



## Luston and Shobdon Community Primary Schools Federation including Luston Nursery

### Remote Learning Policy

<b>Last reviewed</b>	<b>13 February 2025</b>
<b>Renewal due</b>	<b>February 2026</b>

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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 are not in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection
- › Ensure pupils unable to attend school remain fully included within the school community
- › Continue to ensure that every child receives the best education the school can provide them
- › Ensure that remote education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case of a local lockdown

### 2. Roles and responsibilities

#### 2.1 Leadership Team

Alongside and teaching responsibilities, the Leadership team is responsible for:

- › Co-ordinating the remote learning for pupils who are not in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection
- › Ensure pupils unable to attend school remain fully included within the school community
- › If the class teacher is unwell or unable to lead remote learning, then the Leadership Team will take responsibility to coordinate the provision. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue with their own leadership and class teacher roles, while coordinating the provision of remote learning.
- › The Inclusion Lead to ensure that provision is matched to the pupils' starting points and level of need
- › The Executive Headteacher is the named senior leader with overarching responsibility for the quality and provision of remote education, including that provision meets expectations for remote education.
- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

- › Monitoring the effectiveness of remote learning through monitoring online provision – the review and evaluation of work set and feedback from pupils and parents - and discussions with teachers .

## 2.2 Teachers

When providing remote learning, teachers must be available between 8.45am – 3.10 pm on their working days. If they are 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 are responsible for:

### Setting work

- › Teachers will provide learning for their current class. The amount of work they need to provide will be in-line with the timetable for that day / week.
- › Teachers will also provide home learning packs for parents to collect, as required.
- › Planning will be supported by: Oak National Academy, White Rose Maths, BBC Bitesize, Maths /Literacy/ Spelling Shed, Real P.E, Oxford Owl and Twinkl resources.
- › Use of specific learning platforms for work to be set, accessed by pupils and feedback provided. Feedback to be age appropriate and constructive. Shobdon: Airfield Class to access Tapestry, Arches, Ledicot and Arboretum Classes Seesaw. All Luston classes to access Seesaw.
- › In each Key Stage a rota system is provided. Staff working in school that day will be supported in responding to pupils, by staff working from home.

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

- › In the case of a national or local lockdown, teachers will deliver a range of activities reflecting the class timetable each day via the online learning platform. During the lockdown, teachers will contact all parents / pupils by telephone to check how things are going and see if they need any additional support.
- › Any safeguarding concerns should be recorded using the regular channels of communication as stated in the Safeguarding and Child Protection policy, alerting the DSL team.
- › If pupils are not engaging with the work set, following initial contact by the class teacher within week one, the Leadership Team will make telephone contact with parents/families in week two, and therein on a regular basis.
- › Vulnerable pupils will be called weekly – CP/ EHCP identified pupils will be contacted by the Inclusion Lead / DSL/DDSL
- › Emails received from parents and work posted by pupils are to be checked between 8.45am – 3.30pm Monday to Friday or part time equivalent. Teachers should respond to pupil / parents within 48 hours. (Teachers are encouraged not to answer emails outside of working hours)

## 2.3 Teaching Assistants

When assisting with remote learning, teaching assistants must be available between 8.45am – 3.05pm (if full-time) or their part time equivalent hours

If they are 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:

- › Supporting pupils who are not in school with learning remotely
- › Completing tasks set by class teacher or the Leadership Team e.g. creating resources, laminating etc.
- › Liaise with class teachers to support planning and resourcing differentiated learning
- › Attending virtual meetings with teachers via Microsoft Teams
- › In the event of a national lockdown and restricted pupil numbers, teaching assistants will be required to work together with the class teacher in either supporting the face to face learning or online support.

## 2.4 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
- › Work and liaise with teachers and the Leadership Team to ensure all work set in the remote teaching of their subject is appropriate and consistent and links with the progression of skills in their subject
- › Alerting teachers to resources they can use to teach their subject remotely

## 2.5 Designated Safeguarding Lead Team

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning - Please refer to Child Protection and Safeguarding Policy and Home Learning with Technology Policy

## 2.6 Pupils and Parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day (8.45am – 3.10pm) – although consider they may not always be in front of a device the entire time. Awareness of a 'screen free Friday afternoon' task.
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they are 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 cannot complete work
- › Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling or liaise with the Inclusion Lead if needed.
- › Be respectful when making any complaints or concerns known to staff

## 2.7 Governing Board

The governing board 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 the relevant subject lead or Inclusion Lead
- › Issues with behaviour – talk to the Head of School
- › Issues with IT – consult with Computing lead and or IT technician
- › Issues with their own workload or wellbeing – talk to the Executive Headteacher
- › Concerns about data protection – talk to the Data Protection Officer
- › Concerns about safeguarding – talk to the DSL or a DDSL

### **4. Data Protection**

#### **4.1 Accessing personal data**

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

- › Access via Arbor
- › Use their staff laptop to access data - not use personal devices.

#### **4.2 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
- › 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 – responsibility of IT technician
- › Keeping operating systems up to date – responsibility of IT technician

## **5. Safeguarding**

Please refer to Child Protection and Safeguarding Policy

## **6. Monitoring arrangements**

This policy will be reviewed as and when updates to home learning are provided by the government and shared with the Board of Governors. At every review, it will be approved by the Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy
- Data Protection policy and privacy notices
- ICT and internet acceptable use policy
- Online Safety policy & Home Learning with Technology policy