



**Dream, believe, achieve**

Respectful Trustworthy Friendly Courageous Caring Responsible

# Peter Gladwin Primary School

## Remote Learning Policy

Date approved: July 2023

Review Date: July 2025

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## Aims

Through this policy we aim 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

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
- 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 9 am and 3pm on their working days.

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 on Google Classroom
- Teachers will set three daily 'assignments'
  - For EYFS these assignments will cover the Early Years Foundation Stage areas of development over the period of a week.
  - For KS1 and KS2 these will be Literacy (including phonics and SPaG), Maths (including times tables) and a different foundation subject each day.
- Teachers will schedule these assignments to be set at 9 am Monday – Friday
- Teachers should record a short explanatory video for each of the daily assignments on four days of the week (the fifth day they may be in school supporting vulnerable children). These should include key teaching points, modelled answers and a review of previous learning
- Teachers must observe the school's dress code in videos
- Teachers must ensure that they record the video in a suitable location. This includes avoiding areas with background noise and ensuring that there is a suitable neutral background
- No person other than the class teacher should appear in the video

Providing feedback on work on Google Classroom:

- Each piece of learning submitted will not be visibly marked separately. Teachers will provide whole-class **feedback** from the previous lesson at the beginning of the next English, phonics/reading and maths lesson.
- Feedback will be used to acknowledge, encourage, or guide children's learning.
- Feedback will be age appropriate

Keeping in touch with pupils who aren't in school and their parents:

- In the case of a national or local lockdown, Teachers will to arrange weekly phone calls to 'check-in' on children and make a log of this saved securely on the school system. Any concerns should be recorded on CPOMS and the DSL and Head Teacher alerted. If there has been no communication from either a parent or child via by day 3 of the lockdown/self-isolation period starting, the teacher or SLT member will call parents/pupils on day 4.
- Pupils identified as vulnerable (CP/EHCP) will be called weekly for an additional check-in -this will be done by SENCO/DSL/SLT.
- Emails received from parents and pupils to the class email address are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.

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
- Make reasonable adjustments for pupils with no or limited access to online learning

## Teaching assistants

- When assisting with remote learning, teaching assistants must be available between 9 am and 3pm on their working days.
- 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:
  - Working with the class teacher to arrange weekly phone calls to 'check-in' on children
  - Supporting pupils who aren't in school with learning remotely when requested by the class teacher

or SENCO

- Liaising with the with class teachers to support planning and resourcing differentiated learning.

## Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject weekly to ensure all work set is appropriate and consistent
- Supporting teaching with providing suitable tasks in their subject if needed

## 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
- Monitoring the effectiveness of remote learning
- Monitoring the security of online learning systems, including data protection and safeguarding considerations
- Providing paper-based learning activities for families who cannot access work using the internet
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.
- Having systems for checking whether pupils learning remotely are engaging in its use, and work with families to identify solutions where engagement is a concern
- Providing information to parents/carers and pupils about remote education via the school's website

## Designated safeguarding lead (DSL)

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning.
- Please refer to Child Protection and Safeguarding Policy with regards to alerting any concerns about a child.

## Pupils and parents/carers

Staff can expect parents learning remotely to:

- Engage with the school and support their children's learning
- Be contactable during the hours of the school day 9am – 3pm – although they may not always have access to a device the entire time
- Seek help from teachers if they need it
- Alert teachers if they're not able to complete work
- Be respectful when making any complaints or concerns known to staff in line with our Parent Code of Conduct and Online Safety Policy
- Make requests for paper based learning to the school office if they cannot access work online
- **Complete and submit learning on the day it is assigned (by 3pm) and that the child completes the sequenced set learning each day.**
- **(Children attending on-site)** continue and submit the home learning on the days they are not in school.

## 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
- Ensuring that staff are using remote learning systems securely, for both data protection and safeguarding reasons

## Data protection

### Accessing personal data

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

- Access CPOMS to record any parent contact or concerns about children. This is accessed via a secure password. Staff will ensure that they log out after use and do not allow access to the site to any third party.
- Access parent contact details via Scholar Pack using a secure password. Staff will not share any details with third parties and ensure Scholar Pack is logged off after use.
- Use school laptops as the school's preferred devices to be used when accessing any personal information on pupils

### 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 character
- 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
- Keeping operating systems up to date – always install the latest updates

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- 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

## Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy
- Parent Code of Conduct
- Staff Code of Conduct
- Communications Policy