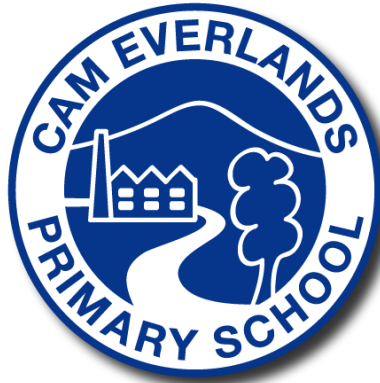


Remote Learning policy



Cam Everlands Primary School
"We believe, achieve and celebrate"

Approved by:	Governing Body	Date: May 2023
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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. Use of remote learning

All pupils should attend school, in line with our attendance policy.

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

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available at some points between 8.50am and 3.15pm on Monday to Friday, when the school would normally be open.

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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work for the pupils in their class
 - Ensuring that there is a suitable amount of work (good practice is considered to be 3 hours for KS1 and 4hrs for KS2 per day)
 - Ensuring that work for the day is online on the chosen platform by 8.30am on the day it is due to be completed
 - Letting pupils know how to post their completed work
- Providing feedback on work
- Keeping in touch with pupils who aren't in school and their parents
 - Frequent contact through either telephone, email or virtual platforms
 - Responding to communications from children and parents in a timely manner
 - Ensuring that pupils are engaging with the work which has been set
 - Passing on any safeguarding concerns to the DSL or Deputy DSLs
- Attending virtual meetings with staff, parents and pupils when required

Should a teacher be unable to undertake these duties, it is their responsibility to let their line manager know as soon as is practicable.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for the hours of their school contract.

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 and who are learning remotely
- Liaising with the class teacher and supporting as requested
- Attending virtual meetings with teachers, parents and pupils

3.3 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 – 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

3.4 Senior leaders

The Senior Leadership team has overarching responsibility for the quality and delivery of remote education.

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 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

They are also responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular communications with teachers and subject leaders, monitoring of work being set and feedback from pupils
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

- Responding to concerns raised by staff
- Checking in with families of vulnerable children
- Liaising with external services
- Monitoring engagement of pupils who are on CIN or CP plans

3.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider 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 or teaching assistants
- Alert teachers if they're not able to complete work
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

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 can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

3.7 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a 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 – talk to the relevant subject leader or SENCO
- Issues with behaviour/engagement – talk to the relevant head of key stage
- Issues with IT – Contact EdIT Concepts (email: support@editconcepts.com)
- Issues with their own workload or wellbeing – talk to your head of key stage
- Concerns about data protection – talk to the data protection officer (headteacher)
- Concerns about safeguarding – talk to the DSL or one of the deputy DSLs in his absence

5. Data protection

5.1 Accessing personal data

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

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Explain:

- How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

5.2 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. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the school website.

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 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

Keeping operating systems up to date – always install the latest updates

- Only installing software which has been agreed by the Senior leadership team and/or our IT support (EdIT Concepts)

6. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to the Designated Safeguarding Lead (DSL) or one of the Deputy DSLs. All safeguarding policies and procedures continue to apply.

Staff must ensure all communication with parents and pupils is conducted through the school Email following normal guidance and ensure this remains professional.

7. Monitoring arrangements

This policy will be reviewed every 3 years. At every review, it will be approved by governing body.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy
- Data protection policy
- E-safety policy