



Hillesley  
PRIMARY SCHOOL

# Remote Learning Policy

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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. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers will use the learning platform G Suite and be available to administer the work for their class within contracted hours or additional, paid hours if necessary. The work will be uploaded according to need and the length and severity of lockdown, closure or self-isolation. In a full closure/lockdown teachers will be on a rota basis in school and working from home to cover both key workers' children and vulnerable children and provide online learning for all those not attending. Teachers are not expected to work beyond their contracted hours to provide online learning and due consideration must be given to the classroom work and other responsibilities that teacher have, hence, expectations for online learning must be reasonable and manageable within the working week, directed time and current staffing plan budget.

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 are responsible for:

#### Setting work -

- Who - For the children in their usual teaching group
- When – work can be set on a weekly basis. Teachers will need non-contact time to carry out these tasks and to liaise with other staff that might need an input into the planning of work to be set.
- Where – work and activities will be uploaded to the G-Suite Learning Platform or via class e mails when and if necessary.
- How – the teachers will provide a weekly/regular face-to-face or recorded “chat” to the whole group to say hello and to inform of the work that is available for the week ahead. During this chat the teachers will inform of submissions and feedback arrangements and expectations for that week.
- Teachers are not expected to deliver live, online learning whilst teaching pupils in the classroom.

#### Providing feedback on work – Teachers will give relevant feedback and state;

- How they'll get access to completed work from pupils – teachers will use the various facilities available to them on the G Suite platform and they will specify to the pupils the expectations for the week ahead.
  - How they're expected to share feedback with pupils – this will be according to tasks and expectations set.
  - When – pupils will be given directives about when to have their work tasks completed and what they must submit for feedback. Teachers will provide timely feedback and any directives to edit or make corrections if required.
- Keeping in touch with pupils who aren't in school and their parents:
- Depending on the length of time and reasons for non-attendance, the teachers will decide and specify a weekly and/or regular contact for individual pupils and their parents. This might be via the G-Suite facilities, e mail or phone call.

- Teachers are only expected to make contact with pupils and parents within their contracted and specified hours and from the school site whenever possible.
  - If a teacher receives negative responses, complaints or have a safeguarding concern they must notify the Head Teacher/DSL/DDSL immediately.
  - If pupils fail to do the work set and fail to adhere to submission expectations set, reminders will be sent by the teachers. If this does not result in pupils and parents following submission reminders then the teachers must report this to the Head Teacher who will notify the parents via e mail/letter response.
- Attending virtual meetings with staff, parents and pupils :
- These meetings should take place during contracted and directed time and should, as far as possible, take place from the school site and not from the teachers' homes. If the teacher has to contact pupils from home they must be aware of appropriate location, background, clothing and possible noise and interruptions.

## 2.2 Teaching assistants

Teaching assistants are not expected to plan, upload or provide work and feedback. They may be required to supervise groups of children in school to release the teachers to carry out remote learning work. They may also be required to liaise with teachers about work to be sent to certain children or groups of children with whom they have shared responsibility/give support to, whilst in school. Teaching assistants are not expected to do any of this work from home and they can only be required to assist the teachers within their contracted 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. During longer periods of lockdown and closure Teaching Assistants will also be working on a rota basis under the direction of the Head Teacher.

When assisting with remote learning, teaching assistants are responsible for: If at any time teaching assistants need to assist a teacher with online learning they will abide by the same expectations of location, background and dress code, however it is unlikely that teaching assistants will need to carry out such duties.

## 2.3 Subject leads

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
- Alerting teachers to resources they can use to teach their subject remotely
- The SENDco is responsible for liaising with teachers about specific issues that children with SEND and additional needs might have related to online learning provision.

## 2.4 Head Teacher

Alongside any teaching responsibilities, the Head Teacher is responsible for:

- Co-ordinating the remote learning approach across the school – in conjunction with teaching staff
- Monitoring the effectiveness of remote learning – by regularly reviewing online learning provision, discussion at staff meetings and reporting to governors
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

## 2.5 Designated safeguarding lead

The DSL/DDSL are responsible for:

Monitoring and reacting to any safeguarding or child protection issues that might arise around remote learning

## 2.6 IT and Administration staff

IT and admin staff are responsible for:

- › Fixing issues with systems used to set and collect work by liaising with IT external providers when necessary
- › 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
- › Assisting pupils and parents with accessing the internet or devices

## 2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day at specified times
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers
- › Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- › 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're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

## 2.8 Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible and monitoring the well-being of pupils and staff who are involved in the provision of online learning
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons for the well-being of both pupils and staff

## 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 SENCO
- › Issues with behaviour – talk to the Head Teacher
- › Issues with IT – talk to IT and admin staff
- › Issues with their own workload or wellbeing – talk to their line manager or Head Teacher
- › Concerns about data protection – talk to the data protection officer
- › Concerns about safeguarding – talk to the DSL/DDSL

## 4. Data protection

### 4.1 Accessing personal data

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

- Access the data on a secure cloud service or a server in the school IT network
- Use dedicated school laptops rather than their own personal devices

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

### 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). Staff must make 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 (carried out by IT external provider)
- Keeping operating systems up to date – always install the latest updates (carried out by external IT provider)
- Never leave devices in public places or store in vehicles

## 5. Safeguarding

Any safeguarding concerns should be reported to the DSL/DDSL as soon as possible and according to usual practice in reporting concerns.

## 6. Monitoring arrangements

This policy will be reviewed in the Spring Term 2025 by the Head Teacher and governing body.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and safeguarding and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E safety policy

Lucy Chandler – January 2022