# Stocks Lane Primary School

## Remote Learning

## Policy



To be reviewed –March 2027

# Contents

## Aims

This remote learning policy for staff aims to:

> Ensure consistency in the school's approach to remote learning.

> Set out expectations for all members of the school community with regards to remote learning.

> Provide appropriate guidelines for data protection.

## 1. Roles and responsibilities

### 1.1 Teachers

Teachers must be available between 8.30am 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 designated absence procedures and numbers. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers are responsible for:

> Setting work:

- o Creating a weekly timetable of work for their year group. This must include subjects from across the curriculum with activities linked to the class topic. These will include Reading comprehension activities/ Writing/ SPAG/Maths/ Science/ Topic/ Art and DT/ Spanish/ Phonics/ PSHE/ Music/ RE and Computing, ensuring that there is sufficient work for pupils to complete daily for the set number of days/ weeks required during remote learning.

- o Set differentiated Times Table Rockstars, Spelling, Purple Mash activities and Bug Club reading. Also include the additional online reading APP programmes where appropriate.

- o All pupils with SEND within the class must be planned for appropriately and at their level, with enough work to cover their learning period.

- o All work will be sent out to parents via the Class Dojo App.

- o Pupils can send any completed work to teachers via their Dojo Account.

**Feedback/ Keeping in touch with pupils and parents:**

- o  Teachers can email back feedback when required.
- o  Emails and Dojo messages received from parents and pupils are to be checked between 9am and 4pm, Mon- Fri. and must be replied to within 48hrs. Teachers will only send replies between these times.
- o  Any issues that are received are to be dealt with professionally by the class teacher and the Key Stage Manager should be BCC'd in the communication. If necessary teachers can contact a member of SLT for advice.
- o  Teachers are to make contact will all pupils in their class every day/ week via an online Zoom meeting. Zoom access codes will be sent to parents /carers via Class Dojo. If children do not attend the online meeting then teachers must attempt to call families and log the call on CPOMs. Staff must use the school telephone when in school or from a withheld number if they are not in school. Contact details can be accessed from Arbor. If there is a safeguarding concern, teachers will alert the safeguarding team **straight away**.

  > Attending virtual meetings with staff, parents and pupils:
- o  Locations (e.g. avoid areas with background noise, nothing inappropriate in the background/ use a background blur or appropriate picture)

## 1.2 Teaching Assistants

Teaching assistants must be available between 8.30am – 3.30pm, Mon to Fri. During this time, they are expected to check work emails and be available when called upon. 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. If staff are isolating, they will be directed by their class teacher or line manager accordingly.

Teaching assistants are responsible for:

  > Supporting pupils with learning remotely:
- o  When requested by the SLT.

  > Attending virtual meetings with teachers, parents and pupils:
- o  Locations (e.g. avoid areas with background noise, nothing inappropriate in the background/ use a background blur or appropriate picture)

## 1.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

  > Co-ordinating the remote learning approach across the school – SLT.

  > Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers.

  > Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### 1.4 Designated Safeguarding Lead and DDSLs

The DSL and DDSLs are responsible for:

> Maintaining contact, collating, passing on information and responding to any concerns.

### 1.5 IT staff

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 systems and flagging any data protection breaches to the data protection officer.

### 1.6 Pupils and parents

Staff can expect pupils to:

> Be contactable during the hours of the school day 9am – 4pm – although they may not always be in front of a device the entire time.

> Seek help if they need it, from teachers or TAs.

> Alert teachers if they're not able to complete work.

Staff can expect parents to:

> Seek help from the school if they need it via the school Dojo system or the school office email. Staff will reply and offer examples of other useful links for learning to help with the issue.

> Be respectful when making any complaints or concerns known to staff.

> Seek help from school with regards to loaning devices in the event of long-term remote learning.

### 1.7 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 systems are appropriately secure, for both data protection and safeguarding reasons.

## 2. Data protection

### 2.1 Accessing personal data

When accessing personal data, all staff members will:

> All teaching staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password.

> Teachers are able to access parent contact details via Arbor using a secure password.

> School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

## 2.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions. However, none should ever be shared with parents or carers. If staff are unsure, they can contact a member of the SLT and get back to the parent.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

## 2.3 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.

# 3. Links with other policies

This policy is linked to our:
> Behaviour policy
> Child protection policy
> Data protection policy and privacy notices
> ICT and internet acceptable use
> Online safety policy

Date: March 2025          Review date March 2027

Signed: Chair of Governors……………………………………….Date:………………………

Signed: Headteacher:……………………………………….Date:………………………