pupils are expected to keep their microphones on mute unless invited by teacher to come off mute to contribute. (Teachers can disable incoming audio)
- Pupils are expected to keep their cameras switched off unless invited by teacher to switch them on; e.g. to confirm attendance, when the pupil is asking/answering a question or during a whole-class discussion. (Teachers can disable incoming video)
- Should any pupil prove to be inappropriate or disruptive during the session, they will be removed immediately from the session and parents/guardians and the appropriate Head of Year will be advised of this.

- Teachers are advised not to give out personal information such as telephone numbers.

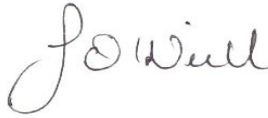**Useful Links**

EA Guidance

Department of Education Guidance

Supporting Learning at Home

Contact Information

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – talk to the Head of Department
- Issues with behaviour – talk to the Head of Year
- Issues with IT – talk to IT Technician
- Issues with use of e-learning platforms – talk to e-learning coordinators
- Issues with their own workload or wellbeing – talk to a member of SLT
- Concerns about data protection/safe guarding – talk to the designated safeguarding lead, namely, Mrs J. O'Neill

Designated Teacher	Jane Scullion
Signature	
Designated Governor	Alan Law
Signature	
Principal	Jacqui O'Neill
Signature	
Chairperson of Board of Governors	Mary Black
Signature	
Date	__24.03.25_____