Remote Learning Policy

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1. Rationale and Aims

In the event of a school closure/partial closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Remote learning would apply particularly in a situation in which the school is closed for an extended period, but a high proportion of learners and teachers are healthy, and able to work as normal from home. This policy would also apply in the event of short-term school closures (e.g. because of inclement weather).

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school due to a serious local or national incident preventing attendance
- 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

2.1 Teachers

When providing remote learning, teachers must be available between 8.25am and 3.00pm daily or their working days /hours if part-time. Lessons may be live or teachers may direct children to tasks or pre prepared recorded or power point lessons.

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 using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Planning and teaching:

- Explaining the learning sessions to be completed
- Setting or delivering learning tasks for the children in their classes, year groups or as directed by senior leadership
- Ensuring learning set meets the needs and expectations as laid out in the weekly timetable
- Ensuring that work to be completed each session is uploaded to the learning platform as directed in advance of each session
- Liaising with their colleagues within their year group/phase, to ensure consistency in expectations and quantity, to share planning across classes,
  Providing feedback on work:
- As appropriate to the work, and as directed by Senior Leaders
- Either through email (school email addresses), response online, telephone calls (using school phone
- marking
- Within an acceptable timeframe as directed by Senior Leaders

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

- Through regular contact as directed by Senior Leaders
- Via weekly emails, phone calls, videos
- Only responding to emails during the school working day

- Referring any concerns to a senior member of staff, should they feel uncomfortable in any way regarding contacting a pupil/parent (safeguarding or other)
- Chasing up where a child has not completed work remotely through phoning parents
- Discussing concerns with their line manager, should work consistently not be completed and agreeing next steps

Attending virtual meetings with staff, parents and pupils if necessary:

- Where possible the staff member/s attending the virtual meeting should be located in school
- Adhere to the school Code of Conduct in terms of professionalism, dress code and other expectations
- If a virtual meeting is with the pupil/s only, another member of staff should always be present and should not enter or remain in such a meeting, without this being the case
- Where it is felt appropriate, two staff members can be present at a virtual meeting, e.g. a child protection issue or where previous issues have arisen which have given rise to concerns
- To avoid areas with background noise and with to use plain backgrounds

Combining home learning with in class provision

In some cases, there may be a necessity to provide remote learning for some children whilst continuing to provide in class teaching for other children. Where this is the case, consideration will be given to the following:

- Reducing the amount of remote learning to balance workload for the teacher
- Using PPA teachers Full-time TAs, and senior leaders to either prepare the remote learning or give extra release time to teachers to prepare
- To provide books/learning aids to complete at home which require less preparation time
- To consider how to prepare lessons which can be delivered both in school and remotely with little extra workload

Wherever possible, the teacher should be working in school to support other teachers who are still in school.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.40am and 3.00pm or their working days /hours if part-time. 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 using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:

- Supporting individuals in accessing and completing appropriate remote learning
- Supporting the teacher in monitoring remote learning and contacting individual children/parents as directed by the class teacher
- To continue to support the teacher in delivering lessons within the classroom and in group work beyond the classroom There may, on occasions, be the need for the TA to attend a virtual meeting with a parent and/or child.

This should only be as directed by the class teacher or senior leader and the TA should follow the same rules as teachers where this is the case (see above). Wherever possible, the TA should be working in school to support other TAs and teachers who are still in school.

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
- Alerting teachers to resources they can use to teach their subject remotely

2.4 SENCo

The SENCo is responsible for ensuring that children with EHCP are able to access home learning as appropriate to their need. They will oversee the remote learning provided by the teachers for individual children and direct 1:1 support TAs on how to support their children learning at home

2.5 Senior leaders

- o Alongside any teaching responsibilities, senior leaders are responsible for:
- o Co-ordinating the remote learning approach across the school
- o Monitoring the effectiveness of remote learning – phase leaders /AHTs will review work set and monitor the completion rate by pupils through collecting online data (access figures), feedback from parents, feedback from teachers
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.6 Designated safeguarding lead

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy and its Addendum linked to the COVID-19 Pandemic.

2.7 IT staff

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

2.8 Pupils and parents

- o Staff can expect pupils learning remotely to:
- o Attempt to complete the work to the best of their ability
- o Submit the completed work as necessary
- o Discuss with their parents when there are issues relating to the work set or remote learning in general
- o Staff can expect parents with children learning remotely to:
- o Make the school aware if their child is sick or otherwise can't complete work
- o Ensure work is completed on time and submitted as necessary
- o Seek help from the school if they need it or if they have concerns about their child's ability or motivation to complete the work
- o Be respectful when making any complaints or concerns known to staff

2.9 Governing board

- o The Governing Board is responsible for:
- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- o 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:

- o Issues in setting work – talk to their team leader/phase leader, the relevant subject lead or SENCO
- o Issues with behaviour – talk to the relevant phase leader/AHT
- o Issues with IT – talk to IT staff Issues with their own workload or wellbeing – talk to their line manager
- o Concerns about data protection – talk to the data protection officer
- o Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

- o   When accessing personal data for remote learning purposes, all staff members will:
- o   Use the school's server or secure cloud service to access their data
- o   Use only those devices made available to them by the school or their own secure devices, if approved by the school

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone contact numbers 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:

- o   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)
- o   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
- o   Making sure the device locks if left inactive for a period of time
- o   Not sharing the device among family or friends
- o   Installing antivirus and anti-spyware software
- o   Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Safeguarding remains key throughout this time and particularly in this new area of remote learning for our schools. The Child Protection Policy and any addendums added during this time of the pandemic, remains in place and should be followed at all times.

6. Monitoring arrangements

This policy will be reviewed in September 2025 by the Governing board.

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 , ICT and internet acceptable use policy , Code of Conduct