

Remote Learning Policy

Culverstone Green Primary School

January 2024



Approved by:

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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. 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.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers 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 providing remote learning, teachers are responsible for:

- **Setting work**
 - All groups and classes they teach
 - Ensuring subject and quantity as agreed by SLT
 - Loading work by 9am on the day the work is to be completed
 - Uploading to the school's agreed platform
 - Co-ordinating with other teachers, including those teaching in school, to ensure consistency across the year
 - Ensuring pupils with limited access can complete work
 - Not assuming that pupils have access to a printer or device for all tasks
- **Providing feedback on work**
 - Sharing feedback with pupils about completed work where possible
 - Sharing feedback via the learning platform
 - Sharing feedback in a timely manner
- **Keeping in touch with pupils who aren't in school and their parents**
 - Keeping in contact with pupils weekly via 1:1 phone calls or video. Where a teacher is unable to make contact, this should be raised to SLT
 - Keeping a record of contact made and attempted contact
 - Ensuring personal devices are only used in accordance with the AUP and not share their personal contact details e.g. phone number or personal e-mail. If the teacher uses a personal device, they must ensure this has been cleared by the Head Teacher, records are kept and they are withholding their number using 141. If staff members are accessing family contact details at home, ensuring they comply with the Data Protection Act 2018.
 - Ensuring all communication is within normal working hours
 - Reporting all concerns and complaints made by parents to SLT
 - Following up non-engagement with learning with the child's parent
 - Referring to the Staff Code of Conduct
- **Attending virtual meetings with staff, parents and pupils**
 - Ensuring they are dressed appropriately according to the Code of conduct
 - Ensuring these take place from an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background) but preferably in a school setting

3.2 Teaching assistants

When assisting with remote learning, teaching assistants and other support staff must be available during their 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 remote learning, teaching assistants are responsible for:

- Ensuring their CPD is up to date as directed by SLT
- Supporting pupils who aren't in school with learning remotely as directed by the teacher or SLT
- Ensuring personal devices are only used in accordance with the AUP and not share their personal contact details e.g. phone number or personal e-mail. If the teacher uses a personal device, they must ensure this has been cleared by the Head Teacher, records are kept and they are withholding their number using 141. If staff members are accessing family contact details at home, ensuring they comply with the Data Protection Act 2018
- Attending virtual meetings with teachers, parents and pupils
 - Staff should dress appropriately according to the Code of Conduct
 - These should take place from an appropriate location (e.g. avoid areas with background noise, nothing inappropriate in the background) but preferably in a school setting

3.3 Subject leads

Alongside their teaching responsibilities, subject leaders are responsible for:

- Working alongside SLT to consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers who are teaching their subject remotely to make sure all work set is appropriate and consistent
- Alongside SLT, monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Inclusion Managers / SENCOs

The IM/SENCO is responsible for coordinating provision for pupils with SEND across the school, as set out within the school's Special Educational Needs & Disability Policy. During a period of enforced closure, the IM/SENCO will continue to:

- Lead the liaison for pupils with SEND and their families and telephone isolating families once a week in co-ordination with the class teacher
- Ensure completion of necessary SEND paperwork including referrals to outside agencies, liaising with other professionals etc.
- Liaise with school staff regarding pupils needs and feedback from parents
- Support with planning and resources to ensure pupils are supported in their learning

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

3.5 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning with class teachers and whether the work set is responsive to the needs of pupils
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring engagement in the remote learning offer
- Directing the work of teaching assistants alongside class teachers
- Ensuring the offer is universal and accessible to all, putting in place delivery of learning materials where necessary

3.6 Designated safeguarding lead (DSL)

The role and responsibilities of the DSL is set out in the school Child Protection Policy. Ideally a trained DSL will be on site at all times. Where this cannot be achieved, a DSL will be available by phone (for example, when working from home). The DSL will:

- Continue to engage with social workers and other key contacts for families and attend all multi-agency meetings either remotely or by phone
- Have key contact details available to them, even when working from home
- Ensure that staff area able to contact a DSL
- Ensure the security of remote learning systems is monitored, including data protection and child protection concerns

3.7 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/SLT
- Assisting pupils and parents with accessing the internet or devices
- Creating and maintaining staff and pupil accounts for online learning platforms
- Setting up e-mail addresses for parents to contact school staff
- Keeping operating systems up to date
- Troubleshooting of IT issues
- Alerting the DSL of any safeguarding concerns

3.8 Pupils and parents/carers

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

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants or adults at home
- 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
- Support their child(ren) as best as they are able given their own home circumstances, health, work commitments etc.
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Contact the school staff by e-mail or learning platform

3.9 Local 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
- Supporting staff and pupil well-being
- Checking how the school is safeguarding the pupils, including those in school and those remaining at home, and be aware of any themes arising from this

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 or SLT
- Issues with behaviour – talk to a colleague class teacher or SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer or SLT

Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- Only use their official school e-mail account and never use personal messaging systems
- Only access personal data if it necessary for the purposes of remote teaching and learning
- Only connect to personal data on the school network using approved tools e.g. Google drive, SIMs

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers 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. Staff must not put sensitive information at risk of compromise of confidentiality through the use of non-authorised accounts.

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

The school's Child Protection Policy has been updated in light of Covid19. You can find this on the school's website.

7. Monitoring arrangements

This policy will be reviewed annually by the Head of School. At every review, any changes will be shared with school staff

8. Links with other policies

This policy is linked to our:

- Behaviour policy
 - Anti-bullying policy
 - Child protection policy
 - Staff Code of Conduct
 - Data protection policy
 - ICT and internet acceptable use policy
 - Mobile Technology and Social Media policy
 - Acceptable Use of Technology policy
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