



AllSaints
CATHOLIC SCHOOL

Remote Learning Policy

All Saints Catholic School



“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness”
(1 Cor. 12:29)

**Approved by
Chair of
Governor:**

Date:

Last reviewed on: July 2026

**Next review due
by:** July 2027



Remote Learning Policy

1. Aims

This remote learning policy for staff aims to:

- To ensure consistency in the school's approach to remote learning
- To outline the procedures and practices for pupils in self-isolation, and are otherwise fit and healthy, to continue with their academic programme.
- To outline procedures and practices for staff in self-isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic programme.
- To outline procedures and practices for staff, pupils and their parents to continue with the academic program if the School has to close due to advice from the Government and/or Public Health England or similar body.
- To provide appropriate guidelines for data protection during school closure and phased return to school.

2. Roles and responsibilities

Please see below who to contact if any concerns arise.

- Head Teacher
- Pastoral Lead
- Curriculum and Data Lead
- Business/Finance
- SENCO

2.1 Teachers

Teachers must be available between 8.35am and 3.25pm Monday to Friday. If staff are unable to work for any reason during this time, for example due to sickness, they should report this via the Sickness/Absence procedure alongside their Head of Department.

Furthermore, if your illness is symptomatic of a virus then please notify office@allsaintsschool.co.uk.

Teachers' Responsibilities

Setting Work:

Teachers are responsible for preparing and providing work for the classes that they teach. Teachers are expected to set work in line with the number of hours which they teach pupils. All work should be uploaded to the school's remote learning platform Satchel:One and/or Google Classroom.

Homework.

Work should be set weekly before 3pm, and preferably on the same days, in order to ensure consistency for pupils where possible. The work set should be given appropriate and reasonable deadlines suited to the content of the tasks, whilst being mindful of home scenarios.

Teachers should coordinate with others in order to ensure consistency across the year/subject especially with regards to shared classes.



If a teacher becomes aware of any pupils with limited access to devices they should notify the Year Leader and Designated Safeguarding Lead so that appropriate measures can be taken and provide work that can be printed and sent to pupils to complete.

Providing feedback on work:

Teachers can access and monitor pupils' completed work via Satchel:One and provide feedback in line with the schools' Feedback Policy.

Feedback should be provided regularly and preferably be provided via the comments and grading section of Satchel:One, however teachers may also email feedback to students via students' school email accounts.

Keeping in touch with pupils and parents:

Teachers are to maintain regular contact with pupils via Satchel:One/SMHW/email.

- If pupils miss the deadline for submission of their work, contact may be made by the teacher via Satchel:One/Google Classroom/email as a reminder to complete the task. Staff are to pass on any concerns to the Year Leader and Designated Safeguarding Lead as appropriate.
- In periods of prolonged remote learning: Teachers are to complete both the central Merit and Incomplete Work spreadsheets by the end of the day each Monday in order to track pupils' work level and engagement with remote learning. Year Leaders will monitor this and respond as required.
- Teachers are expected to respond to parents and pupils via Satchel:One/Google Classroom and/or email between normal working hours.
- If you are made aware of any complaints or concerns shared by parents and/or pupils, please notify the relevant Head of Department, Year Leader and/or Designated Safeguarding Lead as appropriate. For further information please refer to Section 2.5 Designated Safeguarding Lead.
- In the event that staff are to attend virtual meetings with either staff, parents or pupils, they should wear appropriate professional attire.
- During virtual meetings staff should avoid areas with background noise and ensure that there is nothing personal or inappropriate in the background.
- In periods of prolonged remote learning: Form tutors are asked to phone two parents per day of children from their form to check wellbeing of our children carrying out the following:
 - how they are feeling
 - are they accessing the work
 - what worries do they have at this time
 - leave them with some kind words of support

In School:

During the period of school closure and/or the phased return to school the Senior Leadership Team and designated staff will be in school on a rota system as specified by the Head Teacher.

Only those staff specified on the rota system are allowed on site during this time.

All staff are expected to continue to work remotely until otherwise specified by the Head Teacher.

2.2 Teaching assistants

Teaching Assistants must be available between 8.30am and 3.30pm Monday to Friday. If staff are unable to work for any reason during this time, for example due to sickness, they



should report this via the Sickness/Absence procedure alongside the SENDCo. Furthermore, if your illness is symptomatic of a virus then please notify office@allsaintsschool.co.uk.

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- Contacting assigned pupils requiring regular support, by phone, and feedback to teachers.
- Liaise with the subject teacher to collaborate in the creation of differentiated materials for assigned pupils.
- If you are made aware of any complaints or concerns shared by parents and/or pupils, please notify the SENCO, the relevant Head of Department, Year Leader and/or Designated Safeguarding Lead as appropriate. For further information please refer to Section 2.5 Designated Safeguarding Lead and Section 5. Safeguarding.
- Completing assigned tasks designated by the SENCO.
- Attending required virtual meetings with SENCO and other staff members.
- Appropriate attire will be required.
- Avoid areas with background noise and inappropriate backgrounds.

2.3 Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for and expected to:

- To fulfil the expectations of a normal classroom teacher
- Review aspects of the subject curriculum that may need to change to accommodate remote learning
- Work with teachers teaching their subject to make sure the work set is appropriate and consistent which is then uploaded onto the Satchel:One/Google Classroom.
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- To provide support to colleagues in their teams to ensure that work is provided as require
- Regularly check in with their teams to ensure that staff are consistent in their approaches and pick up any potential concerns early on.
- To be present for meetings chaired by the Head Teacher or their Line Manager
- To ensure relevant assessments and tasks are being set with appropriate feedback.
- To work within their department to ensure all relevant data is submitted by the deadline provided
- To provide updates on useful resources and training available
- To set work for members of their department, who may be self-isolating due to illness, to ensure that pupils are provided with consistent support through remote learning.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school. The following Senior Leaders are responsible for the areas specified below, if you require any support please contact the appropriate senior leader as specified at the beginning of Section 2.
- Monitoring the effectiveness of remote learning:
- In order to monitor the effectiveness of remote learning, senior leaders will coordinate with Year Leaders, Deputy Year Leaders and Subject Leads in order to review the work set or in relation to reaching out for feedback from pupils and parents.



- Monitoring the security of remote learning systems:
- Senior leaders will monitor the security of remote learning in line with the schools' Data Protection Policy and Safeguarding Policy. For further information regarding this please refer to Section 2.5 Designated Safeguarding Lead and Section 4 Data Protection

2.5 Designated safeguarding lead

If you have any concerns or queries please contact the schools' Designated Safeguarding Lead, and/or the Deputy Safeguarding Leads.

The DSL is responsible for:

- Ensuring school procedures, policy and protocols fulfil the responsibilities outlined in Working Together to Safeguard Children and Keeping Children Safe in Education.
- Developing their ability to recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Developing a working knowledge of how LBBB Safeguarding Children's Board operates, the conduct of a child protection case conference and be able to attend and contribute to these;
- Referring cases of suspected abuse (including gang related activity or CSE), allegations or those identified being at risk of radicalisation to the relevant investigating agencies;
- Acting as a source of support, advice and expertise within the educational establishment;
- Liaising with the Head teacher to inform him of any issues and ongoing investigations and ensure there is always cover for this role.
- Ensuring there are staff trained to deputise and cover the safeguarding requirements in their absence.
- Ensuring all staff are aware of the procedures for referring a young person for early intervention as well as if there is a concern of significant harm or risk to a pupil.
- Taking the lead on early help cases
- Obtain access to resources and attend relevant training to keep up to date with new legislation and training in relation to safeguarding including biennial refresher training provided by the LCSB. Ensuring all new staff receive safeguarding training as part of their induction programme
- Ensuring that all staff receive refresher training and up to date training on emerging issues in line with statutory guidance on an annual basis.
- Keeping written records of concerns about a child/young person even if there is no need to make and immediate referral.
- Ensuring that all telephone calls relating to referrals are recorded stating date, time and name of the person spoken to as well a record of the issue discussed.
- Following up any MARF referral if no contact has been made by the MASH team within the time allocation specified.
- Ensure assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare ('Contextual safeguarding').
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that the correct course of action is taken in line with Multi-Agency Children Services Threshold Guidance: Continuum of Help & Support; when an incident is reported.
- When making social services referrals quote the relevant LA supporting documentation i.e Multi-Agency Children Services Threshold Guidance: Continuum of Help & Support



- Challenge the result of any referral that does not meet the threshold if there is a justified reason for this action. Elevate referral processes where necessary to seek the correct level of support for the Child.
- Ensuring that any referral that is marked for No Further Action is followed up with the initiation of a CAF where required.
- Ensuring that any pupil with a CAF, CIN or CP Plan is highlighted SIMs and information is shared as deemed necessary with teaching staff.
- Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred to Social Services.
- Ensuring any allegations made against a member of staff are shared with the LA Safeguarding Lead.
- Ensuring that all safeguarding records are passed onto another educational establishment in the event of a child transferring to another school. These files are sent separately from other files and are sent securely to the school's DSL. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.
- Always consider data protection in advance of transferring child protection files.
- Liaising with the Access and Attendance Officer where the parents inform school that they wish to 'parentally educate' their child, the ESW Service endeavours to undertake a home visit to discuss this with the parents and the information is then passed to LA service who monitors 'Parentally Educated Children' (PECS).
- Ensuring that a request for safeguarding is obtained from the previous educational establishment for Yr 6 transition pupils and those pupils joining the school at other stages.
- Reporting to the full Governing Body of the School at their termly meeting regarding the number of referrals made, number of children/young people who are subject to a Child Protection Plan and updates on training undertaken.
- Ensuring that the child protection policy is updated and reviewed annually and work with the Governing Body regarding this. Conflict Resolution and Escalation Protocol, Working Together to Safeguard Children Multi-Agency Children Services Threshold Guidance: Continuum of Help & Support Keeping Children Safe in Education Sept

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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Ensuring Students are able to access remote learning platforms
- Ensuring staff have access to relevant systems, such as Microsoft One Drive and documents on Google Docs.

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during normal school hours, although staff must also be understanding of the fact that students may not always be in front of a device the entire time.
- Complete the work to the deadline set by the teachers.
- Seek help if required, from teachers and teaching assistants.
- Alert teachers if they're not able to complete the work via email/Satchel:One/SMHW
- Staff can expect parents to:



- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they require it. Please refer to the support materials provided on the school's website and contact the school Pastoral Lead,
- Be respectful when making any complaints or 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 systems are appropriately secure, for both data protection and safeguarding reasons.
- To attend scheduled meetings with the Head Teacher through online platforms.
- To work with the Head Teacher to support the school in remote learning.

2.9 Pastoral Duties

In the event of a school closure the primary responsibility for the pastoral care of a student rests with the parents/guardians. However, form tutors under the guidance of the Head of Year should check in regularly with their tutees to monitor both their academic progress and their general wellbeing.

Form tutors will be expected to pass feedback to the Heads of Year, particularly if there are concerns or a lack of communication.

2.10 Who to contact

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

- Issues in setting work - Subject Lead or SENCO
- Issues with behaviour - relevant Head of Year
- Issues with IT – IT staff
- Issues with their own workload or wellbeing – Line Manager/Head of Department/Head Teacher
- Concerns about data protection – Data Protection Officer
- Concerns about safeguarding - Designated Safeguarding Lead
- Concerns about 6 form - Head of Sixth Form
- Concerns about purchase orders - Business Manager/Finance Manager

3. Data protection

Accessing personal data

When accessing personal data, all staff members will:

Be able to access personal data on the secure cloud services, such as Google Drive and Microsoft One Drive. For further information please refer to the Data Protection Policy.

Use the devices, such as laptops, provided by the school rather than their own personal ones, (if they have been provided with such devices).

Sharing personal data

Staff members may need to collect and/or share personal data, such as an email address, 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.

4. Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Not sharing school passwords
- Not using the same password for all devices and programmes
- Selecting a password that is 8 characters long, has a capital letter and a number
- Not having a password that is a standard name associated with the account holder
- Not sharing your school device with others, including providing them with access to the device
- Using the device provided by the school to perform non-work related task

5. Safeguarding

During school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy and Safeguarding Addendum, which can be found on the school website, still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviour and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

Should there be a safeguarding concern refer it immediately to the DSL, including office@allsaintsschool.co.uk with the title 'Safeguarding concern'.

Monitoring arrangements

This policy will be reviewed yearly by the Teaching and Learning Team. At every review, it will be approved by the governing board.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding & Child protection policy
- Teaching and Learning policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

CONCLUSION

This policy has been developed to ensure the inclusion of all pupils and staff with due regard to SEND, Most Able, gender, chosen sexual orientation, ethnicity, disability, Looked After Children, and those pupils who are subject to a Child Protection Plan. All Saints School values the worth of every individual and the contribution they make to the school community as a whole and will support those through this funding to reach their full potential.

Appendix One: Online Safety policy

To disable pupil comments in the 'Stream':

- your class in Google Classroom



- Click 'Settings' (the cog icon)
- Scroll down to 'General'
- Click the drop-down option to the right of 'Stream' and select 'Only teachers can post or comment'
- Click 'Save'

To 'mute' a pupil in Stream:

- Click on a class in Google Classroom
- Click 'People'
- Next to the pupil you want to mute, check the box
- Click 'Actions' > 'Mute'
- Click 'Mute' again to confirm

To delete inappropriate or bullying posts or comments (you'll still be able to view them if you need to use them as evidence – see below):

- To gain evidence from a chat in stream
- Go to the class
- Find the post or comment you want to delete
- Click 'More' (the 3 dots) > 'Delete'
- Click 'Delete' again to confirm
- To view deleted posts and comments:
- Or
- Go to the class
- Click 'Settings' (the cog icon)
- Next to 'Show deleted items', click 'Show' to toggle on
- Hide the deleted items again by clicking 'Hide' to toggle off
- Click 'Save' to save your changes and return to the 'Stream' page

To record in Google Meet:

- In the meeting, click 'More' (the 3 dots) > 'Record meeting'
- Wait for the recording to start
- When you finish, click 'More' > 'Stop recording'
- Click 'Stop recording' again to confirm
- Wait for the recording file to be generated and saved to the Meet Recordings folder.

The meeting organiser and the person who started the recording will also get an email with the recording link

- (You'll need to be using the computer version of Meet to record.)