



Inspiring All to Excellence



Heathfields Infant & Wilnecote Junior Academy

Remote Learning Policy

Document Control

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Author	Mrs Williams
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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.
- 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 into 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

Senior Leaders

Alongside any teaching responsibilities, senior leaders are 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.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

Designated Safeguarding Lead

The DSL is responsible for:

- Safeguarding concerns, including those related to Remote Learning (please refer to Child Protection and Safeguarding Policy)

Teachers

When providing remote learning, teachers must be available between 9 am and 3.15pm on their working days.

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 are responsible for:

Setting work:

- Teachers will provide learning for their current class. The amount of work they need to provide is in line with the work they would complete if they were attending school.

- Teachers will use resources provided by the Oak National Academy, White Rose Maths, Lettera and Sounds and BBC Bitesize, Renaissance as well as other resources identified by school curriculum leaders.
- The work will be set weekly.
- Teachers will save weekly learning packs on the Website and Teams by Monday 10 am. The packs will then be printed by staff who are on site, ready for parents or a named adult to collect in the afternoon.
- Teachers will outline the expected work to be completed daily via 'TEAMS' by 9am.

Providing feedback on work:

- Pupils will upload work to 'TEAMS' or the year group email. All work submitted will be acknowledged by the class teacher. Feedback will be given for all subjects on an individual basis. Feedback will be age appropriate.

Keeping in touch with pupils who aren't in school and their parents:

- In the case of a national or local lockdown, Teachers will call pupils/parents at least every 2 weeks. Any safeguarding concerns should be recorded on MyConcern which will alert the DSL.
- In the event of a self/class bubble isolation, communication will be via 'TEAMS' and the school website. If there has been no communication from either a parent or child by day 3 of lockdown/self-isolation period starting, the teacher or SLT member will call parents/pupils on day 4.
- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by the SENCO/DSL/teachers.
- Emails received from parents and pupils are to be checked between 9am and 3.15pm, Monday-Friday.
- Teachers should respond to pupil/parent emails within 48hours.

Teaching assistants

When assisting with remote learning, teaching assistants must be available during their 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:

- Supporting pupils who aren't in school with learning remotely.
- Supporting children with identified needs, when requested by the SENCO.
- Will liaise with class teachers to support planning and resourcing differentiated learning.

Subject leads

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Monitoring the work set by teachers in their subject.
- Review work set weekly. This will be available on the shared drive.

Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3.15pm

- Seek help from teachers if they need it.
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Make requests for paper packs by 9.30am Monday.

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:

Here are some suggested issues and the most likely points of contact:

Issues in setting work – talk to the relevant subject lead or SENCO

Issues with behaviour – talk to the Head of School/Assistant Head teacher

Issues with IT – contact Mr Byrne or Mr Hancox

Issues with their own workload or wellbeing – talk to the Head of School/Well-Being Lead

Concerns about data protection – talk to the Executive Leader or DPO

Concerns about safeguarding – talk to the DSLs

4. Data protection

Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to MyConcern to record any parent contact or concerns about children,
 - This is accessed via a secure platform.
 - Staff will ensure that they log out after use.
 - Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via Integris using a secure login. Do not share any details with third parties and ensure Integris is logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

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.
- 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 – always install the latest updates.

5. Safeguarding

Please refer to Child Protection and Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed by SLT as and when updates to home learning are provided by the Government.

7. Links with other policies

This policy is linked to our:

Behaviour policy

Safeguarding policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

ICT and internet acceptable use policy

Online safety policy