Remote Learning Policy

Digital Vision

- Fluid ICT throughout the whole school
- Utilising Cloud Based technology
- Offering a mixed economy of devices for pupils including 1:1 devices
- Continuing to provide a secure and safe virtual environment for pupils to learn using technology every day.

Approved by:	Trust Board	**Date:**	September 2023
Last reviewed on:	10.10.25		
Next review due by:	10.10.26		

Updates and amendments

Date	Policy section	What's changed?	Why?

Contents

1. Aims 2
2. Roles and responsibilities 2
3. Who to contact 5
4. Data protection 6
5. Safeguarding 6
6. Monitoring arrangements 7
7. Links with other policies 7

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 including the following Covid_19 scenarios:
- if whole class goes into lockdown and class teacher is well.
- If whole class goes into lockdown and class teacher is unwell
- If individual child has to self-isolate and is well.

- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection.
- SEND & Safeguarding issues under the lockdown or isolation circumstances.
- The plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools.

Our lessons will be based around consolidating and deepening learning which has already taken place, alongside new learning to challenge and maintain interest. The online lessons are free to all and offer a well-balanced curriculum where work can be assessed by the class teacher. Class teachers will use the online learning tools in class, so the children are familiar with access and usage.

These tools include Microsoft Teams, Purple Mash, Class Dojo, Reading Plus, Read, Write Inc and LBQ. All families will have been given information on how to access these.

In the event of any form of isolation and loss of learning caused by Coronavirus, **parents must understand that engagement in home learning is compulsory,** as is the expectation that the provision we make is available and accessible to all**.**

However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 3:15pm

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 – Within all plans, teachers will set appropriate work in-line with our current curriculum, suitable for the Year Group they are in.

If whole class goes into lockdown / isolation and class teacher is well.

Learning will move to online learning. Each class will move onto an online timetable.
This timetable will have:

- An English lesson per day which will take 30minutes to 1 hour to complete dependent on age of child.
- **RWI sessions/tasks for KS1** to work on the sounds your child will be missing this may be a 'live' session or pre-recorded videos.
- A maths lesson per day which will take 30 minutes to 1 hour to complete dependent on age of child.
- One further lesson per day which will cover science, history, geography, art, DT ,RE, music, PHSE which will take 30minutes to 1 hour to complete dependent on age of child and cover the range over the week.
- Spellings and times tables per week.
- Text messages/ emails will be sent daily, before the start of the school day, with any codes needed to access online LbQ. (where appropriate)
- A copy of the weekly timetable including timings and live teaching so parents/carers can plan their week accordingly.

› Providing feedback on work

- Completed work to be posted through an assignment in TEAMs. Work should only be sent to the office as a last resort.
- If a child does not post any work within 3 hours – the class teacher will communicate via a telephone call to parent to remind the parent and child of the expectation that work is to be completed.
- Each child will receive a weekly progress discussion via telephone call or Teams.

If whole class goes into lockdown / isolation and class teacher is unwell

If a class goes into lockdown and the teacher is unwell school will endeavour to maintain some online learning by an alternative member of staff taking over the class learning using teachers planning.

- RWI, Literacy and Language and maths tasks will take priority.
- These members of staff will take over the class communication.

Attending virtual meetings with colleagues, parents, pupils, multi-agency partners via Microsoft Teams all individuals should follow the following protocols:

- Sit against a neutral background and preferably blur your background through Teams.
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)

- Dress like they would for school – professional/business dress.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see if they're sharing their screen.
- Use professional language and demonstrate Forward As One Values

If individual child has to self-isolate and is well.

If a child is told to isolate at home, work will be set online for the child in line with class work.

A parent will be sent the timetable of what the class is covering that week.

English and maths work will be scanned/ photographed through Teams and emailed to the child to complete. If the class is covering new learning that the class teacher thinks the child will be unable to access independently then consolidation work from previous learning will be sent instead.

- The teacher will communicate with the child via class communication e.g., Class Dojo, Seesaw, email, text, purple mash or Microsoft teams.

- If teachers will also be working in school, then, streaming lessons in school to pupils learning remotely may take place.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their working 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, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely

2.3 SENDCO

Alongside their teaching responsibilities, SENDCo 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 class teachers 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.
- Alerting teachers to resources they can use to teach their subject remotely.
- Liaising with parents/carers regarding monitoring of EHCP / IEP and multi-agency working.
- Parents will be contacted if their child has an EHC plan to discuss how best to continue supporting the child.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – if you've assigned one member of staff to lead on this, highlight them here
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- If a child is entitled to a FSM (not universal FSM) we will ensure food is made available on a weekly basis.

2.5 Designated safeguarding lead

The DSL is responsible for:

If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular safe and well checks via a phone call from the DSL

2.6 Computeam / technician support

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 remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

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 to the same high standard as they would do in school.
- Seek help if they need it, from teachers or teaching 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.

2.8 Local Advisory Board / Trustees

The LAB / Trustees are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible including the % of children accessing remote learning.
- 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:

- Issues in setting work – talk to the relevant subject lead or SENCO.
- Issues with behaviour – talk to the relevant key stage lead / SLT member.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to their line manager.
- Concerns about data protection – talk to the data protection officer.
- Concerns about safeguarding – talk to the DSL.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will adhere to the data protection policy and online safety policies.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such email addresses as part of the remote learning system. If 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:

- 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

5. Safeguarding

The Safeguarding and Child Protection Policy is reviewed and updated annually. It can be found on the school website and for school staff within the MS Teams Platform.

6. Monitoring arrangements

This policy will be reviewed bi-annually by Michelle Ridsdale, Director of Leadership. At every review, it will be approved by Trustees.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- SEND Policy
- Data protection policy and privacy notices
- Home-school agreement.
- ICT and internet acceptable use policy
- Online safety Policy
- Social Media Policy
- Teaching and Learning Policy including Curriculum Policy
- Borrowing Policy (Financial Handbook)