



REMOTE LEARNING POLICY

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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. Roles and responsibilities

- The Head teacher is responsible for making sure that all teachers are set up on the Class Dojo platform and are able to post classroom updates.
- The teachers will make sure that the register of children on Class Dojo is correct and will inform the Head teacher of any discrepancy.
- Teachers will undertake to post messages on Class Dojo daily to ensure that parents and children remain up to date and they undertake to use the messaging service appropriately.
- The Headteacher and Senior Leadership team will have an overview of Class Dojo.
As appropriate videos and tasks will be posted on class pages on the school website. Packs of works will be posted weekly.

2.1 Teachers

The following points are dependent on the situation that the school finds itself in. If the teacher is in school, offering face to face with children this will always take priority over any remote teaching that the member of staff is asked to do.

If a whole "bubble" is not in school, as advised by Public Health England or its successor body than no child or member of staff from within that "bubble", will be permitted to attend school until after the period advised has ended. .

When providing remote learning, teachers must be available between during normal school hours.

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.

Subject to the caveats above when providing remote learning, teachers are responsible for:

- Setting work –
 - They will need to provide work for their own class or the group that they normally work with.
 - Five pieces of English and Mathematics will be provided on a weekly basis with sufficient work in other curriculum areas to ensure that the normal contact time table is taught.

- Teachers will endeavour to post work by 5pm the day before it is required.
- Work will be uploaded either to the Unit website or the Class Dojo platform depending on which is the most appropriate.
- Where appropriate, learning may be based on the CUSP curriculum.
- Teachers should work in their Unit Teams to ensure that there is consistency and continuity across the Unit.
- Staff may use resources and lessons from the Oak National Academy <https://teachers.thenational.academy/> to help manage workload.

➤ Providing feedback on work

- Teachers will provide a mark scheme if appropriate for closed activities.
- Where a piece of work is required to be shared on the Portfolio part of the platform the teacher will respond to the piece of work appropriately. This will be impacted upon by the quality of the uploaded work.
- Feedback should be left as soon as is practical after the work has been posted.

➤ Keeping in touch with pupils who aren't in school and their parents –

- Where a child is not in school both the School Website, Arbor and Class Dojo will be used.
- As stated above teachers will be expected to be on line during the school day on a daily basis. However, if a teacher is engaged in face to face teaching there may be a delay in teachers replying to parents' questions. Teachers are not required to respond outside school hours. Should the teacher respond out of these times this is their prerogative.
- If there are concerns regarding any message that has been sent by a parent this should be shared with the Headteacher.
- If a child / parent is not engaging on the platform then the class teacher will make contact with the parent over the Class Dojo platform or by telephone.

➤ Attending virtual meetings with staff, parents and pupils –

- When teaching remotely staff are not required to be 'live' on a visual platform when engaging with pupils. If videos are made staff should ensure that they adhere to the following points.
- The School dress code
- They should avoid locations where there is a lot of noise and where inappropriate materials maybe on show.

If a teacher is working in school they will not be required to provide remote learning nor to monitor this work when they are engaged in face to face contact with children. There may be circumstances when an individual or a group of children is away from school not being ill but self-isolating. If this is the case parents will be informed of the frequency and the volume of work that they can expect from their child's class teacher.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours.

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.

When assisting with remote learning, teaching assistants are responsible for:

Supporting the teacher in the preparation of resources.

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 – they will do this by looking at the work that is placed on the Unit websites and the Class Dojo platform.
- Alerting teachers to resources they can use to teach their subject remotely.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – they will conduct a check of the website to ensure that the work provided is of the same standard and quality as that provided in the classroom.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The DSL is responsible for:

Ensuring that the appropriate standards for safeguarding are upheld at all times when on remote working is happening.

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Supporting parents with hardware supplied by the School

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consideration is given to the working patterns of parents and the on families.
- 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. Data protection

3.1 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.
- › Staff should only use school provided IT resources when accessing the website or the Class Dojo platform.

3.2 Processing personal data

Staff members may need to collect and/or share personal data such as pupil names 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.

3.3 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.

4. Safeguarding

For relevant safeguarding guidance staff should refer to the relevant current safeguarding policy and any addendum that has been provided. If parents wish to share any safeguarding concerns they should contact the Designated Safeguarding Lead via the school office.

5. Monitoring arrangements

This policy will be reviewed every two years by the Learning, Standards and Assessment committee. After every review, it will be approved by the full governing board.

6. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Critical Incident policy

Review Date: November 2025

Next Review Date: November 2027