Remote Learning Policy

St Andrew's C of E Primary and Nursery School

Approved by:	St Andrew's C of E Governing Body	**Date:** September 2024
Last reviewed on:	September 2025	
Next review due by:	September 2026	

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

2.1 Teachers

When providing remote learning, teachers must be available between 8:00am and 5:00pm, taking into consideration any teaching commitments they may have. 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 (reporting it to the head teacher).

When providing remote learning, teachers are responsible for:

> **Setting work**

- o Teachers need to set work for all children in their own class.

- o The remote learning work should be relevant and a continuation of the work that is being completed in school (as far as possible).

- o There should be a daily English and Maths activity and then a minimum of three 'wider curriculum' activities (2 of these should encourage working away from a screen) each week.

- o The use of Oak National Academy https://www.thenational.academy/ is a recommended resource for teachers to use for remote learning.

- o Initial remote learning should be sent to families in lockdown within 2 working days and then weekly after that. If the class teacher is ill and cannot send out the work, then a member of their key stage phase will set the work for the class.

- o Weekly Overviews (when whole class isolation occurs) for the week should be sent out to parents and carers on Mondays by 9:00am. Subsequent daily tasks should be sent out before 9:00am on the day.

- o Daily Tasks should be sent out on Dojo and the school's website. Activities can also be set on Dojo, Seesaw and Purple Mash. All resources and information to support parents, carers and children in completing the home learning should be added to the 'Home Learning' section of each class page on the school website.

- o Teachers should liaise with other teachers in their key stage phase to ensure consistency of content, amount and approach to the remote learning.

- o Teachers need to make all efforts possible to make sure pupils with limited access to devices can still complete work (e.g. printed packs delivered to the child's home).

> **Providing feedback on work**

- o Teachers will be able to access completed work on Dojo/Seesaw/Purple Mash (depending on where it has been set).

- o Feedback on work should be in-line with the feedback policy, with the acknowledgement of all completed work and more detailed review feedback when necessary.

- o Review feedback may be needed more often as there will be limited opportunity for immediate and summary feedback.

- o Review feedback can take the form of written statements or sound/video clips depending on the platform the feedback is being provided.

> **Keeping in touch with pupils who aren't in school and their parents/carers**

- o If the whole class is locked down, the class teacher should make daily contact through messaging services, such as Dojo or Seesaw and organise a weekly Zoom meeting (30 minutes) to 'keep in touch'.

- If the class teacher does not hear from a member of their class they should inform the school Office, who will continue to pursue the family in line with the attendance policy.

- If an individual child is isolating, the Office will follow the attendance procedure and make contact daily.

- As usual, there are no expectations to respond to Dojo messages from parents outside of working hours, staff should try and respond between 8:00am and 5:00pm when possible (taking into account any teaching commitments if still in school).

- Any complaints or concerns shared by parents and pupils should be referred to the Head Teacher to deal with.

- Any safeguarding concerns should follow the school's safeguarding procedures.

- Behavioural issues, such as failing to complete work, should be handled with care and in consultation with the Head Teacher.

> **Attending virtual meetings with staff, parents/carers and pupils**

Please refer to the NSPCC guidance.

In all virtual meetings, staff should follow:

- Smart dress code

- The background should be neutral

Expectations for children and families attending the virtual meeting will be sent out prior to lock down along with permissions. These will include:

- Smart dress code for the child, e.g. day wear and fully clothed

- An adult present with the child on the Zoom meeting

- A neutral background

The school's complete Code of Conduct for Remote Learning can be found here
https://standrews.ovw6.juniperwebsites.co.uk/remote-learning-code-of-conduct

2.2 Teaching assistants

If teaching assistants are unable to work for any reason during a lockdown, for example, due to sickness or caring for a dependent, they should report this using the normal absence procedure.

If full remote learning is in place, teaching assistants will not be expected to work remotely.

If teaching assistants are working in school, they will be directed to work, where needed.

2.3 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.

> 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 through regularly reviewing work set.

> 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 each school phase in which they work.

> Monitoring the effectiveness of remote learning – e.g. regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents.

- ⟩ Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- ⟩ The SENCO will have the responsibility of regularly contacting the families of children with SEND across the school.

2.5 Designated safeguarding lead

The DSL is responsible for:

  ➢ Ensuring a robust child protection policy and addendum are in place and all staff adhere to them.

2.6 IT support

IT support are responsible for:

- ⟩ Fixing issues with systems used to set and collect work.
- ⟩ Helping staff and parents with any technical issues they're experiencing.
- ⟩ Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- ⟩ Assisting pupils and parents with accessing the internet or devices where possible.

2.7 Pupils and parents

Guidelines will be available for parents and carers regarding online meetings between staff and children.

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.
- ⟩ Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- ⟩ Follow the guidelines for online meetings between staff and children.
- ⟩ 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.

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2.8 Governing body

The governing body 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 – please talk to the senior leadership team
- ⟩ Issues with behaviour – talk to the Head Teacher
- ⟩ Issues with IT – talk to the Office, who will contact Infotech
- ⟩ Issues with their own workload or wellbeing – talk to the Head Teacher
- ⟩ Concerns about data protection – talk to the data protection officer (DPO)
- ⟩ 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:

> Use school devices, such as laptops, rather than personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses, telephone numbers, as part of the remote learning system. Staff are reminded to collect and/or share as little personal data as possible online.

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

Staff should have completed the Notts Learning Pool Safeguarding training and will use this knowledge throughout a lockdown when making decisions about children's safety and well-being.

The school follows the Notts Safeguarding Policy, which can be found on the school's website.

All concerns, however little, should be recorded using CPOMS, ensuring the DSL is linked to the comment.

All children identified with any safeguarding issues will be contacted each week either by the class teacher or DSL. Any concerns will be reported to MASH.

6. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy and coronavirus addendum to our child protection policy

> Data protection policy and privacy notices

> Attendance Policy

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy