Hunningley Primary Academy
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Bank End Primary Academy
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Hunningley Primary Academy & Bank End Primary Academy

Remote Learning Policy

Policy Renewed:	June 2024
Review Policy:	June 2027
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Remote Learning:

For all members of our school family, we celebrate:

- excellent achievement and progress in all that we do
- learning for life in all its fullness
- being at the heart of our community

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

Use of remote learning

All pupils should attend school, in line with our attendance policy. 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.

2.Roles and responsibilities

Teachers:

When providing remote learning, teachers must be available between 8.30 am and 3.30pm.

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 work for the children, as a minimum:

▪ 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children

▪ 4 hours a day for KS2

o The work should be uploaded, where possible, by 5pm the day before

o The work should be uploaded to Microsoft Teams

o Staff should liaise with their year group partner and Phase Leader to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.

●Teachers are to keep in touch with pupils who aren't in school and their parents (note that you should consider pupils' age and stage of development or need here, for example children in KS1 or younger may need more parental involvement than older pupils):

o If the school is closed over an extended period, staff should make regular contact using Microsoft Teams at least once a week, and a Teams or phone call for any vulnerable children in addition.

o Class emails will be used for any interaction from parents/carers but emails will not be answered outside of normal school working hours.

o Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with following usual school policies and practices.

o Any behavioural issues, such as failing to complete work, will be dealt with by communication between the class teacher and the parent, involving SLT as appropriate and according to usual school policy and practice.

o Opportunities for regular interaction will occur during class Microsoft Teams.

●Attending virtual meetings with staff, parents and pupils:

o Usual school dress code applies at all times for staff

o Locations - ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background)

Teaching Assistants

When assisting with remote learning, teaching assistants must be available during usual working hours, consistent with their contract of employment.

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:

o SEND/ vulnerable pupils they'll need to support

o Providing support to the teacher on Microsoft Teams

o Supporting the teacher in producing resources

●Attending virtual meetings with teachers, parents and pupils:

o Usual school dress code applies at all times for staff

o Locations - ensure professional at all times (avoid areas with background noise, nothing inappropriate in the background)

Senior Leaders

The Principal has overarching responsibility for the quality and delivery of remote education, working in partnership with Phase 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 confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- 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

Leaders are also responsible for:

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

Designated safeguarding lead (DSLs and DDSLs)

The DSL/DDSL is responsible for:

All members of school, following our child protection policy

IT Staff

IT staff are responsible for:

●Fixing issues with systems used to set and collect work

●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

Pupils and Parents

Staff can expect pupils learning remotely to:

●Be contactable during the school day – although consider they may not always be in front of a device the entire time

●Complete work to the deadline set by teachers

●Seek help if they need it, from teachers or teaching assistants

●Alert teachers if they're not able to complete work

●Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules)

Staff can expect parents with children learning remotely to:

●Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible

●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

Governing Body

The governing body is responsible for:

●Monitoring the school's approach to providing remote learning to ensure education remains as high a quality as possible

●Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Data protection

Accessing personal data:

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

Explain:

●How they can access the data, such as on a secure cloud service or a server in your IT network

●Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

Processing Personal Data

Staff members may need to collect and/or share personal data such as email addresses 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 its data protection policy / privacy notice in terms of handling data.

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 have their own class mailboxes in which personal e-mails do not need to be shared in most circumstances.

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

●Installing antivirus and anti-spyware software

●Keeping operating systems up to date – always install the latest updates

4.Monitoring Arrangements

This policy will be reviewed every 3 years; or more frequently if needed or if any legislation changes. At every review, it will be approved by the school's governing body.

5. Links with other policies

This policy is linked to our:

●Behaviour policy

●Safeguarding policy

●Data protection policy and privacy notices

●ICT and internet acceptable use policy

●Online safety policy

If you have any further queries regarding our remote learning policy then please contact school by sending an email to our enquiries mailbox or by contacting our school office and speaking to a member of our team.