



# Preesall Fleetwood's Charity CE School

## Remote Learning Policy

### Our School Vision Statement

*'You are the light of the world. A school built on a hill cannot be hidden.'*  
*Matthew 5:14 (adapted)*

We will do our best, be kind, share ourselves with our community and shine from our hill, out into the world. At Fleetwood's Charity, we create a happy caring environment based on Christian Values, where we value every child and encourage them to strive for their highest standards of achievement. We ensure that our young people go into the world as confident, independent, responsible citizens with a love for learning.

Our Vision Statement pays homage to our belief that there is something potentially wonderful in each individual, and that this is something to be proud of and share with others.

<b>Approved by:</b>	Governors	<b>Date:</b> January 2021
<b>Last reviewed on:</b>	11/04/2023	
<b>Next review due by:</b>	Sept 24	

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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. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 9:00-3:30 pm.

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 for individuals or a class who cannot attend school
- Setting a programme of work that is similar to that of a normal school day, Monday – Friday
- Setting work for pupils a week at a time
- Using Class Dojo to inform parents of work set and as a platform for tasks to be uploaded by parents
- Informing parents of when tasks need to be completed by
- Provide pupils with feedback on tasks completed as appropriate at the end of each week
- Keeping in touch with parents via weekly phone calls or email
- Liaising with parents and offering advice if parents are struggling to implement remote learning due to behaviour issues
- Responding to emails from parents within 48 hours, during the working day where possible or within a reasonable time frame e.g. between 8:00 am– 5:00 pm
- Attending virtual meetings with parents where required ensuring they maintain professionalism at all times (consider where they hold the meeting/dress code/privacy)
- For individual pupils requiring remote learning, trying to ensure remote learning matches the learning of pupils in school as far as possible

### 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9:00 am – 3:30 pm

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 individual pupils as agreed with the class teacher
- Offering strategies to support parents in the delivery of remote learning for specific pupils
- Liaising with parents to help support remote learning under the guidance of the class teacher
- Attending virtual meetings as required, maintaining professionalism at all times

## 2.3 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, 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
- The Senco will support teachers in providing appropriate remote learning tasks for pupils with SEN
- The Senco will have regular contact with the parents of any pupils identified as having emotional health and well-being needs

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school (Acting Head teacher)
- Monitoring the effectiveness of remote learning – talking to teachers and support staff/feedback from parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL is responsible for:

See our Safeguarding policy on the school website.

## 2.6 IT staff

Our IT support is 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

## 2.7 Pupils and parents

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

Staff can expect parents with children learning remotely to:

- 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

## 2.8 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

## 3. 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 SENCO

Issues with behaviour – talk to the SENCO

Issues with IT – talk to IT support

Issues with their own workload or wellbeing – talk to the Acting Head teacher

Concerns about data protection – talk to the school office staff

Concerns about safeguarding – talk to the DSL (Acting Head)

## 4. Data protection

### 4.1 Accessing personal data

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

- Request data from the school office
- Only use school devices to store data

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

### 4.3 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

## **5. Safeguarding**

Please see our safeguarding policy on the school website.

<https://www.fleetwoods.lancs.sch.uk/>

## **6. Monitoring arrangements**

This policy will be reviewed each term. At every review, it will be approved by the Chair of Governors or Curriculum and Standards Committee.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy

Online safety policy