Remote Learning Policy

January 2025

Together we strive for excellence

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

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.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.50am and 3.20pm.

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:

- Providing high quality, meaningful and ambitious learning covering the range of National Curriculum subjects in line with our school curriculum
- Considering the needs of individual pupils and those with SEND
- Considering the needs of pupils' families, including how much adult involvement is needed in each activity
- Setting on average 3 hours (KS1) and 4 hours (KS2) of home learning daily
- Where possible, delivering live lessons online including morning and afternoon class time and register
- Ensuring classwork is published on Google Classroom by 9.00am each day
- Providing feedback on work completed
- Co-ordinating with their partner teachers in each year group
- Ensure that physical work is provided for those children without access to a digital learning device (this is in most cases delivered locally or sent in the post, and will be organised in co-ordination with the admin team.

Teaching assistants

When assisting with remote learning, teaching assistants must be available during their usual contracted hours (these vary between different staff members)

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:

- Contributing to online lessons
- Supporting individual children as possible
- Providing feedback to children on their learning
- Helping to take the register, answer questions and support with ICT difficulties

Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Providing support with planning online learning to colleagues in their subject
- Disseminating useful resources and online links relating to their subject
- Monitoring the provision of remote learning in their subject across the school
- Report to the SLT about the remote learning provision in their subject

Senior leaders

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform 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:

- Co-ordinating the remote learning approach across the school
- Distributing laptops and user agreements (if available)
- Supporting staff and families with internet connectivity issues
- Providing printed resources to supplement online learning
- Monitoring the provision of remote learning across the school to ensure consistency and effectiveness
- Monitoring the security of remote learning systems, data protection and safeguarding concerns
- Training staff in use of online digital education platforms
- Providing information to parents and pupils about online learning
- 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
- Reporting to governors on the quality of remote teaching and learning
- Working with the catering staff to help to provide food parcels for vulnerable families

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents to fix issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches
- Assisting staff and parents with access to the internet or devices

Pupils

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Alert teachers if they are unable to complete the work
- Act in accordance with normal behaviour expectations
- Being contactable during the school day in the designated learning hours
- Attend registration in the morning and afternoon

Parents/carers

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

- Engage with the school and support their children' learning
- Inform the school if their child is unwell
- Seek help from the school if they need it
- Respond to requests or questions from the school

Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning
- Ensuring that staff are certain that learning systems are appropriately secure

Data protection

Protecting personal data

When accessing personal data for remote learning purposes, all staff members will ensure that they are using approved apps websites for learning including

Staff members may need to collect and/or share personal data such as attendance records or details of illness as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. The school will follow their data protection policies which can be found here: https://www.ctpschool.org/about-us/policies

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

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 their 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

We will follow the statutory safeguarding guidance, Keeping Children Safe in Education Sept 2024.

Our normal child protection policy will continue to apply to pupils working remotely. We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times
- It's essential that unsuitable people don't enter the school workforce or gain access to children, as per our Safer Recruitment Policy
- Children should continue to be protected when they are online

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children working at home as well as at school.