REMOTE LEARNING POLICY

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not 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

3.1 Teachers

When providing remote learning, teachers must be available between 08:35 – 15:30. 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 providing remote learning, teachers are responsible for:

- **Setting work**
  - Teachers will set work for the pupils in their classes, this includes children in English and maths sets.
  - The work set should follow the usual timetable for the class had they been in school, wherever possible.
  - Daily activities will be set for English, maths and at least one other subject.
  - Work will be set each day not including the child's first day of absence.
  - All activities will be accessible through Google Classroom.
  - Where internet access is not possible, parents should contact the school to request a laptop or paper copies.
- **Providing feedback on work:**
  - Using Google Classroom teachers are expected to mark children's work in line with the marking policy.
  - Children are able to comment and ask questions about the task set, to which teachers are expected to reply.
- **Keeping in touch with pupils who aren't in school and their parents**
  - If there is a concern around the level of engagement of a pupil, parents should be contacted via phone to assess whether school intervention can assist engagement.
  - All parent/carer emails should come through the school admin account (admin@stantonschoolmk.org.uk or office@pepperhillschoolmk.org.uk)
  - Any questions or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead (DSL).

3.2 Teaching Assistants

When assisting with remote learning, Teaching Assistants must be available during their contracted hours. 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

During the school day, teaching assistants must complete tasks as directed by a teaching member of their team or a member of the SLT.

3.3 Subject Managers

Alongside their teaching responsibilities, subject coordinators, including SENDCo 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 managers 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 and marking by teachers in their subject 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

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.
- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject coordinators, 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 staff remain trained and confident in their use of online digital education platforms.
- Training staff on relevant accessibility features that your chosen digital platform has available
- Providing information to parents/carers and pupils about remote education.
- Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers.

3.5 Designated Safeguarding Lead

The DSL is responsible for:

- Child protection and wider safeguarding. Please see the Federation's Child Protection Policy

3.6 IT Staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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 who are learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are unable to complete work

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 cannot complete work
- Seek help from the school if they need it
- Contact the school office for IT support or use the school website for useful guides.
- Be respectful when asking questions or raising concerns 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 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. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – Curriculum Manager or SENDCo
- Issues with behaviour – Middle Managers or SLT
- Issues with IT – Computing Leader or IT technician
- Issues with their own workload or wellbeing – Middle Managers or SLT
- Concerns about data protection – Data Protection Officer or SLT
- Concerns about safeguarding –DSL

5. Data Protection

5.1 Accessing personal data

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

Only use devices supplied by the school to access secured personal data. Only the child's name, class and school email address will be stored on secure cloud based learning platforms.

Parents/carers have given permission for personal data to be stored in line with GDPR guidance.

5.2 Processing personal data

Staff may need to collect and/or share personal data such as children's name, class and school email address as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not 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 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 will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected with strong passwords which are at least eight characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Ensuring that no documents are stored on the laptops hard drive.
- 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 and always install the latest updates.

6. Safeguarding

Please see the Federation's Child Protection Policy.