

Remote Learning Policy



Approved by:	Governing Body	Date: March 2021
Last reviewed on:	March 2024	
Next review due by:	March 2026	

This remote learning policy for staff:

- ensures consistency in the approach to remote learning for pupils who aren't in school
- sets out expectations for all members of the school community with regards to remote learning
- provides appropriate guidelines for data protection

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:

- not possible to do safely
- 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:

- they have an infectious illness
- they are preparing for or recovering from some types of operation
- they are recovering from injury and attendance in school may inhibit such recovery
- 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

Roles and responsibilities

The Headteacher is responsible for the overall quality of online learning in the school.

- Class Teachers – will be responsible for their own class learning
- Team leaders – will be responsible for overseeing their year team
- SENCO – will liaise with Class Teachers regarding work for those children with an EHCP, or receiving SEN support
- Subject leaders will offer support to teachers with the planning of their respective subject

Teachers

When providing remote learning for an individual, class bubble or whole school lockdown, teachers must be available between their usual working hours.

When providing remote learning, teachers must be available between their usual and agreed 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 providing remote learning, teachers are responsible for:

- providing 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
- making 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

They are also responsible for:

Setting work:

- for their own class or year group
- the work provided should be the equivalent to what is expected of the children in school ie the equivalent number of lessons and quality of resources
- depending on the circumstances, work, maybe set daily and uploaded via Google Classroom
- for longer term situations/lockdowns teachers may also direct parents to external websites and video lessons such as the Oak National Academy, White Rose and the BBC. General activities and website which are available on the school website
- printed resources/booklets will be made available for pupils who do not have suitable online access
- Team Leaders will keep an overview of the work which is being set to ensure consistency across each class

Providing feedback on work:

- Feedback on the work where appropriate will be given either verbally or via Google Classrooms or Google Meet within school hours, as per our school marking and feedback policy

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

- in the event of a longer-term situation or lockdown, staff will maintain contact through Google Classroom, Google Meet or telephone
- there is no requirement for teachers to respond to parent emails outside of the working day
- any concerns shared by parents that are not resolved should be shared with the Team Leader in the first instance and if necessary deferred to the Head teacher or Deputy Head teacher
- any persistent or unexplained concerns regarding lack of engagement by families (e.g. not logging in or completing work) should in the first instance be dealt with via the class teacher making a phone call to the parent. In the event of this not working, the child should be referred to the Head teacher or Deputy Head teacher to make contact

Virtual Meetings:

Teachers will not be expected to deliver “live” lessons but might be required to prepare short instructional presentations to support for example the introduction of a new topic or skill.

Teaching assistants

When assisting with remote learning, Learning Support Assistants must be available for their usual contracted hours and may be directed to complete work set by the Class Teacher or Team Leader. This work could include making welfare calls to children in their class.

If a Learning Support Assistant is unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure.

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- considering whether any aspects of the subject curriculum needs 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 SLT to make sure work set remotely across all subjects is appropriate and consistent
- alerting teachers to resources they can use to teach their subject remotely

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 - 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

Designated safeguarding lead

The DSL and Deputy DSLs continue to be responsible for safeguarding within the school. Please refer to the Child Protection and Safeguarding policy for further information.

Technical Support

Office Staff and Computing Lead are responsible for:

- fixing issues with systems used to set and collect work
- helping staff with any technical issues they're experiencing
- reviewing the security of remote learning systems and logging any data protection breaches
- monitoring and forwarding the admin@kingsfurlong-jun.hants.sch.uk emails to appropriate members of staff
- using Drift to support the school with more complex technical issues

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, or they maybe ill
- complete work set by teachers
- seek help if they need it, from teachers
- alert teachers, via their parent or Google Classroom

Staff can expect parents and carers 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 concerns known to staff

Governing board

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.

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 team Leader or subject leader if relevant

- issues with IT – talk to Drift or the Computing Lead
- issues with their own workload or wellbeing – talk to your team leader or a member of SLT
- concerns about data protection – talk to the data protection officer (Claire Howes)
- concerns about safeguarding – talk to the DSL (Amanda Westaway) or DDSL (Sue Dunn-DHT, Laura Wright - SENDCO or Louise Steadman – Behaviour and Mental Health Leader)

Data protection

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

- Work in line with our Data Protection Policy and Staff Code of Conduct

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. However, staff are reminded to collect and/or share as little personal data as possible online.

Great care must be taken when communicating with parents, keep each message limited to one parent as there is a huge potential for data breaches if contacting multiple parents.

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
- Making sure the device is locked if you need to leave it inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always ask the network manager to install the latest updates

Safeguarding

Designated Safeguarding Lead (DSL) is:

Amanda Westaway (Head teacher)

Deputy DSL is:

Sue Dunn (Deputy Head teacher)

Louise Steadman (Behaviour and Mental Health Leader)

Laura Wright (SENDCO) **currently on MAT leave**

All members of staff can be contacted via the school office.

The nominated child protection governor is:

Phillip Charles

Monitoring arrangements

This policy will be reviewed by the SLT annually or as necessary.

Children entitled to FSM

If a child is entitled to FSM they will receive food vouchers.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Remote Learning Plan
- Child protection policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- Computing policy
- Marking and feedback policy
- ICT Acceptable use policy

5. Data protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access via inf a secure remote

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 in staff share 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

Refer to the school safeguarding and child protection policies for further information

7. Monitoring arrangements

This policy will be reviewed every two years.

8. 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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy