REMOTE LEARNING POLICY

Approved by:	Full Trust Board
Last reviewed on:	Spring 2023
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Contents

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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:

- 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 they have an infectious illness

3. Roles and responsibilities

All members of staff are responsible for the implementation of this policy with monitoring undertaken by the Senior Leadership Team. It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy when providing Remote Learning. Buttsbury Primary School will endeavour to ensure that staff have access to a suitable device in the event of a school closure in order to deliver Remote Learning.

3.1 Teachers

When providing remote learning, teachers must be available inline with their normal contract of employment.

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 which is contacting the Headteacher.

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

  o Work set will include at least a daily English, Maths and Foundation Subject Lesson via Google Classroom

  o Children will receive Live Lessons for English, Maths and a Foundation Subject via Google Classroom each day.

  o The teaching input and work will last for approximately an hour for Maths and English, this may be longer or shorter depending on the Foundation Subject.

  o Work will be set via Google Classroom, for which every child has their own, unique login credentials

  o Work will be uploaded for children prior to the lesson taking place. If it is known that a child will be accessing Remote Learning, their learning resources will be uploaded by 4:30pm the day before. In the event of a child being absent and requiring remote learning at short notice, work will be uploaded for the afternoon session.

  o Work may be set across classes within a year group. This may result in the Live Lesson being delivered by another teacher within the child's year group rather than their own class teacher.

> Providing feedback on work

  o Completed work will need to be submitted via Google Classroom. This could be done through a variety of ways including but not explicit to a digital document or an uploaded photograph.

  o Teachers will provide daily feedback on all work submitted.

  o Work is expected to be submitted by 4:00pm the following day, after it was set.

> Keeping in touch with pupils who are not in school and their parents

  o Teachers will be responsible for monitoring pupil engagement in remote learning and are responsible for updating the Senior Leadership Team in the case of lack on engagement.

  o A lack of engagement in remote learning could result in a phone call home from the class teacher, the admin team, Inclusion Manager or Senior Leadership Team.

  o Teachers and Children are able to keep in touch via the Meet Link in Google Classrooms prior to the start of Live Lessons or via the Stream within the Google Classrooms Platform.

> Attending virtual meetings with staff, parents and pupils.

  o Staff should adhere to Buttsbury Primary School's Staff Dress Code.

  o Staff should undertake meetings and the teaching of live lessons in a professionally appropriate environment e.g. not too noisy, appropriate background (which may include using a background filter).

3.3 Inclusion Manager

> The Inclusion Manager is responsible for working with teachers, children and parents to ensure that children with special educational needs have reasonable adjustments in place to enable them to access remote learning.

3.4 Senior leaders

The Deputy Headteachers have overarching responsibility for the quality and delivery of remote education.

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 devices accompanied by a signed user agreement (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:

- Co-ordinating the remote learning approach across the school.

- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents.

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for Safeguarding and Child Protection as outlined in our Child Protection Policy.

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work

- Helping staff and parents with any technical issues they are experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

- Assisting pupils and parents with accessing the internet or devices

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider 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

- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

- If using school owned devices, to use them for the intended purpose (Pupil's school work) and to keep the devices safe and secure, as per user agreement

Staff can expect parents with children learning remotely to:

- Engage 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

- Be respectful when making any complaints or concerns known to staff

3.8 Trust Board

The Trust Board is responsible for:

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

> 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 – Deputy Headteachers

> Issues with behaviour – Year Group Leader

> Issues with IT – IT Technician

> Issues with their own workload or wellbeing – Headteacher

> Concerns about data protection – Headteacher, Ann Robinson

> Concerns about safeguarding – Designated Safeguarding Lead. In their absence, Deputy Designated Safeguarding Leads.

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 your IT network

> Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

5.2 Processing personal data

Staff members may need to collect and/or share personal data such 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 / 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

> 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

6. Safeguarding

This document should be read in conjunction with the school's current Child Protection Policy and Online Safety Policy.

Parents are advised to spend time talking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. Online safety concerns should be reported to the Designated Safeguarding Lead, Mrs Robinson.

7. Links with other policies

This policy is linked to our:

- Behaviour and Discipline Policy
- Child Protection Policy
- Data Protection Policy
- Home-school Agreement
- ICT and Internet Acceptable Use Agreement
- Online Safety Policy
- Staff and Online Learning Privacy Notices

Appendix A

<u>*Home Learning Laptop Acceptable Use Agreement*</u>

We have been allocated a laptop from the DfE to support children who have to self-isolate and access Home Learning.

 Below outlines the conditions of use.

- *The laptop is loaned out by the school for the purposes of accessing home school learning whilst in an isolation period.*
- *It is not to be used to access or attempt to access materials that are not of age appropriate e.g. social media, online gaming.*
- *Children are to be supervised whilst they access the internet as this laptop is not under the filtering policy used at school for children, whilst the internet is being accessed at home.*
- *Children are to only open/delete their own files.*
- *That all ICT contact with other children and adults is responsible, polite and sensible.*
- *Online Safety rules are followed, including but not restricted to:*
  -Do not deliberately look for, save or send anything that could be unpleasant or nasty.
  -Do not give out any personal details whilst using this laptop such as name, phone number or home address.
  -Do not save your password and login (remember me) onto this laptop as it will be used by other children.
- *If there is a fault or damage to the laptop please contact the school.*
- *The laptop is to be returned to school on the day of your child returning from their self-isolation period.*

I have read this agreement and agree to follow the outlined conditions to support the safe use of this laptop.

This laptop is being loaned to…………………………………………………………………….

on ………………………………. and is to be returned……………………………..

Parent/Carer Signature………………………………………… Date…………………………