

Watlington Primary School

Remote Learning Policy

September 2024

Next due review: September 2026

Signed: _____ Headteacher Date: September 2024
Gemma Sterjo

Policy has been adopted / reviewed by Governing Body:

Signed: _____ Chair of Governors Date: September 2024
Finbar McGaughey

Contents

1. Aims	
2. Use of remote learning	3
3. Roles and responsibilities	4
4. Who to contact	8
5. Data protection	8
6. Monitoring arrangements	9
7. Links with other policies	9

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:
 - o Not possible to do safely
 - o 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:
 - o They have an infectious illness
 - o They are preparing for or recovering from some types of operation
 - o They are recovering from injury and attendance in school may inhibit such recovery
 - o 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

3.1 Teachers

When providing remote learning, teachers must be available between usual working hours: 9am-5pm.

If staff 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 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 for pupils, in most cases their class year group
- This could be for up to 2 hours per day for Reception, 3 hours per day for Key Stage One and 3-4 hours per day for Key Stage Two.
- Where possible the work will be set on the previous day and uploaded to the class pages
- Where live online sessions are in place, Zoom links (or equivalent) should be sent out at least the day before
- The Headteacher, and Key Stage Leads, will clarify expectations to ensure that there is consistency across the school prior to work being set

Work set should be of a high quality, meaningful and ambitious, with a range of subjects covered.

- This includes meeting the needs of individual pupils, such as those with SEND or other additional needs, and the level of independence.
- This also includes considering the needs of pupils' families and/ or carers, including how much adult involvement will be needed for the activities and whether there is appropriate space to study.
- Feedback may be verbal or written, whole class or individual.

Contact with pupils

- Staff are expected to make regular contact with families through emails and/ or telephone calls. Teachers are not expected to answer emails outside of working hours.
- Any complaints or concerns shared by parents should be referred to a senior member of staff.
- Pupils will not be sanctioned for not completing remote learning however parents/ carers will be contacted if they are not engaging.
- During online meetings with colleagues, parents, carers and pupils staff must adhere to the staff dress code.
- Where working online from own location, staff should be mindful of background noise and surroundings.

Teachers may be required to work in school during this time. At this point a reasonable approach will be taken to online teaching and further responsibilities.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for usual working hours consistent with staff contracts.

If staff 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 are not in school with learning remotely
- Attending virtual meetings with teachers, parents and carers
- Where working online from own location, the staff dress code stands
- Where working online from own location, staff should be mindful of background noise and surroundings

Teaching assistants may also be required to be working in school during this time. At this point, a reasonable approach will be taken to online teaching and further responsibilities.

3.3 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
- Monitoring the work set by teachers in their subject
- Supporting the team with additional resources
- Clarification about the use of online video lesson

3.4 Senior 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:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through meetings with teachers and subject leads, reviewing work set and gaining feedback from pupils/ parents and carers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Training staff on relevant accessibility features of the chosen online platform
- Providing information to parents, carers and pupils on the remote education approach – this may be completed online or via email
- Working with the catering team to ensure pupils eligible for additional support are provided with food vouchers

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

- Being contactable during the school day

- Ensuring that the Child Protection and Safeguarding Policy and procedures continue to be followed by colleagues
- Providing support to colleagues to ensure that contact is maintained with children (and their families) who are not in school
- Keeping up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups
- Updating and managing access to child protection files, liaising with the offsite DSL (or deputy)
- Liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school
- Monitoring the security of remote learning systems, including safeguarding considerations

3.6 IT staff

IT staff are responsible for:

- Supporting with system issues used to set and collect work
- Helping staff with any technical issues
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer (DPO)

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work set by the staff
- Seek help if needed from staff
- Alert staff if they are unable to complete the work
- Act in accordance with the school values and usual behaviour policy

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

- Engage with the school and support their children's learning, and to establish a routine that reflects the typical 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 school if needed
- Be respectful when raising complaints or concerns

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 quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access data via our school Management Information System, Bromcom, or from our IT network. Staff should use school-provided devices (laptops) only, and not their own personal devices. School laptops are password protected.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and contact details 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 / privacy notice in terms of handling data, which can be found here www.watlington.oxon.sch.uk/policies.

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.

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. Monitoring arrangements

This policy will be reviewed every two years. At every review, it will be approved by local governing body.

6. Links with other policies

This policy is linked to our:

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