

# Remote Learning Policy

EMERSONS GREEN PRIMARY SCHOOL



**Approved by: Full  
Governing Body**

**Date: September 2020**

**Last reviewed on:  
September 2020**

**Next review due by:  
September 2021**

## Equality Statement

At Emersons Green Primary School we are committed to ensuring equality and opportunity to all members of our school community. In regard to safeguarding, the school always aims to ensure that no one is treated less favourably than anyone else. The Equality Act 2010 defines these responsibilities. In regard to this, this Policy, including all of its procedures and systems will have due regard to:

- Eliminating discrimination and other conduct prohibited by the Equality Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Be aware of this duty to have due regard when making decisions or taking action in order to assess whether that action will have implications for people with protected characteristics
- Consider equality implications before and at the time that this policy is developed and reviewed and keep these implications under review on a regular basis

It is unlawful to discriminate in the following areas, termed protective characteristics. (all Safeguarding policies, procedures, systems and actions must take this into account):

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or Belief
- Sexual orientation

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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
- 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 into the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown.

## 2. Roles and responsibilities

### Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- 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.

### Designated safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning  
Please refer to Child Protection and Safeguarding Policy.

### 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 an individual is self-isolating and the rest of the classes are in school, work will be provided but may need to be adapted to reflect the capacity of teaching staff in that situation.

When providing remote learning, teachers are responsible for:

- Setting work (in a case of lockdown):
  - Teachers will provide learning for their current class or an individual within 24hrs of isolation. The amount of work they need to provide is daily Maths and English lessons plus 3/4 lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2.
  - Teachers will use resources provide by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
  - The work will be set weekly.
  - Teachers will save weekly learning packs on the T drive by Wednesday am. The packs will then be printed by staff who are on site, ready for parents to collect.
  - The work will be uploaded to 'Google Classroom' by 3pm Friday.
  - Teachers will outline the work daily via 'Google Classroom' by 9am.
- Setting work (in a case of self-isolation):
  - Teachers will provide learning for their current class or an individual within 24hrs of isolation. The amount of work they need to provide is daily Maths and English lessons plus 3/4 lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2.
  - Teachers will use resources provide by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.
  - The immediate remote learning will be set on Day One
  - The work will be set weekly by the end of Day One or daily before 9am each day on Google Classroom

- Paper packs will be available for collection by parents, if requested
- Teachers will outline the work daily via 'Google Classroom' by 9am.
- Providing feedback on work:
  - Pupils will upload work to 'Google Classroom'. All work submitted will be acknowledged by the class teacher. Feedback will be given for English and Maths on an individual, group or whole class basis. 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 call pupils/parents at least every 3 weeks. Any concerns should be recorded on CPOMS and Head teacher alerted. In the event of a self/class bubble isolation, communication will be via 'Google Classroom'. If there has been no communication from either a parent or child via 'Google Classroom' by day 3 of lockdown/self-isolation period starting, teacher or SLT member will call parents/pupils on day 4.
  - Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL/Resource Base teachers.
  - Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours.

### Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am and 3pm. 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 pupils who aren't in school with learning remotely
  - When requested by the SENCO.
  - Will liaise 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

- Review work set weekly. This will be available on the T drive.

### Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- Seek help from teachers if they need it.
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff
- Make requests for paper packs by 9am Wednesday.

### 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 certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## 3. Who to contact

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

Here are some suggested issues and the most likely points of contact:

- Issues in setting work – talk to the relevant subject lead or SENCO/ Resource Base teachers
- Issues with behaviour – talk to the Head teacher/Deputy Head teacher

- Issues with IT – contact Downend IT.
- Issues with their own workload or wellbeing – talk to the Head teacher/Deputy Head teacher
- Concerns about data protection – talk to the Head teacher/Deputy Head teacher
- Concerns about safeguarding – talk to the DSL

## **4. Data protection**

### **Accessing personal data**

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Arbor using a secure password. Do not share any details with third parties and ensure Arbor is logged off.
- School laptops and iPads are 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 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
- Keeping operating systems up to date – always install the latest updates

## **5.Safeguarding**

Please refer to Child Protection and Safeguarding Policy.

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government by K Hemmings. At every review, it will be approved by SLT.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy