

Early Years Assessment Centre
Eastmoor Road
Eastmoor
WF1 3SQ

Forest Wood Centre
Painthorpe Lane
Crigglistone
WF4 3HW

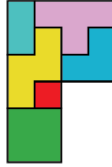
**Pinderfields
Hospital PRU**
01924 298351

Hospital tuition
Children's Ward
Pinderfields Hospital
Wakefield WF1 4DG
01924 541947

Limes Centre
Long Causeway
Stanley
WF3 4JB

Spinney Centre
Common Road
South Kirkby
WF9 3EA

Thornes Centre
Lawefield Lane
Wakefield
WF2 8ST



Woodlands Centre
College Grove
Castleford
WF10 5NS

Wrenthorpe Centre
Imperial Avenue
Wrenthorpe
WF2 0LW

Remote Learning Policy 2024-25

Chair of Management Committee
Signed

MISSION STATEMENT

At Pinderfields Hospital PRU we will:

- Encourage honesty, respect and trust
- Exercise discipline and self-control
- Feel safe, secure and happy in the school environment
- Develop our confidence and self-image to allow us to achieve our potential
- Ensure everyone is important and valued
- Promote healthy lifestyles
- Encourage understanding and acceptance of individual needs
- Offer continued support for a smooth transition to the next provision



OFSTED 2023 Overall Judgment = GOOD
Leadership & Management = Outstanding
Behaviour & Safety of Pupils = Outstanding
Achievement of Pupils = Good
Quality of Teaching = Good

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1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils whilst not in school
- 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 be available between 08:45 and 15:15

If they are unable to work for any reason during this time they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

Setting work

- Work should be provided for all pupils in both classroom and home tutored lessons
- The amount of work provided should equal that if they were able to attend all of their lessons
- The work needs to be set by 7am on the day the pupils are expected to complete it
- All work should either be uploaded to the relevant Google Classroom or delivered online using Google Meets. No other systems should be used

Providing feedback on work

- Feedback/marketing must take place for all remote sessions. This may be verbal if on Google Meets or written when using Google Classroom.
- This should be done in accordance with the marking policy, using the standard set of marking highlighters, in 'the highlighter tool' add on.

Keeping in touch with pupils who are not in school and their parents

- Phone calls/emails to parents will take place regularly. The Senior Leadership Team will inform teachers of the pupils they should contact.
- Staff are expected to answer emails within their working hours
- Complaints or concerns shared by parents and pupils should be forwarded to a member of the Senior Leadership Team immediately.
- any behavioural issues, such as failing to complete work or inappropriate behaviour during lessons need to be reported to Senior Leadership Team (via Schoolpod) who will inform parents. Inappropriate behaviour can be recorded as proof.

Attending virtual lessons with staff, parents and pupils

- Appropriate clothing should be worn at all times
- Staff must choose their location carefully. Consider your background, personal items, background noise and distractions

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 09:00 and 15:00

If they are unable to work for any reason during this time they should report this using the normal absence procedure.

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

Supporting pupils who are not in school with learning remotely

- Teacher will direct TA on who to support
- Teacher will direct TA in what to do

Attending virtual lessons with teachers, parents and pupils

- Appropriate clothing should be worn at all times
- Staff must choose their location carefully. Consider your background, personal items, background noise and distractions

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering what additional resources are required

2.4 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 –through regular meetings with teachers, reviewing work set, looking at planning and looking at progress data
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Safeguarding

All staff have responsibility to report any safeguarding concerns in exactly the same way as usual. Schoolpod should be filled in, and SLT informed.

2.6 Online Safety Lead/IT staff

The Online Safety Lead and 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

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- 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 making any complaints or concerns known to staff

2.8 Management Committee

The Management Committee 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 a member of SLT
- Issues with behaviour – talk to a member of SLT
- Issues with IT – talk to Online Safety Lead or IT staff
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to a member of 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 devices provided by the school
- Only use the secure systems in place. Schoolpod and Google Drive.

4.2 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. 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)
- G-suite should be accessed through apps. Only use the web-based version of G-Suite on encrypted laptops – 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
- Lost or stolen devices using app-based G-Suite – these should be reported IMMEDIATELY to the Online Safety Lead, Lisa Iliffe, on 01924 541947
- Making sure the device locks if left inactive for a more than 5 minutes
- Not sharing the device among family or friends
- Keeping operating systems up to date – always allowing the installation of the latest updates

6. Procedures and Etiquette

6.1 Google Meet

The following procedure must be followed for lessons delivered using Google Meet

- Staff will sign into their school Google Meet account
- Lessons will be scheduled by staff and an invitation sent to the relevant pupils.
- Staff will lead the lesson from a location with little distraction.
- Headsets or headphones should be used if available
- Appropriate clothing should be worn
- Staff must join the meeting in advance of any pupils
- Once in the meeting the background blur setting should be activated.
- Staff should then follow the 'Introduction to an online lesson' script (see attached)
- If a parent or carer is not available then the pupil should be informed that the session will be recorded for safeguarding purposes.
- If behaviour is inappropriate staff to inform student that the session will be recorded.
- Safeguarding of pupils is paramount at all times and any concerns should be reported using the existing systems in place.
- Staff should be the last person to leave the meeting.
- Once completed the session should be recorded on the pupil contact log.

IF THE LESSON HAS BEEN RECORDED IT WILL SAVE TO THE MEETING ORGANSIERS GOOGLE DRIVE. THIS MUST BE MOVED IMMEDIATELY TO THE SHARED DRIVE CALLED GOOGLE MEET.