



Scholes (Holmfirth) Junior and Infant School

# Remote Learning Policy

Approved by:	Date Approved:	Due for review no later than:
Headteacher	October 2022	October 2025

## 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 between 8.45am and 3.30pm in the first instance as a minimum requirement. Teachers may be available to respond to messages beyond these times at their own convenience.

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 they would normally teach
  - The amount of work they need to provide should follow the minimum model of:
    - 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
  - This work will be set ready from 8.45am each day

- Work will be uploaded to a location familiar to the children – this will depend on the class, but could include:
  - DBPrimary
  - Microsoft Teams
  - Direct email to parent
  - Instructions via Ping or Dojo
  - Use of other school-subscribed services – TTRockstars, etc.
- Providing feedback on work – cover details like:
  - Work shall be returned through the platform on which it was shared
  - Work will be assessed by the teacher and stored appropriately in line with the marking guidelines
- Keeping in touch with pupils who aren't in school and their parents
  - Teachers should aim to make contact with all pupils within the school day
  - Emails are to be answered at the first convenient opportunity for the teacher – *if only one or two pupils are at home, this may be at break or lunchtimes*
  - Any complaints or concerns should follow the normal school policies
  - Teachers will make contact with parents to discuss any issues with engagement or non-completion of work
- Attending virtual meetings with staff, parents and pupils:
  - At all working times, staff should be suitably dressed as they would consider appropriate within the code of conduct

### 3.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available within their normal working 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 – this could be via video or telephone call
- Attending virtual meetings with teachers, parents and pupils as they would in their normal role:
  - At all working times, staff should be suitably dressed as they would consider appropriate within the code of conduct

### 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 Headteacher 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 – explain how they'll do this, such as through 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

### **3.5 Designated Safeguarding Lead (DSL)**

The DSL is responsible for ensuring that school's statutory safeguarding responsibility is maintained. DSLs will be responsible for making contact with pupils/families where the teacher is unable to do this.

### **3.6 IT Staff**

IT staff 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

### **3.7 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 – see the remote learning AUP

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

### **3.8 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 lead or SENCO
- Issues with behaviour – talk to the relevant head of phase or year
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the headteacher or data protection officer
- Concerns about safeguarding – talk to the DSL/DDSLs

## **5. Data Protection**

### **5.1 Accessing Personal Data**

When accessing personal data for remote learning purposes, all staff members will ensure they maintain the usual confidentiality and standards of data protection as they would in their normal working procedure.

### **5.2 Processing Personal Data**

Staff members may need to collect and/or share personal data such 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 need to act in accordance with the acceptable use policies and code of conduct adopted by school.

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

## **6. Safeguarding**

Our statutory safeguarding responsibility still stands. For information on this, please refer to the Safeguarding and Child Protection Policy. Alternatively, advice should be sought from one of the DSLs.