

Great Alne Primary School



Remote Learning Policy

Date adopted by Governors:	April 2025
Date for policy review:	April 2026
Person responsible for review:	Headteacher
Signed by Chair of Governors	<i>L Cranelly</i>

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school for an agreed reason
- Set out expectations for all members of the school community with regards to remote learning particularly in light of a local lockdown
- 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.

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

Or,

- Pupils attending school on a part-time timetable who require work to be set for part of each school day
- 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
- Pupils who are persistently absent or at risk of becoming persistently absent (when there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness, or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.)

Roles and Responsibilities

Teachers

Teachers are ideally available Monday – Friday during usual working hours but this will be primarily directed by their own personal family circumstances/situation if there is a crisis such as a global pandemic.

Underpinning this approach is an understanding for flexibility as to when teachers can be available. 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 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
- Provide paper learning packs if remote technology is not available

They are also responsible for providing work for the children, as a minimum:

- 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

Work should be uploaded, where possible, by 9am each morning, with a timetable/outline for the day, via Teams and Dojo and be planned in accordance with the school's curriculum and class Long Term Planning. Work will be planned from The Literacy Tree (English), White Rose (Maths), Kapow (foundation subjects), Charanga (music) and when appropriate, Oak National Academy.

Teachers will keep in touch with pupils who aren't in school and their parents (note that you should consider pupils' age and stage of development or need here, for example children in KS1 or younger may need more parental involvement than older pupils)

If the school is closed over an extended period, staff should make regular contact using a Teams at least once a week, and a Teams or phone call for any vulnerable children in addition (so at least 2x weekly contact). Class Dojo will be used for any interaction from parents/carers but messages will not be answered outside of normal school working hours.

Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with following usual school policies and practices

Any behavioural issues, such as failing to complete work, will be dealt with by communication between the class teacher and the parent, involving SLT as appropriate and according to usual school policy and practice.

Opportunities for regular interaction will occur during Teams.

When attending virtual meetings with staff, parents and pupils:

- Usual school dress code applies at all times for staff and pupils
- Locations - ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background)

Teaching Assistants

Teaching assistants should be available during their normal working hours on the days they are normally required in school. 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.

Teaching assistants may:

- Work in school for specific tasks as required by the Headteacher
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues

- Work with/provide work for individuals/small groups of children.

Subject Leaders

Alongside their teaching responsibilities, as outlined above, Subject Leaders may:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Work with teachers setting the curriculum subject to make sure work set is appropriate and consistent
- Work with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and activities are being set at an appropriate distance away from each other
- Monitor the work set by teachers in their subject – explain how they will do this, such as through regular meetings with teachers or by reviewing work set
- Alert teachers to resources they can use to teach their subject.
- Address any CPD needs and plan.

SENDCo

The SENDCo is responsible for coordinating provision for pupils with SEND across the school as set out within the schools Special Educational Needs Policy. During a period of enforced school closure, the SENDCO will continue to:

- Lead on liaison with SEND pupils at home and their families
- Ensure completion of necessary SEND paperwork and/or applications

Senior Leadership Team (SLT)

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of the remote learning activities for example through contact with teachers and subject leaders and reviewing the work set
- Identifying which families may have no access to the internet and ensuring that paper copies of learning activities planned by teachers are made available to the parent for collection or delivery
- Oversee the ongoing wellbeing and CPD of all staff

Designated Safeguarding Lead

The DSL's responsibilities are identified within the school's Child Protection Policy.

Pupils and Parents

Staff can expect pupils to:

- Try their best to complete at least some of the activities provided on a daily (weekday) basis
- Do some reading (or listen to some reading) every day
- Seek help if they need it from adult(s) at home
- Adhere to online safety policies and practises at all times
- Have fun.

Staff can expect parents to:

- Support their child(ren) as best they are able given their own home circumstances, health and work commitments etc
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Confirm that they are happy for their child's work to be uploaded to the school website/ Teams.

Governing Body

The Governing Body is responsible, including as advised by the DfE, for:

- Supporting staff and pupil wellbeing
- Being pragmatic about what is covered in virtual meetings by prioritising urgent, time bound decisions only
- Keeping monitoring to a minimum by focusing on safeguarding, health and safety, headteacher and staff wellbeing and (to a lesser extent) the school's approach to providing remote learning for pupils
- Directing any approaches by parents made to them directly or indirectly to the school via email to admin2024@welearn365.com
- Determining how to handle statutory procedures during a period of enforced closure such as grievance and disciplinary panels, exclusions, complaints and admission appeals, noting that:

Exclusions – the DfE has clarified that the statutory timeframes for considering exclusions are still in effect but that the regulations already anticipate that these timeframes cannot always be met.

Complaints - the DfE has updated their guidance for school's complaints policies to provide that new or existing complaints should not be handled whilst schools are closed. If a school is closed during the enforced closure period, the Headteacher should write a response to outline the school's position and explain that the school is unable to follow its usual complaints process until school has reopened.

Who to Contact

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

- Issues in setting work – contact the SLT, Teachers, SENDCo or Headteacher.
- Issues with behaviour – contact the SENDCo or Headteacher.
- Issues with IT – contact the Headteacher or the Warwickshire ICT Service Desk.
- Issues with their own workload or wellbeing – contact their line manager or Headteacher for signposting and support

- Concerns about data protection –contact the Headteacher who will liaise with the data protection officer
- Concerns about safeguarding – contact the DSL as set out within the school’s Child Protection Policy

If parents have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the Headteacher or a member of SLT at school via admin2024@welearn365.com

Data protection

Accessing personal data

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

Sharing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online.

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
- 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

Safeguarding

The school’s Child Protection Policy will be updated to reflect current situations.

Monitoring arrangements

This policy will be reviewed annually by the Senior Leadership Team. At every review, it will be approved by the Governing Body.

Links with other policies

This policy is linked to the school's following policies:

- Building Positive Relationships Policy
- Safeguarding & Child Protection Policy
- Data protection policy and privacy notices
- Online Safety and Acceptable Use Policy
- Staff Code of Conduct