HURST GREEN PRIMARY SCHOOL

Remote Learning Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors		√	
Site Manager		√	
Cleaners		√	
Governors	√		
Parents	√		
Website	√		
Local Authority		√	

Responsibility of	School Improvement Committee
Review frequency	Annually
Previous version	17 October 2022; 9 October 2023
This version agreed	21 October 2024
Next review date	Autumn 2025

Contents

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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.

- Set out 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 either not possible or contrary to government guidance. As a school, we have made the distinction between 'full remote learning' and 'partial remote learning'.

2.1 Full Remote Learning

Full remote learning takes place when an entire class, year group, phase or school is closed for face-to-face learning for longer than an isolated day. This could be due to safety issues that affect the school, failure of heating, water etc, closure on the advice of public health and/or guidance from local or central government.

In the case of full remote learning, parents will be contacted with further instructions on accessing work. For the first two days, work would be placed on the school website and/or parents would be provided with links to appropriate teaching resources, for example, Oak Academy. For closure of three days or more, live TEAMS teaching would begin, provided sufficient staff are available to teach.

It is not envisaged that full remote learning would be put in place for an unexpected snow day, however, if bad weather persisted beyond one day, parents would be signposted to suitable learning materials by staff.

Full remote learning will only take place where there are sufficient staff available for work.

2.2 Partial Remote Learning

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 disease but feel well enough to learn.

In the case of partial remote learning, parents should contact the school office to ask for work for their child. Parents might be provided with a workbook, reading book and/or directed to resources on the school website.

For extended periods of partial remote learning, school may be able to provide a live link to the classroom or workbooks with instructions for children at home.

If teachers are working in school, then there is no expectation that these teachers will provide remote learning for other members of the class.

The school will not provide work for children being taken out of school during term time for a holiday.

3. Roles and responsibilities during full remote learning

3.1 Teachers

When providing full remote learning (if staffing levels permit), teachers will be available between 8:45am and 3:15pm. Some of this time will be direct teaching and some will be allocated to independent tasks.

If teachers 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, which is to call either the headteacher or the Deputy Headteacher before 7am if possible.

When providing remote learning, teachers should provide pupils with access to remote education as soon as reasonably practicable. Teachers will make reasonable adjustments for pupils with SEND to access remote education.

- Setting work
    - o Day 1 – work will be uploaded to the class pages of the school website by 10.30am where practicable.
    - o Day 2 – work will be uploaded to the class pages of the school website by 8.45am where practicable.
  - › Day 3 onwards – TEAMS teaching will be available from 8.45am where practicable. This is likely to comprise a morning live session, which will then introduce the day's tasks.

- Teachers should co-ordinate with colleagues in the year group to ensure consistency and non-duplication of work. In case of all teachers in the year group being unable to set work, SLT will endeavour to set work, but this might not always be possible, for example, in the case of multiple staff being unavailable for work.
  - Providing feedback on work
    - Feedback will be mainly through a daily check in at the start and end of the school day. Times to be decided by individual year groups and communicated to pupils and parents.
- Teachers will be available during their normal working hours to give individual feedback via info box email.
    - There is no expectation that pupils send their work to teachers for them to mark.
  - Keeping in touch with pupils who aren't in school and their parents during full remote learning.
    - A register should be taken via TEAMs during morning check in. If a pupil is not present at the session, this should be followed up by office staff, e.g., a phone call home. Refer to DSL if concerned re safeguarding.
    - Teachers are not expected to contact pupils or parents outside of their working hours.
    - Teachers should deal with any complaints from parents during their normal working hours, referring any issues to SLT if necessary.
- If pupils consistently do not complete their work, a phone call home to parents is required.
- Daily check-ins at the start of the school day provides an opportunity for staff and pupils to interact and discuss their days.
  - Attending virtual meetings with staff, parents and pupils
- On occasions, there may be the requirement for teachers to attend meetings remotely.
- Teachers to ensure they are dressed appropriately for any meetings.
    - Teachers to ensure that they choose an appropriate location for their meeting with minimal background noise and disruptions.

3.2 Teaching assistants

When assisting with full 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 or caring for a dependent, they should report this using the normal absence procedure.

When assisting with full remote learning, teaching assistants are responsible for:

- Supporting pupils with learning remotely

- This may be a set pupil if they normally support them one-to-one or pupils on an ad hoc basis who are struggling with their work.

> Support will be provided via Teams or email.

- Attending virtual meetings with teachers, parents and pupils –
  - On occasions, there may be the requirement for TAs to attend meetings remotely.
  - TAs to ensure they are dressed appropriately for any meetings.
  - TAs to ensure that they choose an appropriate location for their meeting with minimal background noise and disruptions.

If a teaching assistant is in school during this period, they will not be expected to cover the above responsibilities.

3.3 Senior leaders

When full remote learning is in place, senior leaders will be involved in;

> Distributing school-owned laptops accompanied by a user agreement or contract if devices are available.

> Securing appropriate internet connectivity solutions where possible.

- Having systems for checking whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern.

They are also 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, dropping into Live Lessons and reaching out for feedback from pupils and parents

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

- Providing training to staff where necessary.

3.4 Designated safeguarding lead (DSL)

The DSL will continue to carry out their DSL responsibilities during any period of remote learning.

Ensure that our vulnerable children are invited into school and follow up on any non-attendance.

SLT will meet weekly to cross-check the vulnerable children's list with attendance.

Staff will continue to use CPOMS to record any safeguarding concerns.

3.6 IT staff

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.

3.6 Pupils and parents

Staff will encourage pupils at home for full remote learning to:

- Be contactable during the school day, although they are not expected to be in front of a screen for the whole of the school day.
- 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.
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

Staff will encourage parents with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible.
- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it, both in terms of educational support and any other issues such as financial requirements
- Be respectful when making any complaints or concerns known to staff.

3.7 Governing body

- The governing body is responsible for:
- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

4. 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, Curriculum Lead (Natalie Webb) or SENCO (Kathryn Karadia)

> Issues with behaviour – talk to Assistant Head (Andy Lander KS1, Adam South KS2)

> Issues with IT – talk to Adam South (Computing Lead) or Mark Winter (IT Technician)

> Issues with their own workload or wellbeing – talk to Natalie Webb or Adam South

> Concerns about data protection – talk to the data protection officer, Rachel Whitehouse

> Concerns about safeguarding – talk to the DSL, Kellie Wilson or Natalie Webb

5. Data protection

5.1 Accessing personal data

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

> Use CC4 Access to securely access school data at home.

> Use their own devices unless agreed with school.

5.2 Processing personal data

The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the Policies section of the school website.

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. Monitoring arrangements

This policy will be reviewed yearly by the Headteacher. At every review, it will be approved by the Governing Body

7. Links with other policies

- This policy is linked to our:
- Behaviour policy
- Child protection policy

- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Safeguarding Policy