



# REMOTE LEARNING POLICY

## Aims

This Remote Learning Policy aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Students who are absent from school due to isolation, quarantine or any other reason, other than sickness, are expected to undertake some learning at home.

Hamilton School will provide all the necessary resources and clear instructions for parents/carers.

Learning tasks will be appropriate and personalised.

### 1. Roles and responsibilities

#### 1.1 Teachers

Teachers are responsible for:

- Setting work:
  - Class teachers will provide approximately activities for their pupils;
  - Activities should include one English (either Writing or Spelling); one Maths; and one other Curriculum subject;
  - Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Teachers should not assume that a home has access to a printer to print anything;
  - Work will be uploaded to the school website, emailed home, posted home or delivered home by minibus or volunteer driver.
  - Key Stage Leaders from the SLT will coordinate with other teachers to ensure consistency of approach and to try and ensure that pupils with limited access to computers/devices can still complete the work.
- Responding as appropriate to parents:
  - No regular contact with parents is expected;
  - Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address) unless they take off the Caller ID.
  - If a teacher receives an email from a parent with regards to a query or concern, then that email is sent to the SLT. Teachers may be asked to provide a response or comment on a response to a parental query after it has been discussed with a member of the SLT. On most occasions a member of the SLT will respond directly to the parent.

Making contact with parents or pupils (usually by phone) as part of the school's existing planned programme of contact is as detailed within the school's Safeguarding Policy and remains compliant with the Staff Code of Conduct.

## **1.2 Subject Leads**

Alongside their teaching responsibilities, as outlined above, Subject Leads may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent;
- Work with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent;
- Monitor the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set;
- Alert teachers to resources they can use to teach their subject.

## **1.3 Pastoral & Inclusion (P and I)**

If a student is absent from school they will continue to liaise with families on any SEND paperwork or applications. They will also endeavour to support the family if needed by signposting to food banks etc.

## **1.4 Senior Leadership Team (SLT)**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school;
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set;
- Identifying which families may have no access to the internet and ensuring that hard copies of learning activities planned by teachers are made available to the parent for collection or delivery;

## **1.5 Designated Safeguarding Lead (DSL)**

The DSL's responsibilities are identified within the school's Safeguarding Policy.

## **1.6 Governing Body**

The Governing Body is responsible, including as advised by the DfE, for:

- Supporting staff and pupil wellbeing;
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only;
- Keeping monitoring to a minimum by focussing on safeguarding, health and safety, headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils;
- Directing any approaches by parents made to them directly or indirectly to the school via email to [enquiry@hamilton.bham.sch.uk](mailto:enquiry@hamilton.bham.sch.uk)
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals.

## **2. Who to contact**

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – contact the Subject Lead or Headteacher
- Issues with behaviour – contact the P and I team or Headteacher
- Issues with IT – contact the Headteacher or contact (IT Manager) : [IT@hamilton.bham.sch.uk](mailto:IT@hamilton.bham.sch.uk)
- Issues with their own workload or wellbeing – contact their line manager or Headteacher
- Concerns about data protection – contact the Headteacher who will liaise with the data protection officer
- Concerns about safeguarding – contact the DSL or DDSLs as set out within the school's Safeguarding Policy

If **parents** have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Headteacher or a member of SLT at school via [enquiry@hamilton.bham.sch.uk](mailto:enquiry@hamilton.bham.sch.uk)

## **3. Data protection**

### **3.1 Accessing personal data**

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems;

Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

### **3.2 Sharing personal data**

Staff members are unlikely to need to collect and/or share personal data.

However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online and to anonymise where possible.

### **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;
- Installing antivirus and anti-spyware software;
- Keeping operating systems up to date – always install the latest updates.

#### **4. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the Governing Body.

#### **5. Links with other policies**

This policy is linked to the following school policies:

- Behaviour Policy
- Safeguarding Policy
- Confidentiality policy
- ICT and Acceptable Use Policy
- Staff Code of Conduct

Signed:



Chair of Governors

Date: 10<sup>th</sup> April 2025

## Online learning and safeguarding principles

### How are lessons carried out?

Lesson will only take place through outlook teams using a parent's email or the school email of the child. Lessons will take place in a 1-1 capacity with the support of a parent.

### Principles of online lessons

- When online lessons take place in school ensure you are in a neutral area where other children cannot be seen in the video.
- Where possible online lessons should take place within school. However when this is not the case, staff should make sure they are in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Staff must be aware that parents may hear the lesson and/ or be in the room with the student.
- Children must remain on video throughout the lesson to ensure positive engagement within the lesson and a positive working environment.
- SLT should be made aware of all children who are receiving 1-1 lessons.
- Ensure that all children who are receiving 1-1 lessons have the support of a parent throughout.
- Expectations of students' behaviour is the same as in school. You can remove a student from a lesson if behaviour is poor or inappropriate.
- Teams/ remote learning to take place only in normal school hours.
- Use school accounts to communicate via email or online platforms, never teachers' personal accounts.
- Staff delivering remote education online should be aware that the principles set out in the school's staff behaviour will apply.
- Any concerns which rise during an online lesson must be reported to a DSL immediately.