Remote Learning Policy

1. Aims

This remote learning policy 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.
- Ensure pupils unable to attend school remain fully included within the school community including pupils with additional needs and those with special educational needs and disabilities.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

2. Roles and Responsibilities

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Designated Safeguarding Lead

- The DSL is responsible for safeguarding concerns, including those related to remote learning. (Please refer to Child Protection and Safeguarding Policy.)

Teachers

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work –

- Teachers will provide learning for their current class, and, if required due to staff illness etc., help set work for other classes in their key stage team.
- Online activities will match what is being taught in class as much as is practical.
- In all subjects, teachers will decide how best to deliver the lesson online. This may include pre-recorded videos by the teacher, powerpoints, or on-line resources by the Oak National Academy, White Rose Maths and BBC Bitesize etc.
- The work will be set daily. Teachers will outline the work daily via their class page on the website.
- Where necessary, individualised work will be set for those pupils who have additional needs and this will be emailed directly to parents/ carers.
- Organize work for any pupil in a weekly pack who does not have access to internet at home. This will then be posted through the child's door.

Providing feedback on work –

- Pupils can email work to their class teachers. All work submitted will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual basis. Feedback will be age appropriate.

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

If the school has to close for any reason –

- Teachers will call pupils/parents at least every 3 weeks. Any concerns should be recorded and Headteacher alerted via CPOMS. In the event of a self/class bubble isolation, communication will be via email. If there has been no communication from either a parent or child via by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.
- Vulnerable and SEN pupils will be called weekly - this will be done by SLT/SENCO/DSL.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness, 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 when requested by Head Teacher/SLT/SENCO.

Teaching Assistants will liaise with class teachers to support planning and resourcing differentiated learning.

Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day, although they may not always be in front of a device the entire time.
- Seek help if they need it, via the email system (or phone if that is not possible).
- Email completed work to their teachers each day. (If email is not possible for them, then they will need to bring completed work into school when they return, or earlier if that is possible, for example, via a non-isolating sibling.)
- Alert teachers if they're not able to complete work in a timely manner.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Ensure their child completes their home learning to the best of their ability.
- Seek help from the school if they need it.
- Be respectful when making any concerns known to staff.

Governing Body

The governing body 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.

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 a member of the SLT, the relevant subject lead or the SENCO.
- Issues with behaviour – talk to the Headteacher/SLT.
- Issues with IT – talk to Convene (who provide IT support)/ Headteacher/SLT/School Business Manager.
- Issues with their own workload or wellbeing – talk to the Headteacher/SLT.
- Concerns about data protection – talk to the Headteacher/SLT/School Business Manager.
- Concerns about safeguarding – talk to the DSL.

4. Data Protection

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

- Access parent contact details via school office or via CPOMS.
- Not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

5. Safeguarding

Please refer to Child Protection and Safeguarding Policy.

6. 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

- Online safety policy

7. Monitoring Arrangements

This policy will be reviewed termly by the SLT. After every review, it will be approved by the Governing Body or Chair of Governors.

I German (Assistant Head)

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