



Remote Learning Policy

Committee	Trust
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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 communities 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 schools is either:
 1. Not possible to do safely
 2. 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

The Senior Leadership teams are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely.
- Coordinating the remote learning approach across the schools including monitoring pupils' engagement.
- Leading virtual meetings to ensure consistency across the schools.
- Ensuring that pupils receive clear explanations.
- Monitoring the quality and delivery of remote education.
- Ensuring that resources fully support teachers and pupils so that remote learning can take place without hindrance.
- Monitoring the security of remote learning systems.
- Additional training for staff may be required to support pupils during the period of remote learning.
- Safeguarding – attend and arrange, where necessary, any safeguarding meetings that occur during the period of remote learning.
- Identify vulnerable pupils who may be at risk if they are learning remotely.

- Liaising with ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Ensure that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternate arrangements for pupils who are at high risk, where required.
- Identify the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote learning. Ensuring all safeguarding incidents are adequately recorded and reported.
- SENCOs– Identify and support teachers to meet the level of support required or intervention, while the pupils learn remotely. Ensure provision is in place for pupils with SEND and monitor the effectiveness of this.
- SENCOs- ensure that pupils with personal plans have their needs met while learning remotely. Liaising with the headteachers and other organisations to make any alternative arrangements. Arrange any additional support tailored to the individual needs of the pupil e.g. via phone calls/email.

4. Teachers

When providing remote learning, teachers must be available between 8.30am-3.30pm.

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 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

They are also responsible for:

- Sharing teaching and activities with their class through Tapestry/School Website.
- Providing activities in line with current planning that is already in place throughout the schools.
- Keeping in contact with children through Tapestry/phone calls.
- Setting remote learning and replying to Tapestry.

- Allowing flexibility in the completion of activities, understanding that the circumstances will affect families in a number of ways.
- Allowing themselves to take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- Adhering to the staff handbook at all times.

In order to provide home learning for those unable to access online learning, each year group will prepare activities and resources for pupils to complete during a period of remote learning. These will be available in the school office or can be sent home in the post.

5. Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours to support with activities under the direction of the Senior Leadership Teams.

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.

6. Parents

Staff can expect parents of children learning remotely to:

- Support their child's learning to the best of their ability.
- Encourage their child to complete learning tasks.
- Follow the guidance for using Tapestry, Arbor systems.
- Know they can continue to contact their class teacher as normal through Tapestry or by phone call if they require support of any kind.
- Check any completed work each day and encourage the progress that is being made.
- Be mindful of the mental wellbeing of both themselves and their child and encourage regular breaks, games and fresh air.

7. The Trust Board

- Monitoring the schools' 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

8. Who to contact

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

Senior Leadership Team – Headteachers, Assistant Heads

9. Online Safety

This section of the policy will be enacted in conjunction with the Trust's Online Safety Policy.

During the period of remote learning the school will:

- Reinforce the importance of children staying safe online.
- Ensure that parents are aware of what their children are being asked to do, sites that they have been asked to use and staff that they will interact with.
- Encourage them to set age appropriated parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

10. Processing personal data

Staff members may need to collect and/or share personal data such as email addresses 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 Trust will follow its data protection policy / privacy notices in terms of handling data, which can be found on the Trust and school websites.

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 Trust's policies and procedures.

11. Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

- The DSLs/Headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment.
- Phone calls made to vulnerable pupils will be made using school phones.
- The DSL will arrange for regular contact with vulnerable pupils on a weekly basis with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded using My Concern.

- The DSLs will keep in contact with vulnerable pupils' social workers or other care professional during the period of remote working, as required.

12. Monitoring arrangements

This policy will be reviewed on a three yearly basis or as necessary.

Any changes to this policy will be communicated to all members of staff and other stakeholders