



St. Joseph's Catholic Primary School

# Remote Learning Policy

September 2025

This policy should be read in light of our Mission Statement as follows:

*At St. Joseph's, we live, love and learn  
 by the example of Jesus.*

## Curriculum vision

*To provide a safe ,happy and aspirational environment for all with a curriculum that is rich, broad and balanced ,filled with exciting learning opportunities and life experiences that enables all learners to achieve , aspire, have their mental wellbeing needs catered for and to succeed in every aspect of life, now and in the future.*

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### 1. Intent

This remote learning policy intends to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### 2. Roles and responsibilities

**In the event of one or more children Self –Isolating(NOT a bubble closure);**

#### ➤ Class Teacher

The class teacher will;

1. Plan using medium and long term objectives (Same format)
2. Upload work via class dojo /or on class news by **8.30am**

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3. Message the family via dojo and set expectations and share any instructions
4. Check the work at the end of the day and mark/feedback
5. Engage in class activities
6. Class teacher speak to child weekly (Teams)

➤ **Teaching Assistant**

1. Read with the child weekly via Teams
2. Complete any necessary interventions that can be still carried on via teams

➤ **Subject Leader**

1. The subject leader will support the class teacher as necessary to ensure provision is manageable.

➤ **SLT**

1. SLT will support the class teacher plan to manage time in delivering online and ensure that the provision is delivered consistently.
2. To communicate with the family as necessary

➤ **SENCO**

1. If a child with SEND including EHCP is isolating then the Senco will liaise with the class teacher and ensure the targets and plan are being addressed.
2. The Senco will be in contact with the family at least weekly.
3. The Senco will contact any outside agencies as necessary if outside support is deemed necessary
4. The family are able to contact the Senco on : [rogersn@stjosephs351.herts.sch.uk](mailto:rogersn@stjosephs351.herts.sch.uk)

**In the event of a whole class Bubble closure, School Lockdown, local lockdown or National lockdown (That is not in planned school Holiday time)**

➤ **Class Teacher**

The class teacher or PPA cover – Upload work – see TT

1. Upload work via class dojo /or on class news by 8.30am
2. Set a class timetable (see school one)
3. Message the family via dojo and set expectations and share any instructions for the day's timetable and online delivery times (School Timetable in Appendix 1)
4. Deliver Maths and English lessons online daily (am)
5. Teams Core sessions may be flexible in length, could be introduction and then task, while you keep a small group. Teams teaching wouldn't be whole hour but expectation of task completion by then end of lesson.
6. Be available via class dojo to support with learning 8.30-3.30pm
7. Check the work at the end of the day and comment



8. Register and send through to admin by 10am
9. Encourage active engagement
10. Target needs/SEN/EAL /Intervention as necessary to ensure progress
11. Contact the school office if any child not online daily (Expectation) or needs support with login
12. Class teacher speak to child weekly in small group or 1-1 call

➤ **Teaching Assistant**

1. Read with the child at least weekly via Teams(afternoons),where more is possible they will
2. Complete any necessary interventions that can be still carried on via teams
3. Support the teacher with online maths & English lessons
4. Support in school groups access online learning

➤ **Subject Leader**

1. The subject leader will support the class teacher as necessary to ensure provision is manageable.
2. Still engage in subject events/planned days and lead online

**PE**

1. Miss Gunn will upload recorded PE activities to classes for fit in 15 and PE sessions.
2. Daily Fit in 15 sessions uploaded on the school website daily
3. Whole school fitness activities uploaded (As necessary)

➤ **SLT**

1. SLT will support the class teacher plan to manage time in delivering online and ensure that the provision is delivered consistently.
2. To communicate with the family as necessary
3. Monitor consistency and expectation

➤ **SENCO**

1. If a child with SEND including EHCP is isolating then the Senco will liaise with the class teacher and ensure the targets and plan are being addressed.
2. The Senco will be in contact with the family at least weekly.
3. The Senco will contact any outside agencies as necessary if outside support is deemed necessary
4. The family are able to contact the Senco on : [rogersn@stjosephs351.herts.sch.uk](mailto:rogersn@stjosephs351.herts.sch.uk)

## 2.1 Teachers



When providing remote learning during a class bubble lockdown, school lockdown or local/national lockdown, teachers must be available between 8.30-3.30pm

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Please adhere to staff sickness policy and leave of absence.

When providing remote learning, teachers are responsible for:

➤ Setting work :

- Providing daily work for all children in class group.
- Differentiating work
- Providing paper pack as necessary (PP/Vulnerable/SEN in consultation with families)
- To teach Maths and English online daily via Teams
- To provide targeted interventions online as necessary
- To use PPA time weekly to plan (Friday afternoon – all )
- To set class timetable (School set) and upload on class news
- To set work daily by 8.30am (Including prayers, mindfulness and reflections) See TT
- To set afternoon work – RE/PSHE/Topic/Science/Computing/French/PE – through various means – tasks, projects, purple mash, videos for PE
- To deploy TA to support reading, interventions and online support
- To provide feedback on all work
- To set clear expectations, give positive praise (including dojo)
- To be consistent with policy

8.30am	Upload tasks for the day and resources
9am	Live Teams session with whole class Register Prayers/reflection Set tasks for the day
9.30am	Guided reading or Handwriting independent task
10-10.45am	Live Teams (Maths or English as Timetable)
10.45-11am	Break
11-12pm	Live Teams (Maths or English as Timetable) Explain afternoon tasks
12-1pm	Lunch
1-2.30pm	Activities pre set for independent tasks – teachers can support via dojo Mindful minute activity



	RE/PE/Science/Computing/French/Project work/Topic Uploaded in the morning on dojo and/or class news TA listen to readers or small targeted intervention via Teams (where possible)
2.30-3pm	Live Teams – reflection/story time/celebrate achievements of the day

➤ **Safeguarding/online safety**

Make children and parents aware of online safety and protocol for online lessons

If concerned at any time speak to Designated safeguarding lead or Deputy's:

Mrs Moseley - DSL

Mrs Perone

Mrs Skelton

Mrs Carpineta

If whole school lock down one will always be named and in school

Teachers will be expected to take part in online staff meetings and any parent /agency meeting arranged as necessary.

If teachers are working in school to care for Key worker children on a rota basis , other teachers will be allocated to cover some of the day but we will try and arrange in school cover so Class teachers can still deliver online Maths and English to their class.

**Assemblies**

Assemblies will be delivered weekly for each class by Mrs Moseley Via Teams

Celebration assembly as necessary

(Times will be communicated with you )

**2.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available between 8.30am -3.30pm, or as agreed with part time hours

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Please adhere to staff sickness policy and leave of absence.

When assisting with remote learning, teaching assistants are responsible for:

1. Read with the child at least weekly via Teams(afternoons)



2. Complete any necessary interventions that can be still carried on via teams
3. Support the teacher with online maths & English lessons (This may be small differentiated Teams sessions)
4. Contact children/families where possible
5. Attend online staff meetings/training as necessary
6. Support in school groups

### 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

### 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – led by Mrs O'Connor
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### SENCO

1. If a child with SEND including EHCP is isolating then the Senco will liaise with the class teacher and ensure the targets and plan are being addressed.
2. The Senco will be in contact with the family at least weekly.
3. The Senco will contact any outside agencies as necessary if outside support is deemed necessary
4. The family are able to contact the Senco on : [senco@stjosephs351.herts.sch.uk](mailto:senco@stjosephs351.herts.sch.uk)

### 2.5 Designated safeguarding lead

The DSL is responsible for ensuring that any concerns by staff are actioned and staff are supported and aware. Staff have training on KCSIE and our Child protection policy includes information on Covid 19. To liaise with agencies and support any child on a CP



plan, TAF, CIN or FFA. To liaise with social workers and families to ensure support is given throughout any lockdown. To attend online calls, meetings.

DSL and DDSL are :

Mrs Moseley

Mrs Carpineta

Mrs Perone

Mrs Skelton

If whole school lock down one will always be named and in school

## 2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be online daily via dojo to complete tasks set.
- Share completed tasks via class dojo –portfolio daily or purple mash if expected. Any longer written task can be via class email (If specified with parents not assumed)
- Attend any online lesson or intervention
- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

**Staff can expect parents with children learning remotely to:**

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any concerns known to staff

## 2.8 Governing board

The governing board is responsible for:



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

### 3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the relevant KS lead or Head
- Issues with IT – talk to IT staff/Denise Perone or Julia Skelton or Katie Moseley
- Issues with their own workload or wellbeing (TAs and CTS)– talk to their line manager
- Concerns about data protection – talk to the data protection officer(DP/BOC)
- Concerns about safeguarding – talk to the DSL
- Concerns with SEN – Speak to Senco – Niki Rogers
- Concerns with Pupil or parent wellbeing speak to Head or Mrs Carpineta

### 4. Data protection

#### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

#### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

#### 4.3 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)



- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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

## 5. Safeguarding

See policy

When online stay safe as staff

Be professional in dress code and language

When online choose an appropriate room (Not showing personal belongings, not showing a bed)

## 6. Monitoring arrangements

This policy will be reviewed during any class lockdown and before any whole school, local/national lockdown by The Headteacher and SLT. At every review, it will be approved by the SI committee of Governors.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Home learning policy

## 8. Our Learning platforms

- Class dojo – daily /regular communication and uploading work
- Microsoft teams – online lessons
- Class news(school website) – sharing of class celebrations, photos, class life

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- School website – General news, keeping together as a community ,celebration
- Purple mash – some tasks uploaded and set through this.
- TT rockstars – Maths timetables
- Arbor – all official communication

Ongoing review September 2026



## Appendix 1

Proposed Timetable (this will be amended as necessary with subjects etc by the class teacher in the event of a class lockdown)Can be found on class news

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am	Tasks uploaded via Dojo/Class news as well as a dojo morning message of Teams sessions/Timings/lessons of the day				
9-9.30am	<ul style="list-style-type: none"> <li>Morning reflection with whole class</li> <li>Teacher Share what their tasks are and when they will be online with you.</li> <li>Set morning reading task or Handwriting</li> </ul>				
9.30-10am	<ul style="list-style-type: none"> <li>Teacher Send register to RJ</li> <li>Speak with TA and set arrangements/groups /meetings etc</li> <li>Children reading task or Handwriting</li> </ul>				
Lesson 1 10-10.45am	English	English	English Spelling Test	English	Sustained writing
Break 10.45-11am Fit in 15 – activities uploaded weekly by KG					
Lesson 2 11-12pm	Maths	Maths	Maths	Maths	Maths
Lunch 12-1pm					
Lesson 3/ 4 1-2.30pm	Mindfulness 1-1.10pm Pre set activity				
	Topic	Science	RE	PE Uploaded by KG (Class news)	PE – Uploaded by Premier (Class news) Computing
	RE	Topic	Science	PSHE	French Golden time
2.30-3pm	Review the day & prayers /class story				