
St Nicholas-at-
Wade Church of
England Primary
School

Remote Learning
Policy

October 2020
To be reviewed
Sept 2021

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1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Ensure pupils can continue their learning even when they are not in the classroom and be ready to return to school without creating any further disadvantage to their learning.
- 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 must ensure that work is available for pupil between 9:00 a.m. and 3:15 p.m. each school day.

If they're unable to provide work for any reason, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. By telephoning the headteacher.

When providing remote learning, teachers are responsible for:

- Setting work

If individual children are well but required to self-isolate:

- A self-isolation pack of work will be provided on the class page for pupils to complete at home. This will be linked to the learning being undertaken in class at that time.
- Teachers will check in with parents using the teachers to parents system when informed of the requirement to self-isolate and call to check progress with the work and pupil welfare after one week.
- Feedback will be given to pupils when they return to school with their work after a period of isolation.

If a whole class “bubble” or wider school closure is required:

- Work will be provided for all the children in their class group.
- Maths and English will be set daily and all foundation subjects should be planned for linked to our usual curriculum plan.
- Work needs to be set for the coming week and uploaded to the class webpage by 4:00 p.m. on Friday for the following week.
- Work will be a mixture of online tasks and other paper based or practical tasks that can be completed at home.

➤ Providing feedback on work:

- Teachers should provide feedback to pupils on a weekly basis regarding their engagement with online programmes – mymaths, timestables rockstars spelling shed And other learning
- If pupil’s work is emailed to staff, feedback to that work should be given within 3 days of receipt of that work via the teachers to parents email system.

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

- A daily email to the whole class reminding them of work expectations and giving encouragement will be sent.
- Parents requests for support with work should be responded to within 2 working days. There is no expectation that teachers will answer emails outside of their normal working hours.
- Any complaints from parents will initially be responded to by the class teacher should these continue they should be referred to a member of the senior management team.
- Any safeguarding concerns should be immediately communicated to the DSLs Mrs H Kemp or Miss S Kent

➤ Attending virtual meetings with staff, parents and pupils if required:

- Staff should ensure that they are dressed appropriately according to the school dress code.
- Staff should try to find a quiet location for the meeting and a location where the meeting can be confidential with nothing inappropriate in the background.

2.2 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
- Monitoring the remote work set by teachers in their subject –by reviewing work set and in discussion with colleagues
- Alerting teachers to resources they can use to teach their subject remotely

2.3 Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

- > Regular check ins with any pupils subject to CHIN or Child protection plans
- > Liaison with other agencies where necessary
- > Regular check ins with other vulnerable pupils.

2.5 IT technicians

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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

2.6 Pupils and parents

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Support their child to access and complete their work
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff

2.7 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:

- Issues in setting work – talk to the relevant subject lead or SLT
- Issues with IT – contact SNS on fault log
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Only use school provided laptops or tablets and not personal devices.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as pupil contact details 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

5. Safeguarding

Please see our Safeguarding policy and Covid 19 addendum in teacher shared safeguarding file. Any safeguarding issues please contact DSLs in school.

6. Monitoring arrangements

This policy will be reviewed annually or according to changes in government policy and guidance.

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
- Home-school agreement
- ICT and internet acceptable use policy

➤ Online safety policy

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