

Remote Learning Policy

Upton-upon-Severn CofE Primary and Pre School



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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

2. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

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
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between normal lesson hours according to age-related timetables.

In the event that all staff and students are working remotely, staff will be available between 9.00am and 12.00pm.

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 their own class
- Work to engage children for:
- Suggested activities, to include phonics work, for 2 hours per day on average for a EYFS cohort will be uploaded to Tapestry.
- 3 hours for a day on average across the cohort key stage 1 will be uploaded to Google Classrooms with explanations and videos to support.
- 4 hours for a day on average across the cohort key stage 2 will be uploaded to Google Classrooms with explanations and videos to support.
- Work should be age-appropriate and reflect the high quality, meaningful and ambitious curriculum we uphold at Upton upon Severn Primary school and preschool.
- Children's learning needs should be considered in the scaffolding available to support independent learning.
- Remote learning should be mindful of the level of adult supervision required to engage with the learning set.
- At all ages and stages, children will be encouraged to respond to learning through independent work and this will receive meaningless feedback from staff.
- During whole school shutdown, staff will be available to contact 9.00am – 12.00. In the event that a member of staff is supporting one child while teaching live in school, staff will make every effort to check-in during lesson time and at the end of the day.
- The Behaviour Policy continues to be implemented during remote learning and teachers will continue to maintain high expectations of all students with the understanding that adult support will vary. Incomplete work will be raised with parents in case there are support strategies that can be put in place.
- Opportunities for regular whole class interaction will be scheduled daily, including pastoral sessions, academic input and story time.
- Parents evening will run remotely using videolink.
- Staff must continue to follow the Staff Code of Conduct and must be appropriately dressed when appearing on live streaming lessons, background noise must be kept to a minimum; ensuring that there is nothing age-inappropriate streaming in the background that could upset others.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available 9.00am to 12.00 to support children.

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 children with their class work.

Running small intervention groups.

Teaching assistants continue to follow the Staff Code of Conduct and be appropriately dressed for the working day during live, online learning and carefully consider the background noise that children may hear.

3.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Consider whether any aspects of the subject curriculum need to change to accommodate remote learning.

Working with teachers teaching their subject to make sure all work set is appropriate and consistent

Alerting teacher to resources they can use to teach their subject remotely

Making decision about the use of online video lessons such as Oak National Academy

3.4 Senior leaders

The Curriculum Lead has overarching responsibility for the quality and delivery of remote education.

Alongside any teaching responsibilities, senior leaders should continue to use the school's Google Classrooms for remote education provision and make sure staff continue to be trained and are 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:

Coordinating and monitoring remote learning approach across the school.

Ensuring that all staff feel confident in using the remote learning approach.

Training staff in accessibility features of Google Classrooms

Provide information to parents/carers on how to use Google Classrooms.

The headteacher will be responsible:

- for ensuring the security of remote learning provision, including data protection and safeguarding consideration.
- Coordinating catering deliveries of FSM provision and that this provision is of a high standard or equivalent food vouchers.

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

Ensuring that regular safe and well contacts are made with vulnerable families/learners.

That staff continue to follow safeguarding policies.

That staff, parents and carers and children continue to have access for safeguarding support.

3.6 IT support company

IT staff are responsible for:

Fixing issues with systems used to set and collect work

Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the contact hours 9.00 – 12.00 or throughout the school day if they are the only learner accessing remote learning.
- Complete work to the deadline set by their teacher
- Seek help if they need it, from teachers and teaching assistants.
- Alert teachers if they are not able to complete work
- Act in accordance with normal behaviour rules/conduct rules of the school.

Staff can expect parents/carers with children learning remotely to:

- Engage with 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, if you know of any resources staff should point parents towards if they are struggling.
- 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 appropriate work – speak to relevant subject lead or SENDCO
- Issues with behaviour – speak with SLT
- Issues with IT – contact SLT or Chestnut
- Issues with staff workload or wellbeing – speak with SLT
- Concerns about data protection – speak with headteacher and/or Data Protection Officer.
- Concerns about safeguarding – speak with DSL or DDSL

5. Data protection

5.1 Accessing personal data

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

Use school laptops which are password protected, rather than their own devices.

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)
- 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

6.1 Working online

Staff will continue to work under safeguarding statutory guidance while working remotely. Email contact will be between adults and live online teaching will be to a groups of children or have an adult present with the child at all times.

Only children from Upton upon Severn Primary school and Preschool will access the learning platform.

6.2 Images

Pictures of children shared on Google Classrooms and Tapestry must not be labelled with children's names but can be collected in children's individual files to evidence their learning.

Photographs must not be shared beyond the platform unless permission is given.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety policy