Remote Learning

Approved by the governing body on:	December 2024
Signed (Chair of Governors)	
Review Date	Autumn 2026

1. Aims

This remote learning policy aims to:

➢ Ensure consistency in the approach to remote learning for pupils who are not 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 between 8.30 am and 3.30pm. If they are 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.

Teachers are also responsible for providing work for the children, as a minimum:
➢ 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children.
➢ 4 hours a day for KS2.
➢ The work should be uploaded, where possible, by 5pm the day before.
➢ The work should be uploaded to Teams.

- Keep in touch with pupils who are not in school and their parents (including consideration of pupils' age and stage of development or need, for example children in KS1 or younger may need more parental involvement than older pupils).
- If the school is closed over an extended period, staff should make regular contact using Teams or phone call for any vulnerable children in addition (so at least 2x weekly contact).
- Teams will be used for any interaction from parents/carers but will not be answered outside of normal school working hours.
- Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with following usual school policies and practices.
- Any behavioural issues, such as failing to complete work, will be dealt with by communication between the class teacher and the parent, involving SLT as appropriate and according to usual school policy and practice.
- Opportunities for regular interaction will occur during class Teams meetings.
- The usual school dress code applies at all times for staff.
- Locations - ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background).

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during usual working hours, consistent with their contract of employment. 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 are not in school with learning remotely.
- Supporting SEND/ vulnerable pupils.
- Providing support to the teacher on Teams.
- Supporting the teacher in producing resources.
- The usual school dress code applies at all times for staff.
- Locations - ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background).

3.3 Senior leaders

The Headteacher has overarching responsibility for the quality and delivery of remote education, working in partnership with the teachers, curriculum leaders and the SENDCo. 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 to supplement learning.

➢ 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 meetings with teachers, 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.

3.4 Designated safeguarding lead (DSLs and DDSLs)

The DSL and DDSL's are responsible for ensuring all members of school follow Eagle's child protection policy.

3.5 Ark IT staff are responsible for:

➢ Fixing issues with systems used to set and collect work.
➢ Helping staff and parents with any technical issues they are experiencing.
➢ Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

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).

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 body

The governing body 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. If staff have any questions or concerns about remote learning, they should contact the following individuals:

➢ Issues in setting work – talk to the Curriculum Leader or SENDCo.
➢ Issues with behaviour – talk to the Headteacher.
➢ Issues with IT – Ark.
➢ Issues with their own workload or wellbeing – talk to Headteacher.
➢ Concerns about data protection – Headteacher and Ark.
➢ Concerns about safeguarding – talk to the DSL or DDSL's.

5. Data protection

5.1 Accessing personal data
When accessing personal data for remote learning purposes, all staff members will be informed of the following:
➢ How they can access the data, such as on a secure cloud service or a server in the school's IT network.
➢ Which devices they should use to access the data – if devices are provided, such as laptops, staff must 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. 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.
➢ Installing antivirus and anti-spyware software.
➢ Keeping operating systems up to date – always install the latest updates.

6. Safeguarding

An Addendum will be added to our usual Safeguarding and Child Protection Policy to reflect the current situation and will be found on the school system as well as the school website.

7. Monitoring arrangements

This policy will be reviewed every 3 years; or more frequently if needed or if any legislation changes. At every review, it will be approved by the Governors.

8. Links with other policies

This policy is linked to the following policies:

- ➢ Behaviour policy
- ➢ Child protection policy (and any addendum to our child protection policy)
- ➢ Data protection policy and privacy notices
- ➢ Home-school agreement
- ➢ ICT and internet acceptable use policy
- ➢ Online safety policy