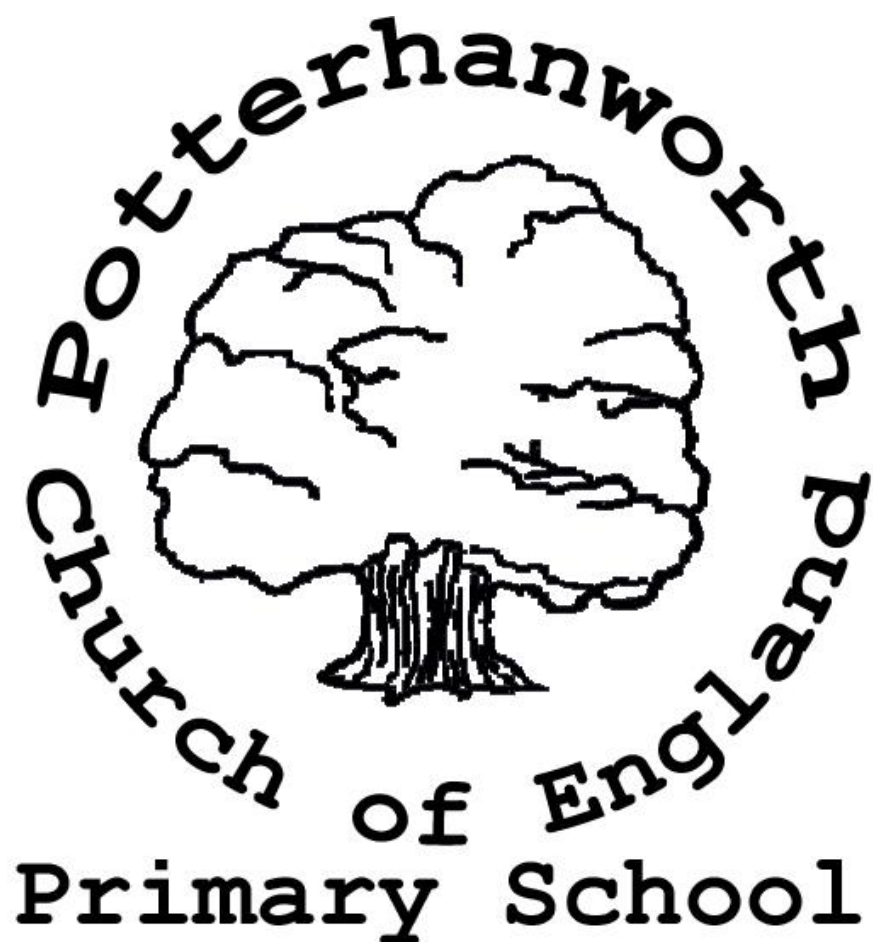


**Potterhanworth Church of England Primary School**  
**Remote Learning Policy**



**Reviewed by:** Head Teacher

**Date:** Updated January  
2021

**Next review due by:** As required

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## 1. Aims

**All schools are different. Working with the Government's legislation, our policy has been designed to reflect the context of our school community.**

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school **during school hours, in term time**
- 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

**For remote learning, teachers must provide the content of education for the children, on their days of work, between 8.45 am-12.15 pm and 1.15- 3.15 pm.**

Setting Work:

- Teachers need to plan a programme of work for their class that's of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with pupils.
- **A weekly overview of learning/timetable will be sent a week in advance**
- **Details of the work/tasks needs to be set before the next day of learning and accessible from 9am on the day of learning.**
- Work should be uploaded via Teams and a combination of Teams and Zoom can be used to engage with the pupils.
- Teachers will use an appropriate curriculum sequence that allows access to online (eg teaching videos, live lessons, quizzes) and off-line resources that are linked to the learning.
- Teachers must make expectations clear and communicate when the work needs to be completed by.

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

- **Teachers will take registers of those children 'attending' and accessing the learning from home**
- Teachers will provide appropriate feedback on the work.
- Teachers should only answer queries from pupils and parents during working hours.
- Teachers should address concerns for those children not completing the work.

Attending virtual sessions:

- All staff will adhere to the school's dress code.
- Staff will ensure that the location and background are appropriate.
- All staff and families will be made aware that by entering the sessions they are agreeing to adhere to all the school's safeguarding practices.

## 2.2 Teaching assistants

- To support children as appropriate under the direction of the class teacher and/or SENDCo.
- When assisting with remote learning, teaching assistants must be available between 8.45 am-12.15 pm and 1.15-3.15 pm

When assisting with remote learning, teaching assistants are responsible for:

- Liaising with the class teacher and the SENDCo for clarification on tasks.
- Providing learning support for groups or individuals as appropriate.

## 2.3 Subject leads and SENDCo

To support families and pupils as appropriate.

Alongside their teaching responsibility, subject leaders and SENDCo are responsible for the monitoring of their areas of responsibility.

Subject leaders maintain the same levels of responsibility as they would do if the pupils were attending school.

## 2.4 Senior leaders/Head Teacher

To oversee and monitor the implementation of all remote learning.

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

## 2.5 Designated safeguarding lead

The DSL is responsible for overseeing all aspects of safeguarding.

## 2.6 All staff

If staff are 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.

## 2.7 IT support

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

## 2.8 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

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
- Be respectful when highlighting any concerns

## 2.9 Governing Body

The Governing Body 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 relevant member of staff, or the Head Teacher (who has overall responsibility):

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will use the school's secure devices, eg laptops, ipads.

### 4.2 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

## 5. Safeguarding

Any safeguarding concerns must be reported to the DSL, in line with the school's safeguarding policies and practice

## 6. Monitoring arrangements

This policy will be reviewed regularly by the Head Teacher, as required.

## 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