



'Being the BEST we can be in all that we do'

Remote Learning Policy

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for classes/year groups of 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. Scenarios

Guidance taken from Department for Education

Attendance is mandatory for all pupils of compulsory school age. Schools should consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

- occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government
- occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness

In these circumstances, pupils should have access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to their learning.

Where needed, schools should consider providing remote education equivalent in length to the core teaching pupils would receive in school and including recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.

Good practice is considered to be:

- 3 hours a day on average across the cohort for key stage 1, with less for younger children
- 4 hours a day for key stage 2
- 5 hours a day for key stages 3 and 4

It should be noted that the temporary provisions in the Coronavirus Act 2020 expired on 24 March 2022. As a result, the [Remote Education \(England\) Temporary Continuity \(No.2\) direction](#) no longer has effect.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8:45 and 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.

When providing remote learning, teachers are responsible for:

➤ Setting work:

- If a whole class, year group, or individual are self-isolating and the pupil/s and class teacher are well, daily English, maths and curriculum tasks will be provided 24 hours after the school being made aware of the isolation.
- Work will be uploaded to google classroom by 8:30am
- Laptops will be provided for vulnerable pupils who do not have access to a device. Paper copies will be made available for pupils who need them.

➤ Providing feedback on work:

- Pupils will upload completed work to google classroom
- Teachers will respond and provide feedback on the work as they would mark during a lesson

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers should keep in touch with pupils through google classroom. Parents should contact the school office should they need to pass messages onto the class teacher
- For safeguarding concerns when working remotely, please refer to the section below.
- If teachers are concerned that a pupil is not completing work, the SENCO and Deputy Head should be informed. Teachers should contact the parents and carers to identify if they need any additional support. If work continues to not be completed, the SENCO and/or Deputy Head will contact the family.

➤ Attending virtual meetings with staff and parents:

- Teachers should dress according to the school dress code in the staff code of conduct
- Teachers will conduct meetings in school. If the Teacher is self-isolating and therefore at home, any virtual meetings involving a parent must have another member of staff on the call. Virtual meetings will be held in locations with minimal background noise and appropriate backgrounds.

If teachers are working in school, and a single child is at home, work that is being completed in the classroom will be uploaded google classroom for the child to complete. Feedback will be slower due to the teacher teaching full time.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available within their working hours, 8:30 – 12/12:10pm and from 1/1:10pm to 3:30pm if they work in the afternoon.

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.

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

- Supporting pupils who aren't in school with learning remotely:
 - Pupils identified by the class teacher
 - Producing resources and activities for identified vulnerable and pupils requiring catch-up

3.3 Subject co-ordinators

Alongside their teaching responsibilities, subject co-ordinators are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning and working with staff to ensure this is communicated and adapted
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject co-ordinators 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

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school. The Head Teacher and Deputy Head Teacher will monitor and co-ordinate this approach
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject co-ordinators and reviewing work set
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead

The DSL is responsible for ensuring measures are in place to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there’s a local lockdown or if they need to self-isolate.

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times (see child protection policy for details of our arrangements)
- It’s essential that unsuitable people don’t enter the school workforce or gain access to children
- Children should continue to be protected when they are online

Children at home

The school will maintain contact with children who are at home through the use of google classroom. Should concerns be had about a child, the DSL will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

3.6 IT staff and co-ordinator

IT staff and the Computing co-ordinator 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

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day although they wouldn’t be expected to be by a device at all times
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or learning support 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
- Be respectful when making any complaints or concerns known to staff

3.8 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

4. 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 co-ordinator or SENCO for SEN support
- Issues with behaviour – talk to the relevant phase leader
- Issues with IT – talk to the Computing co-ordinator
- Issues with their own workload or wellbeing – talk to their phase leader, Deputy Head, Head Teacher or a trusted colleague
- Concerns about data protection – talk to the School Business Manager
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 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

5.2 Processing personal data

Staff are reminded to collect and/or share no personal data online.

5.3 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

6. Safeguarding

Staff should follow the procedures for Safeguarding outlined in the school safeguarding policy. This can be found on the school website and in the staffroom.

7. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher and approved by the Standards and Improvement Committee.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy