Remote learning policy

Leedon Lower School

Approved by:	Board of Governors	Date: February 2023
Last reviewed on:	February 2025	
Next review due by:	February 2026	

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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.

This might include:

- Occasions when we decide that opening our school is either:

    o   Not possible to do safely

    o   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

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between the hours of 8:30am and 3:30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, a telephone call must be made to the headteacher before 7:30am on each day of absence.

When providing remote learning, teachers should:

- Provide 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

- Make 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 children within their class, and occasionally, their wider year group.
  - Children will receive approximately:
    - 2 hours of work a day on average across Reception
    - 3 hours of work a day on average for Key Stage KS1
    - 4 hours a day on average for KS2
  - Work will be set during Zoom meetings at published times throughout the day.
  - Work will be uploaded to the school website, www.leedonlowerschool.co.uk, before 8:30am each morning. Staff will receive support and training on how to do this.
  - Staff meetings will still take place virtually, where appropriate, to allow time for staff to communicate, plan and prepare work for their year/subject, ensuring consistency of opportunity and delivery.
  - Within a reasonable period of time, and dependent on the length of time remote learning will be taking place, the school will endeavour to provide devices and resources to support the learning of pupils at home with limited access and resources.

- Providing feedback:
  - Where the remote learning extends to a period of longer than 3 days, children will be able to share their work with their teachers through the secure online platform, Seesaw.
  - Teachers will respond to work shared on Seesaw within 48 hours.
  - Teachers will finish providing feedback to work shared on Seesaw when the period of remote learning comes to an end.

- Keeping in touch with pupils who aren't in school and their parents:
  - Teachers are expected to keep a register of attendance at Zoom meetings and the uploading of work to Seesaw.
  - Where remote learning lasts for a period of longer than one week, Teachers are expected to make telephone contact with each pupil/parent at least once each week and daily where the pupils are deemed vulnerable, have not been seen on Zoom or have not uploaded work to Seesaw.
  - Teachers are expected to answer emails from parents within the agreed time period of 48 hours.
  - Complaints and concerns from parents and pupils should be dealt with in line with the school's Complaints policy. Information should be gathered, considered and parents contacted to resolve the issue. All communications should be recorded on CPOMS and senior leaders informed if necessary.
  - Teachers will contact pupils who do not engage in Zoom meetings or upload work to Seesaw to support, encourage engagement and remove any barrier to learning.

- Attending virtual meetings with staff, parents and pupils:
  - Teachers are expected to wear professional clothing in line with the school Staff Code of Conduct policy when in virtual meetings with staff, parents and pupils.
  - Teachers are expected to carry out these meetings in an environment which is clean and tidy, free from personal effects such as family photographs, an appropriate space (not a bedroom or bathroom), free from background noise and interruptions.

3.2 Learning Support Assistants and Higher-Level Teaching Assistants

When assisting with remote learning, Learning Support Assistants and Higher-Level teaching Assistants must be available within their normal, contracted working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, a telephone call must be made to the headteacher before 7:30am on each day of absence.

When assisting with remote learning, Learning Support Assistants and Higher-Level teaching Assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely as directed by their class teacher or Year Lead Teacher. This support may take the form of listening to children read, phonics or small support group sessions.
  - o Learning Support Assistants and Higher-Level teaching Assistants are expected to wear professional clothing in line with the school Staff Code of Conduct policy when in virtual meetings with staff, parents and pupils.
  - o Learning Support Assistants and Higher-Level teaching Assistants are expected to carry out these meetings in an environment which is clean and tidy, free from personal effects such as family photographs, an appropriate space (not a bedroom or bathroom), free from background noise and interruptions.

3.3 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
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Pastoral leaders

Pastoral leaders are responsible for:

- Supporting teaching and support staff in monitoring pupils whilst not at school
- Delivering support groups where necessary
- Making regular contact with families where school has identified a need

3.5 Senior leaders

Senior leaders hold the overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's website, www.leedonlowerschool.co.uk, for remote education provision and make sure staff continue to be trained and confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)

- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, 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, support staff, regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.6 Designated safeguarding lead (DSL)

See: Safeguarding and Child Protection Policy

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
- Assisting pupils and parents with accessing the internet or devices

3.8 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day, although not always through a screen
- Attempt to complete work to the deadline set by teachers
- Seek help if they need it, from teachers or learning support 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 – these will be laid out by teachers at the beginning of the remote learning session.)

Staff can expect 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
- Be respectful when making any complaints or concerns known to staff

3.9 Governing board

- 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 – Year Lead or Line Manager

- Issues with behaviour – Year Lead or Line Manager

- Issues with IT - Nick Neill

- Issues with their own workload or wellbeing – Year Lead

- Concerns about data protection – Richard Benson

- Concerns about safeguarding – Richard Benson or Tracey Hurrell

5. Data protection

5.1 Accessing personal data

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

- Access information through RM Integris Unify.

- This should be accessed on a staff laptop provided by the school. Staff should log off from any systems holding personal information and the window should be closed. Information should not be left unattended on a screen.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as names, phone numbers or 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.

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

Please refer to the Safeguarding and Child Protection Policy.

7. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher. At every review, it will be approved by the full governing board.

8. Links with other policies

This policy is linked to our:

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