Remote learning policy
Village Infant School

Approved by:		Date: February 2025
Last reviewed on:	February 2025	
Next review due by:	September 2026	

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 must be available between 8.30-3.20.

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
>> Provide electronic and/or hard copies for pupils
>> Work should be available at the date and time arranged with parent/s. For a whole class/school situation the work will be available for 8.30 on the day
>> Work can be brought in and/or emailed to the school office. Any Purple Mash set work will be submitted on the Purple Mash platform
>> Teachers should coordinate with their year group, and colleagues to ensure consistencies.

> Making sure that the work provided during periods of remote education is of high quality, meaningful and covers an appropriate range of subjects.
>> The needs of the pupils need to be considered, including those with SEND
>> The level of parental support also needs to be considered
>> Pre-set work will enable families to access work when it is convenient for them as the age of the pupils will mean pupils will need support from parents

> Providing feedback
>> Reply to work handed in on Purple Mash
>> Respond via email to completed work handed in via email
>> Mark and respond to in person completed work

> Pupils with prolonged absence
>> Teachers, alongside office staff should keep up to date with the pupil's situation
>> Teachers should provide work for pupils via a medium that is convenient for the parent
>> Work should be ready and prepared for the pupil in agreement with the parents
>> Teachers should explain any work to parents

3.2 Senior leaders

Amy Whiffin 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

They are also responsible for:

> Co-ordinating the remote learning approach across the school

> Monitoring the effectiveness of remote learning by meeting with teachers and gaining feedback from parents

> Ensuring staff are able to provide remote learning and have the appropriate resources, log ins and training

> Provide parent information of remote learning through emails and/or phone calls

3.3 Designated safeguarding lead (DSL)

See Child Protection Policy and Online Safety Policy

3.4 IT staff

Daniel Smith responsible for:

> Fixing issues with systems used to set and collect work

> Monitoring the office email

> Helping staff and parents/carers with any technical issues

> Reviewing the security of remote learning system and raising any data protection breaches with the safeguarding team and data protection officer (DPO)

3.5 Pupils and parents/carers

Staff can expect pupils learning remotely to:

> Be contactable during the school

> Collect work if agreed

> Complete work when agreed with teachers

> Seek support where necessary and appropriate

> Contact the school if there are any issues with completion of work and/or need support

> Act in accordance to conduct rules of the school online and in person

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

> Engage with the school and support their children's learning

> Make the school aware if their child is sick and is unable to complete the work set

> Seek help if needed

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

3.6 Governing board

The governing board is responsible for:

> Monitoring the school's approach to remote learning, ensuring it is appropriate, manageable and accessible for all families

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

4. Who to contact

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

> Issues in setting work- Year group colleagues, subject lead, phase lead or SENDCO

> Issues with behaviour- SLT

> Issues with IT- Daniel Smith

> Issues with own workload or wellbeing- SLT

> Concerns about data protection- Safeguarding team and Daniel Smith

> Concerns about safeguarding- DSLs and/or Safeguarding team

5. Data protection

5.1 Accessing personal data

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

Explain:

> How they can access the data

> Which devices they should use to access data

> Use encrypted memory sticks and/or onedrive to avoid personal data being saves on personal devices

> Delete any data saved to person device

5.2 Processing personal data

Staff members may need to collect and/or share personal data 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, which can be found on the school website.

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

6. Safeguarding

Find further safeguarding information and policy on the school website

7. Monitoring arrangements

This policy will be reviewed annually by Amy Whiffin (Deputy Headteacher) At every review, it will be approved by the governing board

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