

# Remote Education Policy

## 2025 - 2027

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Kindness



Focus



Creativity



Responsibility



Collaboration

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## 1. Aims

This remote learning policy aims to:

- Ensure consistency in the school's approach to remote learning for all pupils
- Set out expectations for all members of the school community with regards to high quality remote learning
- Support effective communication between the school and parents
- Provide appropriate guidelines for data protection

## 2. Roles and responsibilities

### 2.1 Teachers

Teachers must be available between 9.00am and 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 procedures before 8.00am on the designated absence number. If it affects the completion of any work required ensure that arrangements have been made with your phase leader to ensure work is completed.

### Teachers are responsible for:

Setting work:

- Creating a weekly timetable of work in liaison with year group team. This should reflect, as far as possible, the normal weekly timetable.
- This work should be scheduled to appear daily on Google Classroom (KS2) or as an email sent from the year group account (KS1) at 9.00am
- Creating a cover video to summarise the work for the day and the expectations for completion and submission
- Ensure that children have access to appropriate challenge on Times Tables Rockstars
- All work should be proofread by phase leaders prior to being uploaded onto Google Classroom or emailed
- If school is still in session, the phase leader will be responsible for sending out the work only to the children who are isolating at home <sup>2</sup> for the period of quarantine.

### **Providing feedback on work:**

- Pupils can send any completed work to teachers using the year group email or upload their completed work on Google Classroom at any time during the day.
- Teachers should provide praise and next steps on at least one submitted piece of the child's work every day.
- Teachers should respond to work within 24 hours.
- Teachers should collect excellent examples of home learning throughout the week to celebrate on their Twitter platform

### **Keeping in touch with pupils and parents:**

- Emails received in the year group email from parents and pupils are to be checked between 9.00am and 3.30pm, Mon- Fri. Only send replies between these times. Anyone can respond to year group enquiries it does not have to be the class teacher.
- Any questions or issues that arise outside of teaching and learning should be passed onto the phase leader
- Google Meets will be used weekly as a welfare check. The children will be grouped in small groups to speak to each other and their teacher. The attendance register should be updated with a brief comment about how the child is.
- Teachers should call all children they have not seen on a Google Meet weekly using a school landline or a school mobile. The attendance register should be updated with a brief comment about how the child is.
- The attendance register should be passed to the phase leader by Wednesday 3.00pm. They will ensure that all children have been contacted. The quality of contact will be tracked in a separate register.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
- Parents or children who use teacher's email addresses or message directly on Twitter should be redirected to the year group email or Google Classroom.

### **Attending virtual meetings with staff, parents and pupils:**

- Ensure that you are wearing professional dress
- Ensure you are in a suitable location where you will not be interrupted
- Avoid areas with background noise and ensure that there is nothing inappropriate in the background

## **2.2 Teaching assistants**

Teaching assistants must be available between 9.00am – 3.30pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend school. 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely when requested by the SENCO

Attending virtual meetings with teachers, parents and pupils:

- Ensure that you are wearing professional dress
- Ensure you are in a suitable location where you will not be interrupted
- Avoid areas with background noise and ensure that there is nothing inappropriate in the background

## **2.3 Subject leads**

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

- Monitoring the work set by teachers in their subject – ensuring fidelity to the medium term plans
- Supporting teachers with marking and feedback, particularly around the next steps
- Creating and updating medium term plans ready for the next half term

## **2.4 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

- reviewing work set by teachers
- monitoring email or Google Classroom correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Ensuring the safety and wellbeing of the children by overseeing the accurate and timely completion of the attendance registers

## **2.5 Inclusion Team**

The inclusion team is responsible for:

- Collating and passing on information from external agencies dealing with the children.

- Establishing an additional weekly contact with the every SEND child
- Ensuring that all families of SEND children have any additional resources to deal with the learning or behavioural needs of the child at home

## **2.6 Designated safeguarding lead**

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Ensuring that quality contact with every child has been established each week
- Liaising with external agencies to ensure the safety and wellbeing of all children

## **2.7 IT staff**

IT staff are responsible for:

- Creating emails
- 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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## **2.8 Pupils and parents**

Staff can expect pupils to:

- Be contactable during the hours of the school day 9.00am - 3.30pm but they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it
- Provide the school with accurate contact details and inform the school if they change.

## **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 systems are appropriately secure, for both data protection and safeguarding reasons

### **3. Who to contact**

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

- Issues in setting work – talk to the relevant subject lead or phase leader
- Issues in setting suitable work for children with additional need – talk to SENCO
- Issues with behaviour – talk to the SENCO or phase leader
- Issues with IT – log with the IT support team
- Issues with their own workload or wellbeing – talk to a member of the leadership team
- Concerns about data protection – talk to the business manager
- Concerns about safeguarding – talk to the Designated Safeguarding Lead

All staff can be contacted via their New Wave email addresses.

### **4. Data protection**

#### **4.1 Accessing personal data**

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via SIMs
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

#### **4.2 Sharing 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 doesn't require explicit permissions.

While 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 or biometrically protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters
- 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

### 5. Safeguarding

Please see the Safeguarding Policy and the school’s risk assessment for COVID-19 specific amendments.

### 6. Monitoring arrangements

This policy will be reviewed as and updated in September 2022. At every review, it will be approved by the full governing body.

### 7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Teaching and learning Policy
- Pupil/teacher iPad agreement

<b><i>Policy reviewed</i></b>	September 2025
<b><i>Adopted by Governing Body</i></b>	September 2025
<b><i>Review date</i></b>	September 2027