BARNS GREEN PRIMARY SCHOOL
Remote Learning Policy

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.

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 they have an infectious illness

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8.45am and 3.20pm during term time.

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

Date	Responsible Governors	Review in
January 2025	Full Governing Body	January 2028

- › 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

- › Make appropriate use of the school digital platform by providing live interaction with pupils, maintaining class blogs and recording videos. Work set will be comprised of all three elements

- › Set work of approximately 3 hours in Key Stage 1 and 4 hours in Key Stage 2

- › Provide feedback upon work set

- › Ensure that hardcopies of learning are sent home where this is needed

- › Ensure that stationery is provided where there is a direct need

- › Over periods of sustained absence from school the class teacher will maintain regular contact with families through phone conversations every two weeks. Teachers will respond to emails within 24 hours in line with school policy

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available from 8.45-3.20pm during term time (unless part-time).

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:

3.3 Senior leaders

The Head teacher 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 confident in its use.

They should continue to overcome barriers to digital access where possible for pupils by, for example:

- › Distributing school-owned IT equipment accompanied by a user agreement or contract to families/pupils who do not have access to these at home

- › 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:

- › Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents

- › Monitoring the take up of remote learning and following up concerns

- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.4 Designated safeguarding lead (DSL)

The DSL is responsible for following up safeguarding concerns in accordance with our Safeguarding Policy

Date	Responsible Governors	Review in
January 2025	Full Governing Body	January 2028

3.5 Pupils and parents

Staff can expect pupils learning remotely to:

› Be contactable during the school

› Complete work to the deadline set by teachers

› Seek help if they need it, from teachers or teaching assistants

› Alert teachers if they're not able to complete work

› Act in accordance with school expectations for behaviour

Staff can expect parents 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 you know of any resources staff should point parents towards if they're struggling, include those here

› 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 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. Who to contact

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

› The Class teacher

› The Headteacher

› The School Office

5. Data protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will access school systems

5.2 Processing personal data

. The school will follow its data protection policy / privacy notice in terms of handling data and information

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

Date	Responsible Governors	Review in
January 2025	Full Governing Body	January 2028

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

Vulnerable children will be invited into school to continue their education wherever possible. Where this is not possible contact with families will be made on a weekly basis and normal safeguarding procedures set out in the Safeguarding Policy will be followed.

7. Monitoring arrangements

This policy will be reviewed every two years. At every review, it will be approved by full governing body

8. Links with other policies

This policy is linked to our:

› Behaviour policy

› Child protection

› Data protection policy and privacy notices

› Home-school agreement

› ICT and internet acceptable use policy

› Online safety policy

Add any other related policies and procedures that the school

Date	Responsible Governors	Review in
January 2025	Full Governing Body	January 2028