



# Remote learning policy

Hook Norton C of E Primary School

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## 1. Aims

This policy is to be read in conjunction with the E-Safety Policy and the Homework Policy.

This remote learning policy 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.

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers are responsible for:

- Setting meaningful and ambitious work each day in a number of different subjects that is planned, well-sequenced and equivalent in length to the core teaching pupils would receive in school
- Providing frequent, clear explanations of new content (delivered by a teacher or through high-quality curriculum resources and videos)
- Gauging how well pupils are progressing and providing feedback on work, adjusting the pace / difficulty as necessary
- Keeping in touch with pupils who are not in school and their parents (ideally daily contact)
- Attending virtual meetings/lessons with staff, parents, and pupils where appropriate
- Using the online tools to support learning that allow interaction, assessment and feedback (Tapestry in EYFS / Seesaw Years 1-6)
- Providing printed materials for children who do not have suitable online access and as required
- Having an awareness of the different needs of the children they are responsible for (e.g. age / SEND).

### 2.2 Teaching assistants

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning remotely (when requested by the Teachers or SENCO)
- Attending virtual meetings/lessons with staff, parents, and pupils where appropriate.

## 2.3 Key Stage leads

Alongside their teaching responsibilities, key stage leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching 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.

## 2.4 SENCO

The SENCO is responsible for:

- Co-ordinating remote learning support needed for children with SEND across the school
- Review support weekly for SEND children learning remotely.

## 2.5 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

## 2.6 Designated safeguarding lead

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning
- Maintaining contact, collating, passing on information.

**See the current Child Protection and Safeguarding Policy**

## 2.7 IT Staff (Turn IT On)

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing with school-owned equipment
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting with accessing the internet or devices when using school-owned equipment.

## 2.8 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- 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 – staff should alert parents to the 'Home Learning Support' page for useful links and support for learning
- Be respectful when making any complaints or concerns known to staff
- Use the teacher's email to raise issues or ask questions
- Make sure any devices issued by the school or other agencies are used for the sole purpose of conducting lessons remotely and not by anyone other than pupil(s)
- Keep any loaned equipment in good condition, maintained, and charged if necessary, and report any defects to the school at the earliest convenience
- Ensure that they uphold the remote learning agreement.

## 2.9 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 key stage lead/SENCO/SLT
- Issues with behaviour – talk to the relevant key stage lead/SENCO/SLT
- Issues with IT – talk to SBM who will contact Turn IT On for support if needed
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL.

Parents can contact teachers via their email addresses or alternatively contact [office3044@hook-norton.oxon.sch.uk](mailto:office3044@hook-norton.oxon.sch.uk)

## 4. Data protection

### 4.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is logged off
- SLT have the ability to locate personal details of families when required through securely accessing Integris. SLT are not to share their access permissions with other members of staff

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

## 4.2 Processing 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 does not require explicit permissions

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

## 4.3 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping antivirus and anti-spyware software up to date
- Keeping operating systems up to date – always install the latest updates.

## 5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning:

### **See the current Child Protection and Safeguarding Policy**

This also details references to remote learning curriculum and risks online. This policy is available on our website.

## 6. Monitoring arrangements

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

## 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection and safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- E-Safety acceptable use policy.