

Remote Learning Policy



Ecclesfield Primary School

Approved by:	[Kevin Corke]	Date: [July 2024]
Last reviewed on:	July 2025	
Next review due by:	September 2026	

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What is remote education?

Remote education: a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.

Digital remote education: often known as online learning, this is remote learning delivered through digital technologies.

Blended learning: a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where main input happens remotely (for example through video), while practice and tutoring happen in class.

Synchronous education: this is live teaching via digital technology

Asynchronous education is when the material is prepared by the teacher and accessed by the pupil at a later date.

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. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

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:
 - Not possible to do safely
 - 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
 - They are preparing for or recovering from some types of operation
 - They are recovering from injury and attendance in school may inhibit such recovery
 - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers should be available daily between 8am and 3.15pm. (Job share staff will operate their usual working days unless absent through ill health.)

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

When providing remote learning, teachers are responsible for:

- Setting work and sent by google classrooms/class email
- Provide work for own class unless the class teacher is unavailable due to other commitments e.g. if some pupils are in still in school (Time for the class teacher will be given to support pupils at home as and when it is needed)

- At least two daily online teaching session to be made available to classes if all of the class is at home due to enforced lockdown procedures.
- If there are Key worker/Vulnerable children in school operate remote learning via two models
- Remote learning takes place at the same time with children in school and those at home
- Remote learning takes place at a different time with the teacher and the group of children in school will be taught by a teaching assistant.

See appendix for the amount of time children in the different key stages should be remote working

- Work to be uploaded to the class email for each year group either daily or uploaded on a Sunday ready for the coming week
- Learning packs including hard copies of any resources required to be delivered to pupils with limited internet access.
- Specific learning packs delivered for pupils with SEND
- Decide on clear communication strategy with parents and intervals when/how online activities will be shared and teachers available (e.g. each morning, week)
- Refresh pupil accounts for online learning tools,
- Promote Online Safety reminders
- Share reminders of traditional, fun off-screen learning activities

Providing feedback on work:

Feedback provided by teachers in emails to the class

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am - 3.15pm

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

Supporting their class teacher with various tasks including:

- phone calls/providing home learning packs/delivering home learning packs,
- outreach programme
- Attending virtual meetings with teachers, parents and pupils.
- Supporting children within the class with remote learning (Tier 4 contingency framework)

3.3 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
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Alerting teachers to resources they can use to teach their subject remotely
- Planning and preparing whole school events within their subject
- Checking resources used to ensure they support curriculum practice at Ecclesfield Primary

3.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for the quality assurance of remote learning across school alongside:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents using surveys
- Surveying parents, pupils and staff builds an evidence file if there are any complaints
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Evaluating the use of remote learning with staff pupils and parents
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3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

See Safeguarding Policy for further detail if there are any safeguarding issues

3.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices
- Setting up learning platforms for use remotely

3.7 Pupils and parents/carers

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're not able to complete work
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable)

Staff can expect parents/carers 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

3.8 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:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with pupil behaviour/wellbeing– talk to SLT
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about safeguarding – talk to one of the DSLs
- Issues with IT – Blue box telephone support@blueboxit.co.uk 0114 2757905

5. Data protection

5.1 Accessing personal data

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

- Explain: How they can access the data, such as on a secure cloud service or a server in your IT network
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

5.2 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 school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the Coit Primary School Website Page | 9 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 school's policies and procedures.

5.3 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)
- 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

Please see Child Protection and Safeguarding Policy

7. Monitoring arrangements

This policy will be reviewed annually.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy