



## **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**

#### **Teachers**

When providing remote learning, teachers must be available between 8am and 4pm

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:

#### **1. Setting work**

- For their own class and other classes they may teach
- A full timetable must be uploaded to Covid-19 folder (live zooms and pre-recorded videos)
- All work must be uploaded by 8.30am every morning
- Juniors set work on Google Classroom
- Infants set work on Edmodo
- Ensure all pupils can access set work in own class

#### **2. Providing feedback on work**

- Work can be returned via Google Classroom (for Juniors), Edmodo (for Infants) /by email/ or by returning the hard copy
- Work to be marked and returned
- Verbal feedback can be given by zoom

### **3. Keeping in touch with pupils who aren't in school and their parents**

- Emails from parents or children may not be answered after 6pm
- Any complaints from parents to be reported to Headteacher
- Any safeguarding concerns to be reported immediately to safeguarding lead (Headteacher), or Deputy Safeguarding Lead (Head of Infants)
- If work not completed, teacher to email child or contact parents as appropriate.
- Contact parents with feedback by email once a week

### **4. Attending virtual meeting with staff, parents and pupils**

- Teachers to wear appropriate smart shirt/dress
- Children to wear school polo shirt
- Try to find a suitable location if zooming from home (e.g. avoid areas with background noise, nothing inappropriate in the background)

## **Teaching Assistants**

When assisting with remote learning, teaching assistants must be available between 8am and 4pm (or 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 children and families at home or supporting children in school.

Dress code as above.

## **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 – listening to feedback from staff, children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## **Designated Safeguarding Lead**

The DSL is responsible for:

Any safeguarding concerns. Please report any concerns directly to the DSL, or to the Deputy Safeguarding Lead

## **Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete the 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 – Inform parents of any online resources available to them
- Be respectful when making any complaints or concerns known to staff

## **Board of Directors**

The Board of Directors are 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:

The senior management team  
Headteacher  
Head of Juniors  
Head of Infants

## **4. Data Protection**

### **Accessing personal data**

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

Explain:

- Access the data on a secure cloud service
- Use their own personal computers if at home or school computers if able to work from school (preferred option)

### **Processing personal data**

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

However, staff are reminded to collect and/or share as little personal data as possible online.

### **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**

See safeguarding policy

## **6. Monitoring arrangements**

This policy will be reviewed every 2 years

## 7. 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

| When Reviewed       | Reviewed by |
|---------------------|-------------|
| Updated:<br>1.10.25 | MW          |