



REMOTE LEARNING POLICY

This Policy was approved by the Governing Body on:	June 2023
This Policy was shared with staff on:	June 2023
The implementation of this Policy will be monitored by:	SLT
Monitoring will take place at regular intervals.	
The Policy will be reviewed annually or more regularly if needed.	

Policy Review Date	June 2023
Date of next Review	June 2024
Who reviewed this policy?	Paul Haylock

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for children 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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 9am and 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 providing remote learning, teachers are responsible for:

Setting work:

- For their usual classes
- A minimum of 3 lessons per day. (The government suggests 3hrs for EYFS and KS1 4hrs for KS2)
- A timetable is sent home to parents at the beginning of the week
- Learning is shared each day so that children do not rush ahead
- Learning is shared via Class Dojo or Google Classroom
- Year groups will set similar learning tasks and share the provision of resources to save teacher workload

Providing feedback on work:

- Verbally during live lessons or via comments on the learning itself. Not both.
- Feedback will occur on work submitted during the day it is set. It may occur at other times if the teacher is able to do so.

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

- Teachers should attempt to engage parents and children via Class Dojo
- If the above does not work teachers report to SLT and DSL.
- SLT or DSL will phone home. Home visits may also occur if phone calls do not prove that the children are safe.
- All complaints from parents are to be reported to SLT for them to deal with.
- Children must behave appropriately online. If they do not they will not, be allowed to attend live sessions and will have to learn using the recorded resources only.

Attending virtual meetings with staff, parents and children:

- Teachers must follow part 2 of the teaching standards at all times.
- Teachers should dress appropriately, as if they would for normal teaching. Backgrounds of live teaching must be considered to be appropriate for children's viewing and or the background can be blurred.

The teaching assistants are in school supporting children who are learning online from their class teachers.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8:30 and 3:30.

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 children who aren't in school with learning remotely:

- When the teaching assistant is not required to look after the key worker children
- They are to attend live teaching sessions and assist the teacher with feedback via the system the teacher is using.

Attending virtual meetings with teachers, parents and children:

- Dress code should be appropriate and the same as in school
- Ensure their backgrounds are either blurred or are suitable for the children to see.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads 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 subject leads 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
- Monitoring the remote work set by teachers in their subject by monitoring online classrooms
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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 – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for ensuring the child protection policy and usual routines are followed

2.6 IT staff

IT staff (Blue Fox Systems and the DHT) 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 children and parents with accessing the internet or devices

2.7 Children and parents

Staff can expect children 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

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 Governing board

The governing board 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 the relevant subject lead or SENDCO
- Issues with behaviour – talk to the Key Stage Coordinator and then SLT
- Issues with IT – talk to BlueFox Systems or DHT
- 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:

- Only access the data securely via their LGFL username and passwords. (This is the same account for Google services)
- Staff will only use school devices but if personal devices are used, they must ensure they are signed out at the end of each session.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as [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.

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. Although all our systems use data stored in the cloud.
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping any antivirus and anti-spyware software that has been installed.
- Keeping operating systems up to date – always install the latest updates if prompted.

5. Safeguarding

We continue to follow our safeguarding policies.

6. Monitoring arrangements

This policy will be reviewed half yearly by the SLT. If changes are made at a review, it will be approved by the full governing board or committee named by the chair of governors. During times of lock down or persistent need for remote learning it will be reviewed half-termly.

7. 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