

Fort Royal



Community Primary School

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REMOTE LEARNING POLICY

Review Date January 2028				
Revision 0.4	Written by: J. Dowling	Statutory Policy? No	Governors Approval Approved	Date Sept 20

Date	Page	Details of Change	Amended by	To be Ratified
4/12/20	2	Update in line with DfE: daily contact and feedback from parents	J. Dowling	No
4/12/20	5	Update to safer working practices	J. Dowling	No
1/2/21 1/2/21	6 4	Addition of welfare check guidance ICT devices sent home	L Collingwood J. Dowling	No No
15/12/25	General Updates	Changes to staff names, removal of specific covid references, live and video teaching.	J. Dowling	No

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

Teachers must be available between 8.30am and 3.30pm on the days they currently work. 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 procedures. If the school office phone is unavailable an email should be sent instead.

Teachers are responsible for:

Setting work:

- Emailing tasks and homework activities home at least once a week linked to the long term curriculum plan including links to e-safety to ensure parents know how to keep their children safe online.
- Identifying those families who do not have access to ICT/printers and informing their phase leader so that packs can be printed and delivered home
- Teachers should respond to any emails from parents/carers within 48 hrs
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher/AHT's should be BCC'd in the communication
- Record all contacts with parents on my concern and add any relevant actions. If there is a safeguarding concern alert the safeguarding team immediately
- There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best. However, teachers should ask questions when communicating with parents to establish what learning has taken place
- Attending virtual meetings with staff and/or parents

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between during their working hours on the days they currently work. During this time they are expected to check work emails.

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 procedures. If the school office phone is unavailable an email should be sent instead.

Under the guidance of the class teacher, teaching assistants are responsible for:

- Supporting pupils with learning remotely
- Attending virtual meetings with teachers
- Contacting parents under the direction of the class teacher

2.3 Subject leads (TLR's)

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 through regular meetings with
- 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 the school
- Monitoring the content and effectiveness of remote learning 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

2.5 Designated safeguarding lead

The DSL is responsible for:

Please see safeguarding policy

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection office.
- Ensuring ICT devices sent home are secure and have the appropriate controls installed

2.7 Pupils and parents

Staff can expect parents/pupils to:

- 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
- Make the school aware if their child is sick or otherwise can't complete work so alternatives can be offered
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 Governing body

The governing board 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 – talk to the relevant subject lead or JD
- Issues with behaviour/regulation – VS
- Issues with IT – AT
- Issues with their own workload or wellbeing – SLT
- Concerns about data protection – AC, EF. AT
- Concerns about safeguarding – DSL

4. Data protection

4.1 Accessing personal data

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

- Use SIMS or the list of contact details for your class provided by the school office
- Use devices provided by the school
- All staff have access to my concern to record any parent contact or concerns about children, this is accessed via a secure password and authenticator. Ensure you log out after use. Do not allow access to the site to any third party

4.2 Processing personal data

Class teachers may need to collect and/or share data using school email addresses. Do not use your personal devices to contact parents.

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

The policies are available on the school website and saved on the school drive.

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by Jodee Dowling and Lara Collingwood (Deputy Headteachers). At every review, it will be approved by the Headteacher and SLT.

7. Links with other policies and documents

This policy is linked to our:

- › Behaviour Regulation policy
- › Safeguarding policy and Annex (during a lockdown)
- › Data protection policy and privacy notices
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online safety policy
- › Curriculum Policy
- › Pupil monitoring sheet

8. Live and video teaching

We have considered the use of live teaching but due to the needs of our pupils we do not feel this is appropriate. Due to the generic nature of our classes pupils in each class require a fully differentiated and personalised curriculum tailored to their individual needs and this method of delivering lessons does not meet those needs.

Teachers are skilled in providing well differentiated lessons, practical activities and learning materials for each pupil in their class, which is why we have chosen to take this approach instead.

9. Welfare Checks

Welfare checks will take place in line with the schools Safeguarding policy.