

# Remote Learning Policy



## United Schools Federation

**Approved by: The Governing Body of the United Schools Federation**

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**March 2025**

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## 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
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that remote education is integrated in the curriculum, so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.
- To keep children safe online

## Roles and responsibilities

### Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring where Staff are absent or ill that remote learning continues for the children in those class groups.

### Designated safeguarding Lead

The DSL continues to be responsible for Safeguarding for children at School and for children accessing learning from home.

## Teachers

When providing remote learning, teachers must be available between 9am-3pm on their working days

If teachers 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 are responsible for:

Setting work –

- Teachers will provide learning for their current class. This will need to amount to 4 hrs per day for KS2 and 3 hrs for KS1 and ensure that the quality and expectations meet current guidance as published by DfE.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

Providing feedback on work

- Staff will provide timely and frequent feedback on how to progress, using digitally facilitated or whole class feedback where appropriate.

Keeping in touch with pupils who are not in school and their parents –

- In the case of a national or local lockdown, Teachers will make weekly contact with families, either through Google Classroom or via phone calls if families are not engaging online. This includes any vulnerable children.
- Any contact with vulnerable families should be recorded inline with school's safeguarding records.

Vulnerable pupils will be called weekly - CP/EHCP/identified pupils.

- Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.
- Google Classroom will only be responded to between 9am and 3pm.

## 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 class teachers with the delivery of remote learning.

## Subject leads

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

Review work set weekly

## IT staff

IT staff are responsible for:

Insert details, such as:

- 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

## Pupils and parents

Pupils should:

Reviewed 23<sup>rd</sup> March 2023, next review March 25

- check in daily.
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Parents should:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it

## Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education is of high quality and in line with the government guidance.
- Ensuring that staff are certain that remote learning systems complies with safeguarding and data protection guidance.

## Who to contact

- If staff have any questions or concerns about remote learning, they should speak to their HoS for further guidance.
- If staff have any safeguarding concerns, they should refer this on to the DSL in line with safeguarding procedures.

## Data protection

### Accessing personal data

- Remote learning sessions will only take place of school provided staff laptops.
- Children can access remote learning on any suitable device.

Live online sessions

- While some live lesson inputs maybe recorded by school for the purpose of providing these to pupils who cannot attend live, no images of children will be recorded by school.
- Live sessions must not be recorded by parents.
- Parents will be made aware that pupils in school will be seen during live sessions
- Register must be taken of children who attend each session.
- Expectations recapped at the start of each live session
- Children's full name will not be shown on screen
- No one other than the pupil participating in the live session should be on screen

Children should:

- Ensure their microphone will need to be muted when you are not talking.
- Used blurred backgrounds where possible
- Make sure they are ready for learning.
- Wear appropriate clothes.
- Look at the screen when someone is speaking and sit still
- Ask questions and share by raising your hands or clicking on the hands up icon and waiting for their teacher to say their name so they can un-mute their microphone and speak.
- Only use the chat bar for learning comment or questions about the learning.
- Make sure they follow the same learning rules that you would at school.

Parents should:

- Ensure children are logged on to live session in plenty of time. The details (link to Google Meeting) of the lesson will be available just before the start of each session on Google Classroom. **Please do not share these details.**

- Understand that access to the meeting will be locked. This means no one who has not received the invite can access the meeting.
- Ensure their child is appropriately dressed and working in an appropriate environment and consider what can be seen on screen e.g., appropriate backgrounds.
- Know that they are welcome to listen into the lesson and support but should not be in view.

## **Keeping devices secure**

Staff must ensure they are only using school computers to engage in remote learning. The acceptable use policy should be followed at all times by staff and children.

## **Safeguarding**

Please refer to Child Protection and Safeguarding Policy.

## **Monitoring arrangements**

This policy will be reviewed as and updated in line with government policy. Policy will be shared with and agreed by governors as guidance changes and any reviews made.

## **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
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- DfE Guidance