

Remote Learning Policy



Gorse Hill Primary School

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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
- 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 The SLT

Alongside any teaching responsibilities, senior leaders are 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 Senior Leadership team will take direct responsibility for this. If this is the

case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

2.2 Designated Safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning. Please refer to Child Protection and Safeguarding Policy.

2.3 Teachers

When providing remote learning, teachers must be available between 9am-3pm on their working days. 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 providing remote learning, teachers are responsible for:

Setting work:

- All pupils attending Gorse Hill Primary will be set up with their own Microsoft email @gorsehillprimary.co.uk.
- Each class will have a class Microsoft Teams Page and class Share Point Page; where teachers will post links to daily lessons.
- In KS2, there will be daily English and Maths lessons plus another subject from the wider curriculum.
- In KS1, teachers will also provide phonics lessons.
- Teachers will use resources provided by the Oak National Academy, White Rose Maths, BBC Bitesize as well as other resources identified by curriculum leaders.
- Pupils in KS1 and KS2 will also have access to Bugclub, Sumdog and Timestables Rockstars.
- If teachers are well, work will be set daily.
- Teachers will be available via Microsoft Teams between 9:30am and 10:30am to give pupils support and additional guidance if required.
- Each class has an e-mail address for parents and pupils to get in touch with their class teacher. Class teachers are expected to respond during normal school hours.
- All learning tasks set must be straight forward and achievable for children working without the support of a teacher. Some parents will be able to support their children but others may not for a number of reasons, including the fact that they may be working from home themselves.

Providing feedback on work:

- Pupils can e-mail work to their class teachers via the class email.
- All work submitted will be acknowledged by the class teacher.
- Feedback will be age appropriate.

Keeping in touch with who are not in school and their parents:

- In the case of a national or local lockdown, teachers will call parents once a week. Any concerns should be recorded and shared with the SLT.
- In the event of self-isolation/ bubble isolation, the class teacher will call parents once a week.
- Vulnerable pupils will be monitored by the Learning Mentor and information shared with the SLT/DSL

2.4 Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their normal contracted 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 pupils who aren't in school with learning remotely when requested by Head Teacher/SENDCO
- Will liaise with class teachers to support planning and resourcing differentiated learning.

2.5 Subject Leaders

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

- Consider 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 - explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.6 Pupils and Parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day - 9am-3pm although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Expectations of time spent on tasks should be clear. Reception and KS1 should be spending no more than 1-2 hours on learning tasks and KS2 children no more than 2-3 hours per day.

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 - if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

2.7 The 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. 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 a member of the SLT, SENDCO

- Issues with IT - talk to IT staff
- Issues with their own workload or wellbeing - talk to their line manager/ a member of the SLT
- Concerns about data protection - talk to the data protection officer
- Concerns about safeguarding - talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Have access to their own class data, such as assessment and family contact details.
- Key members of staff are able to access SIMS remotely from home.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as pupil/parent telephone numbers/e-mail or own work e-mail 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.

However, staff are reminded to collect and/or share as little personal data as possible online and if using personal phones to make contact with families, they must ensure that caller ID is blocked.

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. Safeguarding

Please refer to child protection and safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed termly by the SLT but more regularly depending on DFE guidance on Remote Learning.

7. Links with other policies

This policy is linked to our:

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