



REMOTE LEARNING POLICY

(Biennial Review)

GOVERNORS' STANDARDS & CURRICULUM COMMITTEE

Date next due for review by committee	Reviewed by committee	Any Changes YES/NO	Approved by Committee
	22 January 2021	New policy	22 January 2021
January 2023	19 January 2023	Updated	19 January 2023
January 2025	21 January 2025	Updated	21 January 2025
January 2027			

Helmdon Primary School

Remote Learning Policy

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for 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.
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them.
- Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

2. Roles and responsibilities

2.1 Headteacher responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Headteacher will ensure decisions are made to enable the continuation of home learning.

2.2 Teachers

When providing remote learning, teachers are responsible for setting work:

- For their class and any children they usually teach in a normal week. This may be work for the whole class if they are all at home, or it may be work for individual children who are self-isolating.
- Setting a minimum of three hours work per day for Key Stage 1 (KS1) and Key Stage 2 (KS2) pupils, in 3 lessons.
- The work needs to be set by 9am.
- Work should be uploaded to the school website, or via Google classrooms and/or Seesaw.
- Teachers will ensure children at school, for example in the case of lockdown vulnerable and Key Worker pupils, complete the work set too.

When providing remote learning, teachers must be available during their normal working hours on their working days. 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.

Teachers are responsible for setting remote learning, as below:

Year group	Teacher responsible for core-subjects	Teacher responsible for non-core subjects
Reception	KS	KS
Year 1	MF	MF
Year 2	SJ	SJ/SL
Year 3	SC	SC
Year 4	SC	SC/SL
Year 5	TP	TP/AZ
Year 6	TP	TP/AZ

The amount of work they need to provide is three sessions daily. This will include 2 core-subjects and 1 foundation subject in KS1 and KS2.

Daily phonics lessons will be planned for KS1.

Foundation Stage Teachers will use resources they deem to be appropriate. Some work will be set daily and there may also be activities set that can be completed throughout the week.

2.3 Teaching assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours on the days that they work.

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 by contacting the Headteacher.

When assisting with remote learning, teaching assistants are expected to liaise with the class teacher to support individuals or groups as directed.

2.4 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

Monitoring the remote work set by teachers in their subject – this could be in the form of skill coverage during the remote learning period.

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

2.5 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Ensuring that staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following the reporting procedures as set out in the school's Safeguarding Policy.
- Vulnerable pupils will be called weekly – Child Protection (CP)/Education, Health & Care Plan (EHCP)/identified pupils, this will be done by the Special Educational Needs Co-Ordinator (SENDCO)/DSL.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.6 IT staff

IT staff are responsible for:

Fixing issues with systems used to set and collect work.

Helping/Advising 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.

2.7 Online Safety Lead

Is responsible for:

- Ensuring staff will continue to follow the school's existing Acceptable Use Policy when interacting with children online.
- Ensuring teachers make children aware of how to report any concerns they have back to our school, and signpost them to other sources of support too.
- Ensuring parents/carers are aware of the potential risks to children online and the importance of staying safe online by uploading relevant documents onto the school website and highlighting their existence on the school newsletter.
- Ensuring information on the school website highlights where else they can go for support to keep their children safe online.

2.8 Remote Learning Lead

The Remote Learning Lead is responsible for:

- Co-ordinating the remote learning approach across the school – ensuring all staff and children have received training using the online learning platforms.
- Maintaining teachers and pupils accounts in online digital platforms (Seesaw and Google Suite).

2.9 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. Remote education

3.1 Access

Teachers will upload learning activities on to the class pages section of the school website. They may also be directed from there to Google Classrooms and/or Seesaw. The activities can then be accessed at home or printed by staff who are in school, ready for parents to collect or staff can deliver to homes if requested by parents.

Teachers will outline the work daily on their class pages.

Live lessons may take place. Pre-recorded videos may be uploaded to Seesaw or the class pages of the school website.

3.2 Expectations

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although staff appreciate 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.

Pupils and parents can expect remote lessons to:

- Link to what the children have been, or would be, learning in school.
- Have clear instructions if necessary.
- Make clear if the child is successful or correct in their work.
- Be achievable or know how to access help.
- Provide extension activities when appropriate.

3.3 Feedback

Pupils should email work to their class teachers or upload it using Seesaw, 365 Accounts or Google Classrooms. All work submitted will be acknowledged by the class teacher. Feedback will be given for activities on an individual basis. Feedback will be age appropriate.

3.4 Keeping in touch with pupils and parents

- This may take the form of emails, telephone calls, and written or recorded messages on Seesaw.
- Any concerns should be recorded and Head teacher alerted.
- In the event of a self/class bubble isolation, communication will be via school email account or Seesaw.
- If there has been no communication from either a parent or child by day 3 of lockdown/self-isolation period starting, teacher or Headteacher will call or email parents on day 4.
- Emails received from parents and pupils are to be checked between 8.50am and 3.15pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.
- Complaints or concerns shared by parents and pupils should be shared with Headteacher to advise on follow-up procedures.
- Safeguarding concerns should be shared with the DSL.
- If teachers attend virtual meetings with parents, appropriate dress code should be followed and appropriate locations used (i.e. avoid areas with background noise and inappropriate backgrounds).

3.5 Additional support

Vulnerable pupils will be called weekly. This may be by their class teacher, the SENDCO or the Headteacher.

CP/EHCP pupils will be contacted weekly by their class teacher, the SENDCO or the Headteacher (DSL).

Parents should be contacted via email or telephone if children are failing to complete work set online and an agreement should be reached on viable ways to solve the engagement issues of the child.

School will endeavour to lend a laptop or iPad to a family where the children cannot access the remote learning due to lack of access to a suitable device.

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 SENDCO

Issues with behaviour – talk to Headteacher

Issues with IT – talk to Computing Lead or EasiPC technician

Issues with their own workload or wellbeing – talk to Headteacher

Concerns about data protection – talk to the Online Safety Lead or DSL/Headteacher

Concerns about safeguarding – talk to the DSL or DDSLs

5. Data protection

5.1 Accessing personal data

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

- Use school laptops/devices rather than own personal devices. These devices must be password protected.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, login details for children's online accounts 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.

When emailing staff members about individual children, initials will be used rather than full names.

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
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Devices that are lent to children to use at home will have been set up to ensure remote learning can be accessed. Parents will sign an agreement stating that school takes no responsibility for online safety whilst the laptop is connected to home Wi-Fi as the school filter system will not be active outside the school setting. Children must not be online without adult supervision when using a school laptop at home. The laptop must only be used by the child or children named and solely for the purposes of accessing remote learning.

6. Monitoring arrangements

This policy will be reviewed every two years. At every review, it will be approved by the Remote Learning Lead, Headteacher and Governing Body.

7. Links with other policies

This policy is linked to the school's:

- Behaviour Policy
- Child Protection Policy and Coronavirus Addendum to the Child Protection Policy
- Data Protection Policy and privacy notices
- Home-School Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy