# Remote Learning Policy

# The Woodlands

| Approved by: | L Candler    P Hall | Date: Sept 25 |
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| Last reviewed on: | Nov 24 | |
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# Contents

## 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:

   o   Not possible to do safely

   o   Contradictory to guidance from local or central government

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 directed time

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 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 including

  o Who they need to provide work for, including if they may need to cover for other classes

  o The amount of work they need to provide –

    ▪ 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children

    ▪ 4 hours a day for KS2

    ▪ 5 hours a day for KS3 and KS4

  o When this work needs to be set (e.g. 2.30pm the day before)

> Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require

> Work should be uploaded onto Class charts or sent via email

> Co-ordinate with other teachers, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

> Ensure work provided during periods of remote education is of high quality, meaningful, ambitious and cover an appropriate range of subjects

- This includes considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills
- This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study

> Providing feedback on work via Classcharts / Email

> Keeping in touch with pupils who aren't in school and their parents dependent on pupils' age, stage of development or need,

- Make regular contact via telephone / Classcharts / email during the school day. Frequency dependent on pupil vulnerabilities
- Complaints or concerns shared by parents and pupils to be communicated via telephone/ email and recorded on CPOMs
- Failure to complete work will be handled dependent on pupil circumstances
- Provide pupils with opportunities for regular interaction with teachers during the school day via Classcharts / Email / Teams

## 3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during directed time

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 pupils who aren't in school with learning remotely

> Preparing resources for pupils

> Identification of pupils who need extra support

> Conducting Welfare Checks

## 3.3 Head of Department / Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

> 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 – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

- Alerting teachers to resources they can use to teach their subject remotely

- Making decisions about the use of online video lessons such as Oak National Academy

## 3.4 SLT

Alongside any teaching responsibilities, senior leaders should continue to use Classcharts where possible, for remote education provision and make sure staff continue to be trained and are confident in its use.

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

- 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 their specific base

- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents/carers

- Ensuring staff remain trained and confident in their use of online digital education platforms

- Training staff on relevant accessibility features that your chosen digital platform has available

- Providing information to parents/carers and pupils about remote education via Classcharts, Email and telephone conversations

### 3.5 Designated Safeguarding Lead

The DSL is responsible for:

> Completing a risk assessment during a lockdown.

> Managing the DSL Team to attend and arrange, where necessary, any safeguarding meetings that occur during the remote learning period.

> Liaising with the School ICT Co-ordinator to ensure that all school or Local Authority owned technology used for remote learning is suitable for its purpose and will protect s online.

> Identifying pupils who may be at risk if they are learning remotely.

> Ensuring that child protection plans are enforced while the pupil is learning remotely and liaising with the Executive Headteacher, SLT and other organisations to make alternate arrangements for pupils who are at a high risk

> Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.

> Liaising with relevant individuals to ensure pupils receive the support required during the period of remote working.

> Ensuring all safeguarding incidents are adequately actioned, recorded and reported.

### 3.6 IT Co-Ordinator/ IT Staff

IT staff are responsible for:

> Helping staff and parents/carers with any technical issues they're experiencing

> Fixing issues with systems used to set and collect work

> Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer (DPO)

> Assisting pupils and parents/carers with accessing the internet or devices

### 3.7 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

> 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 can expect parents/carers 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 – if you know of any resources staff should point parents towards if they're struggling, include those here

> Be respectful when making any complaints or concerns known to staff

### 3.8 Management Committee

The Management Committee 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

> Ensuring that the school has a business continuity plan in place

## 4. Who to contact

> If staff have any questions or concerns about remote learning, they should contact pupils dedicated Pastoral Mentor

## 5. Data protection

### 5.1 Accessing personal data

> Staff members will be responsible for adhering to GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

> Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

> Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

> The school will not permit paper copies of contact details to be taken off the school premises.

> Pupils are not permitted to let their family members or friends use any school or Local Authority owned equipment.

> Any breach of confidentiality (intentional or otherwise) will be dealt with in accordance with the relevant policies and procedures

### 5.2 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 annually by SLT. At every review, it will be approved by Management Committee.

## 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

> SEND policy