THE RACKHAM
C OF E PRIMARY SCHOOL

1844

Remote Learning Policy

Policy Number: STAT 077

Date: September 2023

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

When Remote Education is utilised, it falls to the Curriculum Lead in the first instance to decide the format for Remote Education.

Following that, the Team Leaders will oversee their team of teachers to ensure preparation has taken place in line with guidance provided.

Parents will be informed of the process of submitting remote education and how feedback will be given.

The following staff will also be involved in ensuring the wellbeing of children who are working at home:

- Class teacher
- Pastoral Lead
- SENDCO
- Team Leaders

3.1 Teachers

When providing remote learning, teachers must be available between 8am and 7pm,

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. Arrangements will be made within the team to share responsibility for provision of remote education for the class of the absent

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

- Ensuring Reception children have access to 2 hours a day of learning
- Ensuring Key Stage 1 children have access to 3 hours a day of learning
- Ensuring Key Stage 2 children have access to 4 hours a day of learning

Set work via Tapestry to be available by 8am of the day of lessons

- All parents have access to a Tapestry log in
- Team Leaders lead planning meetings as usual and the curriculum followed is as if the child were in school taking part in lessons
- Should there be occasions when parents cannot access online devices, a request can be made to school for hard copies of plans.

Ensure all pupils will be able to access their education:

- Planning will continue to follow the ambitious and meaningful curriculum so ensuring all activities and learning is of high quality
- Children who usually have their work adapted, will continue to receive adapted work
- Open communication will be fostered to ensure parents and carers who are finding accessing a suitable place to study can be identified and support offered

Feedback on completed work by staff:
- Teachers will comment on completed work posted on Tapestry
- Parents and carers will post completed work on the day it is completed
- Teachers will comment before the end of the day or in exceptional circumstances, the next morning before new lessons begin

Pupils and their parents and carer monitoring:

- Teachers will monitor access by pupils, parents and carers to their remote education
- Where there is a concern about limited engagement, a separate occasion to speak with the Classteacher is offered in the first instance
- Should this have limited impact, involvement of the Pastoral Team will then be offered
- Weekly whole class events may be offered should the period of remote education be for a period longer than one week for the entire year group / school.

Safeguarding concerns:

- Should there continue to be limited interaction between the pupil, parent or carer, the standard safeguarding procedures will be followed

Dress code for virtual meetings:

- Parents, carers and pupils plus teachers will be expected to uphold the Dress Code (for staff) and school uniform (for pupils) during any virtual meeting

- Parents and carers will also be advised of the need for a quiet area to be identified to attend the virtual meeting where any inappropriate items in the background are removed and walking through the meeting by other family members is avoided.

Responsibility for delivery of live remote lessons or recorded remote lessons:

- Class teachers will be responsible in the first instance for delivery of virtual lessons.
- This provision may alter once the length of remote education has been updated or in the advent of absence.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available 8.30am – 3.15pm.

If they are 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 have an EHCP who they would normally support in the classroom remotely and being available for a phone call or virtual catch up to support mental health
- Attend virtual meetings with teachers, parents and carers, pupils whilst upholding the school dress code and giving due consideration to the background being appropriate to attend meetings with children and their families along with joining the meeting in a place where there will be limited disturbance

3.3 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

Consider any adaptations to standard curriculum for their subject to ensure access remotely is possible

Monitor work set by teachers to ensure it is appropriate and consistent across the school

Consider if the leadership of all subjects are similar with deadlines and work being consistent in nature

Communicate with teachers to explain how they will monitor work set and feedback to staff

Identify appropriate resources that teachers may find useful to use within their remote education

Identify appropriate online video lessons on the Oak National Academy that may be appropriate to use to staff

3.4 Senior leaders

The Curriculum Lead has overarching responsibility for the quality and delivery of remote education in the first instance supported by the Headteacher and Team Leaders.

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.

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:

The Curriculum Lead, Mrs Herselman will oversee coordination of remote learning

The Curriculum Lead will have weekly meetings with staff to review how remote learning is progressing and consider any feedback from pupils and parents or carers

The SLT and DSLs will monitor security of remote learning systems

SLT will provide support and training for staff to ensure they feel confident utilising digital platforms

Information will be provided to parents and carers about how to access remote education by Mrs Herselman in the first instance and then teachers following that initial contact

Children who would normally have access to Free School Meals will be contacted and an offer made for some provision of food parcels or access to food vouchers

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

- The school Child Protection Policy will be upheld by DSL and DDSLs.

3.6 IT staff

- The Rackham utilises the services of Irvine Knight and the ICT Service for any issues with IT to offer support.

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day although acknowledge they may not be in front of a device at all times
- Complete work to the deadline set by teachers
- Seek help if needed, from teachers and teaching assistants
- Contact their class teacher if they are unable to complete the work set
- Continue to uphold the rules for behaviour and conduct as if they were in school

Staff can expect parents/carers with children learning remotely to:

- Engage with school and support their children's learning
- Establish a routine the reflects the normal school day as far as reasonably possible
- Seek help from school if needed
- Be respectful when making any complaints or concerns known to staff

3.8 Governing board

The governing board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible

Ensure 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:

Technical issues:

- Contact class teacher or office email in the first instance
- Class teacher will contact SLT or DSLs who in turn will contact external agencies

Safeguarding issues:

- Contact office who will alert DSL and DDSLs

Work set proving a challenge

- Contact class teacher or SENDCO

Challenging behaviour:

- Contact office who will alert pastoral team

5. Data protection

5.1 Accessing personal data

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

- Access data stored on a secure cloud server
- Staff are provided devices which they will use and not their own personal devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as class email addresses 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, which can be found on the school website.

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
- Uphold the Filtering and Monitoring elements of KCSIE 2023

6. Safeguarding

During times of Remote Education, we will continue to uphold our safeguarding responsibilities.

7. Monitoring arrangements

This policy will be reviewed every year by the Headteacher and Deputy Headteacher. At every review, it will be approved by the Governing Board.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

Headteacher

Signed:

Date: 7th September 2023

Chair of Governing body

Signed:

Date: 7th September 2023