

The Lanes Primary School



Remote Learning Policy

Last reviewed	November 2024
Review Cycle	Every 3 Years

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:

- 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.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8.30 am 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, 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.

Teachers are responsible for providing work for the children, as a minimum:

- 3 hours a day on average across the cohort for Key Stage 1 and Early Years
- 4 hours a day for KS2
- The work should be uploaded, where possible, by 5pm the day before or by 8am on the day if the closure is unexpected.
- The work should be emailed to the office staff who will then upload it to the year group pages on the school's website.
- Staff should liaise with their year group partners to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.

- Provide feedback on work via parents' email or on the phone
- Keep in touch with pupils who aren't in school and their parents (note that consideration will be paid to pupils' ages and stages of development: younger children may need more parental involvement than older pupils)
- If the school is closed over an extended period, staff should teach live lessons for 1 hour daily (30 mins for Reception and Yr 1 children) and a weekly phone call for any vulnerable children.
- Class emails will be used for any interaction from parents/carers but emails will not be answered outside of normal school working hours.
- Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with following usual school policies and practices.
- Any behavioural issues, such as failing to complete work, will be dealt with by communication between the class teacher and the parent, involving SLT as appropriate and according to usual school policy and practice.
- Locations - staff will ensure professionalism at all times (avoid areas with background noise where possible, wear professional attire and ensure the background is blurred or has a picture inserted.)

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during usual working hours, consistent with their contract of employment.

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:

- SEND/ vulnerable pupils they'll need to support
- Providing support to the teacher on Zoom
- Supporting the teacher in producing resources
- Attending virtual meetings with teachers, parents and pupils.
- Locations - staff will ensure professionalism at all times (avoid areas with background noise where possible, wear professional attire and ensure the background is blurred or has a picture inserted.)

3.3 Subject leads

The term 'subject lead' refers to anyone co-ordinating subject provision. 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, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

3.4 Senior leaders

The Senior Leadership Team has overarching responsibility for the quality and delivery of remote education, working in partnership with year group teams.

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 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 where appropriate
- 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, on a daily basis, whether pupils learning remotely are engaging in its use, and working 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 year group meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead (DSLs and DDSLs)

The DSL/DDSLs are responsible for all members of school, following The Lanes' child protection policy

3.6 IT staff (Hancox Solutions)

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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)

Staff can expect parents with children learning remotely to:

- Work 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 – staff should point parents towards online resources if they're struggling or offer a 1:1 Zoom meeting in the afternoons
- Be respectful when making any complaints or concerns known to staff

3.8 Governing body and Trust

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of a high a quality
- 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 – talk to the relevant subject lead or SLT
- Issues with behaviour – talk to SLT
- Issues with IT – talk to IT staff (Tim Hancox/JO Gosling)
- Issues with their own workload or wellbeing – talk to the Headteacher, Pete Wilkes
- Concerns about data protection – talk to the Data Protection Officer, Jo Gosling.
- Concerns about safeguarding – talk to the DSL/DDSLs

5. Data protection

5.1 Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in the school's IT network
- Which devices they should use to access the data – school laptops and iPads to be used rather than their own personal devices.

5.2 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. The school will follow its data protection policy 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
- Not leaving devices in public places or unattended vehicles
- 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 every 3 years; or more frequently if needed or if any legislation changes. At every review, it will be approved by the governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy
- Online safety policy