BROCKSWOOD PRIMARY
& NURSERY SCHOOL
LEARNING TOGETHER - ACHIEVING TOGETHER

Remote Learning Policy

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Based on The Key model Remote Learning 2023; downloaded Oct 2024

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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

At Brockswood, we are committed to staying open or resume operations at the earliest opportunity. All pupils should attend school, in line with our Attendance Policy. Remote education is not viewed as an equal alternative to attendance in school.

When the school open as per normal, pupils not attending classes at school and who may be receiving remote education independently, 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. Refer to DfE's Remote Education Provision for more details.

This might include:

Occasions when we decide that opening our school is either:

- Not possible to do safely
- 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:

- They have a short-term infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- 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 plan (EHCP) 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

During times when the school is providing remote education, pupils will be marked as present if they complete the remote work issued, within the deadlines, (whether in paper or electronically) and absent if they do not.

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. Remote Learning Offer

The Remote Learning Offer provides details about the provision and what to expect from remote education and the school's expectations.

4. Roles and responsibilities

4.1 Teachers

When providing remote learning, teachers will be available between when they are not in class, during normal working hours.

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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 depending on their abilities and level of independence.
- When considering a child with SEND, also consider the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Ensuring the students have access to the school's digital platform and printouts for those who cannot access the work electronically
- Providing a suggested timetable
- Setting work for the agreed amount time per day
- Make the work available for those in-school to access prior to the start of the working day
- Publishing the work on the platform by 9 am
- Making sure that work provided is of high quality, meaningful, ambitious and cover an appropriate range of subjects
- When not in class, provide feedback on the submitted work
- Keeping in touch with pupils who aren't in school in the agreed timeframe and manner
- Attending virtual meetings with staff, parents/carers and pupils.

4.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available when they are not in class, during normal working hours.

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 assisting with remote learning, teaching assistants are responsible for:

- Assisting students to access to the school's digital platform
- Assist the teachers to make work available
- When not in class, assist with providing feedback on the submitted work
- Join in with the keeping in-touch sessions with teachers and pupils
- Attending virtual meetings with staff, parents/carers and pupils.

4.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject
- Alerting teachers to resources they can use to teach their subject remotely
- Making decisions about the use of online video lessons such as Oak National Academy

4.4 Senior leaders

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Have 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 devices 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensuring staff remain trained and confident in their use of online digital education platforms
- Training staff on relevant accessibility features that your chosen digital platform has available
- Providing information to parents/carers and pupils about remote education
- Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

4.5 Designated safeguarding lead (DSL)

The DSL is responsible for Safeguarding as laid out in the Child Protection Policy.

- Put plans in place of how to best support vulnerable children/families
- Put plans in place of how best to support key worker children/families
- Monitor new legislation being issued as a result of any events such as pandemics and lock downs
- Ensure all staff are aware of their roles and responsibilities during the period

4.6 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 remote learning systems and flagging any data protection breaches to the data protection officer (DPO)

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Read and work in accordance with the Remote Learning Pupil Agreement
- Be contactable during the school day
- Check for and complete work to the deadline set by teachers
- Check for and respond to feedback given on your work by your teachers
- Seek help if they need it, from teachers or teaching assistants
- Notify teachers if they're not able to access the school's digital platform
- Notify teachers if they're not able to complete work

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- Act in accordance with normal behaviour rules / conduct rules of the school
- Send polite, friendly and encouraging messages to others, thinking carefully about how online messages affect others

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

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- If given school equipment, use and store it in a sensible manner and for school work only
- Be respectful when dealing with staff

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4.7 Pastoral Lead

The Pastoral Lead is responsible for:

- Making contact with vulnerable pupils/families
- Arranging support in a manner which complies to the guidance issued by the authorities

4.8 Other staff

- Continue with the roles to ensure the day-to-day operation of the school

5. Who to contact

Parents can contact the school office to request assistance accessing the digital platform, with questions or concerns about remote learning or to request support.

If staff have any questions or concerns about remote learning, they should contact the Subject Leaders or a member of the SLT Team.

If staff require support, contact the Pastoral Lead or a member of the SLT Team.

If staff require assistance with IT related issues, refer it to the Computing Lead.

6. Data protection

5.1 Accessing personal data

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

- Use the school's hardware to access the school information
- Access the data, using the remote login provided by the IT Team
- In the event your own devices are used to connect, ensure that no data is stored to their local drive or their personal cloud
- Work in compliance of the school's Online Safety Policy.

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.

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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
- Ensuring the hard drive is encrypted
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date

7. Safeguarding

Safeguarding will be handled in line with our Child Protection Policy.

8. Monitoring arrangements

This policy will be reviewed every 3 years or as legislation changes. At every review, it will be approved by the Senior Leadership Team.

9. Links with other policies

This policy is linked to our:

Attendance policy

Behaviour policy

Child protection policy

Data protection policy and privacy notices

Online safety policy

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