



Remote Learning Policy

Reviewer	Date written / reviewed	Review date	Comments
C Brown & C Smith	18.11.2020	Autumn 2021	First policy
C Brown and C Smith	01.09.25	01.09.26	Removal of Covid restrictions.

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school as a result of school closure.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Support effective communication between the school and families and support attendance

- **1.1 This policy applies to:**

- Pupils who are absent because from school due to whole class/ school closure.

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- Roles and responsibilities

- **1.1 Teachers**

Teachers will be available between 9am and 3pm on the days that they are contracted to work. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should inform the Headteacher as normal. If it affects the completion of any work, teachers should ensure that arrangements have been made with their year group partners or a member of the SLT to ensure work is completed.

- **Setting work:**

When providing remote learning for pupils, teachers will undertake the following:

- Teachers will upload daily resources to ClassDojo or Tapestry each mornings
- With year group partners, teachers will record short explanatory videos when required to introduce a topic and upload onto ClassDojo or Tapestry when required
- Teachers will endeavour to reduce the necessity for pupils to access the internet in order to enable pupils with limited access to devices to complete learning tasks
- With year group partners, teachers will provide remote learning packs school for the small number of pupils unable to access the internet at home

- **Providing feedback on work:**

- Teachers will provide feedback to individual children's work via ClassDojo daily.

- **Communication with children and parents:**

- Class teacher email communication with parents should take place during school hours, i.e. 8.30am-3.30pm on weekdays, only. Teachers will not be expected to communicate with parents on the weekend
- Specific issues should either be dealt with by the relevant class teacher with the Headteacher/Senior Leadership team (SLT) blind copied into any correspondence, or directly referred to the Headteacher/SLT to deal with
- Class teachers will draw up a list with teaching partners and the SENDCo of children who should be contacted via a weekly keeping-in-touch phone call. Teachers should report any safeguarding concerns to the Safeguarding Lead or Deputy Safeguarding Lead and log any concerns on CPOMS (see Safeguarding section below)
- Teachers will not be required to hold Zoom meetings either whole-class or with individual pupils for reasons of safeguarding of both pupils and teachers

1.2 Teaching assistants

Teaching Assistants will be available during their contracted hours. During this time, they are expected to check work emails and be available when called upon to attend school. If they 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.

Teaching Assistants are responsible for:

- Supporting pupils with learning remotely when requested by the class teacher and/or the SENDCo
- Where internet access is available, supporting their year group teachers researching and producing resources as required.
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1.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Arranging IT equipment for the disadvantaged pupils should it have to be closed
- Co-ordinating the remote learning approach across the school
- Ensure the school website and ClassDojo is kept updated with the distance learning resources required to support pupils in completing their learning tasks
- Supporting teachers in delivering remote learning for their year groups
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or and feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

1.4 Designated safeguarding lead

- The DSL is responsible for:

Maintaining contact with pupils and their families, collating and passing on information to the relevant bodies and responding to any concerns.

1.5 Pupils and parents

Staff can expect pupils learning remotely to:

- Complete tasks to the deadline set by teachers and upload work onto ClassDojo as required
- Seek help if they need it from their class teachers or teaching assistants
- Alert teachers if they are unable to complete work
- Respond to communications from their class teacher as much possible

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise unable to complete work
- Be respectful when making any complaints or concerns known to staff

1.6 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure the 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

2. 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 member of the SLT
- Issues with differentiating work - talk to the SENDCo or member of the SLT
- Issues with behaviour – talk to a Phase leader or member of the SLT
- Issues with IT – talk to ICT Support Ben Parker
- Issues with their own workload or wellbeing – contact a member of SLT
- Concerns about data protection – contact our DEMAT data protection at DPO@demat.org.uk
- Concerns about safeguarding – talk to the DSL Miss Chloe Brown

3. Data protection

3.1 Accessing personal data

Staff will inevitably be required to access personal data for remote learning purposes, for example, to find contact details on Pupil Asset, or to record concerns on CPOMs. When accessing personal details, all staff members will:

- Keep personal login details secure and ensure you log out after use
- Not share any contact or login details with third parties
- Use only school laptops and iPads when accessing any personal information on pupils

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers as part of the remote learning provision. 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.

3.3 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

4. Monitoring arrangements

This policy will be reviewed as and when updates to remote learning are provided by the Government by Miss Chloe Brown (Headteacher) and the SLT.

5. Links with other policies

This policy is linked to our:

- > Behaviour policy
- > COVID-19 Safeguarding and Child Protection Policy
- > Acceptable Use of ICT Agreement
- > ClassDojo policy
- DEMAT GDPR policies

