Remote Learning
Policy
2023

Date Issued:	October 2020
Prepared by:	Head Teacher
Review date:	March 2025
Date Adopted by Governing Body:	

Rationale: This policy was originally written to address the need for a consistent, whole school plan for remote education in light of the need for pupils to isolate as a result of the COVID-19 pandemic. During the pandemic the capability, benefits and quality of remote education increased dramatically across school. As a result, we have maintained the capacity to provide remote education as we can see the potential benefits in providing continued education for those who cannot come into school under certain circumstances ie:

- Enforced school closure eg due to snow, approved strike action, major mechanical failure etc
- Long-term medical issues/post-operative recovery where children have to remain at home but are well enough to access learning (this may be in conjunction with the home and hospital education service)

Please note

Teachers do not provide remote education for sickness absence as it is expected that children are not well enough to be in school and therefore not well enough to access learning.

Teachers do not provide remote education for children taking holidays during term time.

Aims:

This remote learning policy 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 and health & safety
- Ensure pupils unable to attend school remain fully included in the school community
- Continue to ensure that every child receives the best education the school can provide
- Ensure that remote education is integrated into the curriculum so that pupils and parents understand how to access learning remotely and quickly adapt to learning from home

Roles and Responsibilities:

The **Head Teacher and Deputy Head Teacher** are the overriding leads in ensuring the Remote Learning Policy is implemented fully and reviewed in a timely fashion. Alongside this they will maintain their full roles as Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for children working remotely.

Team Leaders are responsible for co-ordinating the remote learning approach across their team, monitoring effectiveness through feedback from staff, pupils and parents. When a member of staff is not able to carry out their remote learning responsibilities due to sickness or agreed absence then **Team Leaders** will make suitable alternative arrangements.

When providing remote learning, **Teachers** will be available for their normal working hours on their normal working days. 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.

Teachers will recognise that all family situations are unique and to that end so are our pupils' ages and abilities, needs and circumstances.

When providing remote learning, **Teachers** are responsible for:

- Setting work on a daily basis – for pupils in their current class based on shared planning with year group colleagues
- Sharing their plans when colleagues in their year group are absent so that work set for pupils is consistent across year groups
- Providing feedback on work for pupils in their class

- Responding to emails from parents of pupils in their class during school hours
- Doing everything they can to secure good engagement in learning from pupils

When assisting with remote learning, **Teaching Assistants** will be available for their normal work hours on their normal working days. 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 assisting with remote learning teaching assistants can be allocated duties as follows:

- Liaising with class teacher to support planning and resourcing differentiated learning for allocated pupil/s
- Maintaining welfare and support contact as directed by the class teacher and/or SENDCO of allocated pupil/s
- (Level 3 only) providing work packs or assigning tasks via team agreed remote learning platform based on shared work from year group colleagues
- (level 3 only) supervising groups/class of children undertaking remote learning activities set by the class teacher.

The **Governing Body** is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Monitoring that school leaders have ensured that remote learning systems are appropriately secure for both data protection and safeguarding reasons

Staff can expect **pupils** learning remotely to:

- Complete tasks assigned with the same effort and attention to detail as if they were in school
- Seek help if they need it from teachers and/or teaching assistants
- Alert teachers if they are not able to complete their work

Staff can expect **parents** with children learning remotely to:

- Arrange appropriate supervision and safeguarding of their children
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from school if they need it

Parents/Carers can expect:

- Work to be set daily.
- Class teachers to try to support remotely with any technical issues around log-ins, passwords or access to remote learning platforms
- Class teachers to take into account factors which may affect a child's ability to complete tasks remotely
- Class teachers to listen and respond to any questions or concerns via email and/or SeeSaw

Learning Platforms

From September 2021, we will deliver our remote learning via our chosen, age-appropriate remote learning platform - **SeeSaw**. Work set may direct children to other appropriate online resources.

In school throughout the academic year 2022/23 and 2023/24, some homework tasks will be allocated on SeeSaw so children and families maintain familiarity with how to access learning remotely so they can quickly adapt to learning from home if required.

Security and Staff Use of Devices

All teachers are provided with a school laptop for working from home/remote learning purposes.

When using an assigned staff laptop, staff should follow the school's acceptable use policy. In addition staff should:

- Keep 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)
- Make sure there is a device lock/screen lock if left inactive for a period of time
- Not share the device among family or friends
- Keep operating systems up to date – always install the latest updates in school on a home use laptop

Antivirus and anti-spyware software will be installed and active (One IT)

Health & Safety

Staff should take note of the following important tips for using a laptop or tablet when working from home.

In order to achieve a good working posture you should:

- Sit at a table rather than on the sofa or in bed.
- Raise the laptop screen to eye level, using a laptop raiser if required.
- Attach a separate keyboard and mouse where possible.
- Adopt a good sitting position in order to avoid straining wrists, arms, neck or back.
- Sit directly in front of your screen (i.e. avoid twisting positions).
- Avoid glare and reflected light.

Where you have been using specialist ergonomic equipment in school and feel you are unable to work safely without this at home, you should discuss this with the Head Teacher as in some cases, arrangements could be made to deliver this equipment to your home. However, for larger specialist equipment, such as ergonomic chairs and desks, you are encouraged to find other ways of creating a comfortable working environment. Practical solutions suggested by the Health & Safety Executive include:

- supporting cushions for lumbar support
- a small box as a foot rest
- an ironing board or kitchen counter as a standing desk
- books as a monitor raiser.

Most importantly you should ensure you are taking regular breaks to stretch, stand up and change positions (at least 5 minutes every hour).

Who to contact:

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

- Issues in setting work – Team Leader and/or other colleagues
- Issues with IT – School Office Manager Caroline Ennion in the first instance or report to OneIT via the helpdesk
- Unexplained pupil absence – First instance, office staff.
- Any on-going issues – Head Teacher Helen Gregory or Deputy Head Teacher Elaine Barrett.
- Issues with behaviour – Head Teacher Helen Gregory or Deputy Head Teacher Elaine Barrett.

- Issues with workload or well-being – Head Teacher Helen Gregory
- Concerns about Data Protection – Data Protection Officer Elaine Barrett
- Concerns about work station health & safety – Caroline Ennion and/or Helen Gregory
- Concerns about safeguarding or online safety – DSL Helen Gregory or DDSL Elaine Barrett.

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

> ICT and internet acceptable use policy

> Online safety policy

> Email Policy