



Remote Learning Policy

Hesketh-with-Becconsall All Saints Church of England Primary School

Approved by:	Full Governors	Date: Summer 2023
Last reviewed on:	May 2023	
Next review due by:	TBC	

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 am and 3.30pm.

If teachers 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 providing remote learning, teachers are responsible for:

- Setting work:
 - For their class in the form of a weekly Remote Home Learning plan with accompanying resources including teaching videos
 - Staff should provide the amount of work specified for their age range/phase as specified from the DfE
 - Work needs to be accessible from 9am each morning and staff may choose to make it available from the evening before (using the time setting facility on the school website)
 - Work should be uploaded to the school website and videos via the schools' YouTube channel or set via our digital online learning platforms
 - As ever, teachers should co-ordinate with other colleagues and subject leads, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
- Providing feedback on work:

- Completed work from pupils can be received via the class email addresses and through checking our digital online learning platforms
- Feedback can be through emails, rewards such as 'Headteacher Mini Mentions', House Points and as part of recorded lessons or class 'round up' videos.
- Keeping in touch with pupils who aren't in school and their parents:
 - Teachers are expected to maintain regular contact with parents, a minimum of twice a week for 'group' communications
 - Teachers are available to receive emails between 9 and 3.30pm and should respond to parents within 48 hours however if emails are received on Friday they would be normally replied to on the following Monday
 - In line with the complaints policy any complaints or concerns shared by parents and pupils should be dealt with in the first instance by themselves and recorded on CPOMS related to safeguarding when they should go immediately on CPOMS for the DSL on duty to follow up
 - If teachers are concerned that families are not keeping in touch they should send further individualised emails and then send names to the DSL for K.I.T. (Keeping in Touch) calls as welfare checks – all communications from these calls is recorded on CPOMS
- Attending virtual meetings with staff, parents and pupils – staff should be:
 - Dressed appropriately
 - In a suitable location (e.g. avoid areas with background noise, nothing inappropriate in the background)

Teachers will be able to work at home when this can be facilitated, if they are in school they are able to continue to provide work and support to parents.

2.2 Teaching assistants

Whilst the Teachers are providing remote learning, teaching assistants must be available in their normal hours as they will be in 'School Based Provision' supporting children of Critical Workers and Vulnerable Children.

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.

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

2.4 Senior Leadership Team (SLT) & Senior Management Team (SMT)

Alongside any teaching responsibilities, senior staff are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning; including 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
- Ensuring the smooth running of the school for all pupil groups whether working remotely or on site

2.5 Designated Safeguarding Lead (DSL)

The DSL roles and responsibilities have not changed with the implementation of Remote Home Learning.

2.6 IT Staff: Computing Lead & Technical Support (currently Western)

IT staff are 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable (via parental emails) during the school day although 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
- 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
- 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 – follow our Behaviour Policy and alert relevant staff members and Senior Staff via CPOMS
- Issues with IT – speak to the Computing Lead and log with Western via the app on the desktop
- Issues with their own workload or wellbeing – talk to a member of the SLT or directly to the Headteacher
- Concerns about data protection – talk to the data protection officer (School Admin Officer)
- Concerns about safeguarding – log the issue on CPOMS and talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Maintain confidentiality and not share information without permission, if unsure contact a member of SLT
- Only use school provided devices, such as laptops, rather than their own personal devices

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 and in parental emails always use the B'cc functionality.

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

All staff will adhere to the Whole School Policy on Safeguarding and follow the advice given from Lancashire Safeguarding Team.

6. Monitoring arrangements

This policy will be reviewed by SLT in the Autumn Term by SLT. After this review it will be sent to the Standards and Effectiveness Committee of the Governing Board for approval.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Whole School Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- Online safety policy