# Remote Learning Policy

**1. Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils in the event of school closure
- Set out clear 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.

We will consider providing remote education to pupils in circumstances when in person attendance is not possible or contrary to government guidance. This might include:

- Occasions when we decide that opening the school is either not possible to do so safely.
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but able to continue learning, for example, because they have an infectious illness but feel well.
- There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time.

**3. Roles and responsibilities**

<u>3.1 Teachers</u>

When providing remote learning during school closures, teachers must be available between 8.30 am - 3:45 pm. 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. This does not mean that they will be leading live virtual sessions during this time.

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.
- Set suitable work via Google Classrooms:
    - 2 hours of work for pupils in R/Yr 1
    - 3 hours of work for pupils in Yrs 2-4
    - 4 hours of work for pupils in Yrs 5-6

- Direct pupils to the learning platforms we use in school, e.g. Language Angels

- If possible, all work needs to be planned on Google Drive by 3pm the day before.

- In the event of emergency closure, work will need to be uploaded by 9:30 am.

- 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.

- If out of school, all teachers will communicate remotely via email/phone call/video call to both pupils and other staff. Weekly virtual staff meetings/emails will take place to ensure all updates are communicated to all staff.

Providing feedback on remote work:

- Parents/pupils will upload all remote work to Google Classroom in the form of photographs, screenshots or documents depending on the work type. Teachers will share personalised and individual feedback through Google Classroom comment box.

- Teachers will provide feedback through Google Classroom - this can be class feedback or individual feedback through the comment box.

- Where possible, feedback for Maths and English remote work needs to be shared in line with our school Feedback and Marking policy.

Keeping in touch with pupils and parents

- Daily Google Meets will be scheduled to 'check-in' with pupils.
- Celebration assembly weekly.
- Weekly parent Q&A's will be scheduled to allow parents the chance to ask about work and how to support their child.
- Website to be updated weekly.

Any complaints from parents to be forwarded to the Headeacher.

Parent requests to speak to teacher 1:1 on the phone to be made through the office email.

If a pupil is failing to complete the work set, teachers are to contact the families by phone call to find out any underlying reasons, if not resolved pass on to the Headteacher.

<u>3.2 Teaching Assistants</u>

When assisting with remote learning, teaching assistants must be available between their usual contracted 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. When assisting with remote learning in the event of planned school closure, teaching assistants are responsible for: Arranging one to one sessions for identified pupils Check in sessions with identified families.

All staff attending virtual meetings with teachers, parents and pupils should ensure that:

- They are dressed according to the dress code - appropriate work-wear that would be worn in school
- In a suitable location (e.g. avoid areas with background noise, nothing inappropriate in the background)

3.3 - Remote/Blended Learning Lead - The Headteacher is responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – this is in the form of regular meetings with teachers, reviewing work that has been set or reaching out for feedback from pupils and parents, joining some remote lessons.

3.4 - The Business Manager is responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 - The SENDCo is responsible for:

- Ensuring that all pupils with SEND are able to access remote education
- Supporting families to access appropriate and available services available

3.6 - Designated Safeguarding Lead is responsible for:
Ensuring safeguarding procedures are continued.

3.7 - Pupils learning remotely are expected 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

3.8 - Parents are expected to:

- Make the school aware if their child is sick or otherwise can't complete work – contact school to inform of illness
- Seek help from the school if they need it by contacting the office who will forward on to relevant staff members.
- Be respectful when making any complaints or concerns known to staff

3.9 - The Governing Body are 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. Data protection**

4.1 Accessing personal data

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

- Use allocated school laptops
- Access data using Google Drive

4.2 Processing personal data

- Staff are reminded to collect and/or share as little personal data as possible.
- Staff are to switch off their caller ID when contacting a family by phone and to send all emails through the office rather than emailing the family directly.

4.3 Keeping staff devices secure

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

- Installing antivirus and anti-spyware software
- Keeping a passcode on school iPads
- Keeping school laptops password-protected
- Not leaving a device open when unattended
- Encrypting emails including personal information
- Not sharing the device among family and friends
- Keeping operating systems up to date – always install the latest updates
- Saving all data to Google Drive rather than on the hard drive.

**5. Safeguarding**

See safeguarding policy

**6. Monitoring arrangements**

This policy will be reviewed every two years by the Blended Learning Lead/Headteacher. At every review, it will be approved by the Governing Body.

**7. Links with other policies**

This policy is linked to our:
Relationships & Behaviour policy
Child protection & safeguarding policy
Data protection policy and privacy notices
Feedback and Marking Policy
Online safety policy

Updated: January 2025
To be review: January 2027