Remote learning policy

Howe Park school

Approved by:		Date:
Last reviewed on:		
Next review due by:		

Contents

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

2. Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

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:

   o   Not possible to do safely

   o   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:

   o   They have an infectious illness

   o   They are preparing for or recovering from some types of operation

   o   They are recovering from injury and attendance in school may inhibit such recovery

   o   Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

> Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

> Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers will be available between 8.15 and 4.30pm

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:

- Setting work
    - o 3 hours a day on average across the cohort for KS1, with less for younger children
    - o Work should be set for the before it is required where possible
    - o Work can be emailed with the agreement of parents but where parents would find this inaccessible it should be produced as a hard copy.

Work should be of high quality and in line with work being covered in school. As with all work set by teachers it should :

- o Consider the needs of individual pupils, such as those with SEND or other needs
- o Consider the needs of the pupils' family and ensure they are able to provide the support needed to complete the work.
- o Feedback should be communicated with the parents and child.
- o If the home learning goes on for more than a few days then teachers should communicate verbally with parents to ensure they are happy with the level of work and that they are able to support their children. This contact should be made at least weekly and the medium should be agreed with the parent.
- o Where the home learning is continuing for more than a few days regular visual contact with the teacher and the class should be facilitated eg at the beginning of the school day or for one lesson in the day. This should be agreed with the parents and child.

Teachers will ensure that virtual meetings take place in an area that does not identify any personal items or details . The dress code identified in the code of conduct will be followed during virtual meetings

3.2 Senior leaders

In general the KS Leader has overarching responsibility for the quality and delivery of remote education.

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 are 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

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

Ensuring that all aspects of the child protection and safeguarding policy are maintained during online learning.

3.6 IT staff

IT staff are responsible for:

- Helping staff and parents/carers with any technical issues they are experiencing

- Reviewing the security of remote learning systems and flagging any data protection breaches.

- Assisting pupils and parents with accessing the internet or devices

3.7 Pupils and parents/carers

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

- Alert teachers if they are not able to complete the work

- Act in accordance with normal behaviour rules.

Staff can expect parents/carers with children learning remotely to:

- Engage with he school and support their children's learning

- Make the school aware if their child is sick

- Seek help from the school if they need it

- Be respectful to school staff at all times.

3.8 Governing board

The governing board is responsible for:

- Monitoring the schools approach to providing remote learning

4. Who to contact

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

- The class teacher or KS leader

5. Data protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will act in accordance with our data protection policy

5.2 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. 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.

5.3 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)

> 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

8. Links with other policies

This policy is linked to our:

> Behaviour policy

> Child protection policy

> Data protection policy and privacy notices

> Home-school agreement

> ICT and internet acceptable use policy

> Online safety policy