Remote learning policy

Approved by:	Mrs Groom in consultation with teaching staff	**Date:** November 2020
Last reviewed on:	9th December 2020, 5th February 2021, 8th August 2023	
Next review due by:	July 2025 (or after partial closure)	

Contents

Remote Learning Policy

Updated August 2023

1. Aims

This remote learning policy for staff aims 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. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will 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 we decide that opening our school is either:

- o Not possible to do safely

- o Contradictory to guidance from local or central government

> Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- o They have an infectious illness

- o They are preparing for or recovering from some types of operation

- o They are recovering from injury and attendance in school may inhibit such recovery

- o Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

> Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

> Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

> Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity

> Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers, including part time teachers must be available between Monday – Friday 9am – 3pm on their working days.

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 should:

> Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

> Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

For one or two days' closure (usually down to snow), teachers will direct parents to the school websites class pages where work has been set for pupils to complete.

If closure of the school is more than three days' teachers will:

- Write a letter to parents to explain the expectations for home learning upon closure.
- Provide a weekly Home Learning Grid using resources and links from Oak Academy for all subjects. This is emailed to the parents by the end of day each Friday, ready for the week ahead. Supporting documents from this grid along with the grid itself are uploaded to the Class Page of the Schools Website each Friday.
- Pupils to take photos of their work each day and send to their class teacher.
- The teacher will provide feedback for work completed within 24hours and celebrate work on the Class Page of the school website.
- Provide an optional weekly Zoom catch up session where all children are invited to join.
- Call all vulnerable/SEN parents/children weekly and all other parents/children every two weeks.
- Liaise with SENCO in terms of support for SEND pupils.
- Liaise with the DSL with regards to any safeguarding concerns.
- Aim to answer all email communication within 24hours. – Provide a personalised response to children's home learning/news from home. – Celebrate home learning photos on the class page of the school website. – Consent depending.

If a child is unable to attend due to an infectious illness, recovering from an operation or has a SEN that affects their ability to attend school, the class teacher is responsible with the support of the SENCO to provide daily work for the child to complete.

Attending virtual meetings with staff, parents/carers and pupils

> Ensure weekly Zoom meetings take place in a safe environment for both staff and children- not in a bedroom and always with an adult present who is responsible for the child taking part in the meeting.

> Staff are expected to dress appropriately and to have a blurred/plain background.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between Monday – Friday 9am – 3pm.

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:

- Preparing paper packs for children
- Liaising with the SENCO and class teacher in preparing specific packs for SEN children
- Carrying out tasks set by the class teacher or headteacher.

Attending virtual meetings with staff, parents/carers and pupils

- Ensure weekly Zoom meetings take place in a safe environment for both staff and children- not in a bedroom and always with an adult present who is responsible for the child taking part in the meeting.
- Staff are expected to dress appropriately and to have a blurred/plain background.

3.3 Senior leaders

The SLT have overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set and reaching out for feedback from pupils and parents/carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Training staff on relevant accessibility features that your chosen digital platform has available
- Providing information to parents/carers and pupils about remote education
- Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

3.4 Designated safeguarding lead (DSL)

The DSL is responsible for:

Ensuring the safeguarding of all children who work from home. Please refer to our Safeguarding policy.

3.5 IT staff

IT staff are responsible for:

> Fixing issues with systems used to set and collect work

> Helping staff with any technical issues they're experiencing

3.6 Pupils and parents/carers

Staff can expect pupils learning remotely to:

> 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

> Act in accordance with the Behavior and Online Safety Policies

Staff can expect parents/carers with children learning remotely to:

> Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible

> 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 complaints or concerns known to staff

> Act in accordance with the Behavior and Online Safety Policies

3.7 Governing board

The governing board is responsible for:

> Monitoring the school's approach to providing remote learning to ensure education remains of as high a 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 – SLT

> Issues with behaviour – SLT

> Issues with IT – SLT

> Issues with their own workload or wellbeing – SLT

> Concerns about data protection – SLT

> 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:

> Access data using Microsoft Cloud

> To only use school laptops to access Microsoft Cloud

5.2 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on our school website under 'Policies'

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

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

Please refer to our safeguarding policy

7. Monitoring arrangements

This policy will be reviewed every two years by the Headteacher. At every review, it will be approved by the full governing board.

8. Links with other policies

This policy is linked to our:

> Behaviour policy

> Safeguarding Policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy