

Remote Learning Policy

St Faith's Church of England Infant and Nursery School



Approved by:	Chair of Governors
Reviewed on:	March 2025
Next review due by:	March 2027

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in approach to remote learning for pupils who aren't in school due to self-isolation or a positive covid case.
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

➤ Headteacher and the Senior Leadership Team

The Head and SLT are responsible for ensuring that the remote learning activities are set for the term and readily available, when required. The Head must also ensure that the staff are supported when planning the remote learning for the term, both in terms of the expectations and in allowing time to plan and prepare the activities. They will also ensure that the work has been collected/ delivered and the families know what is expected of them. If a child is eligible for Pupil Premium, the Head and Pupil Premium Champion will also ensure that either meals or a food parcel are delivered.

➤ Class Teachers

Class teachers play the key role in planning and preparing the work for the children. They will ensure that it is matching the needs of the individuals and is relevant to the work that is covered in class. They are also responsible for making contact with the children at least once a week, in the instance when a single child is self-isolating.

➤ Nurture Lead and Family Advisor

It is the responsibility of the Nurture Team to make contact with the family at least once a week if they are absent for a longer period – more in the cases where we have any concerns regarding the health and wellbeing of the family.

➤ SENCO

The SENDCO will make contact with the family if the child has additional needs, to offer any further support that may be required.

2.1 Teachers

In the case of a closed bubble or school closure, when providing remote learning, teachers should be available during school hours, between 9am 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 absence procedure.

When providing remote learning for whole class or individuals who are isolating or have tested positive, teachers are responsible for:

➤ Setting work:

- For their class and for others in their year group, if it is deemed their responsibility
- Maths, English Phonics and Topic work for each day
- By the start of the first full day of absence, if possible
- Clear instructions for accessing the work that has been uploaded on the school website.
- Ensuing consistency across the year/subject.

➤ Providing feedback on work:

- When pupils return to school they will be asked to bring in the completed work for the teacher to offer feedback on. This will be done in the form of a simple marking system and verbal feedback.

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

- A phone call will be made once a week. In the instance of the whole class bubble self-isolating, a Zoom or Teams link will be set up for each morning, to discuss the days' activities and expectations.
- Responding to emails during the school day.
- Any complaints or concerns shared by parents and pupils, or any safeguarding concerns will be passed onto the Head and SLT immediately.

➤ Attending virtual meetings with staff, parents and pupils:

- The teacher will be dressed appropriately if on Zoom or Teams, in a suitable location.

In the case of whole class closure, if the class teacher is self-isolating but well enough, they will be making the Zoom or Teams call each morning in the instance of the whole class bubble self-isolating. If they are unable to do this then another class teacher of the same year group or a member of SLT will do this.

2.2 Teaching assistants

In the case of a closed bubble or school closure, when assisting with remote learning, teaching assistants must be available between 9am and 3.30pm, or their own working hours if 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:

➤ Supporting pupils who aren't in school with learning remotely:

- Identifying which pupils may need additional support
- Preparing additional resources to support, if applicable

➤ Attending virtual meetings with teachers, parents and pupils:

- The teaching assistant will be dressed appropriately if on Zoom or Teams, in a suitable location.

2.3 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.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Alerting teachers to resources they can use to teach their subject remotely.

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 –such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated Safeguarding Lead and Deputy Safeguarding Leads

The DSL is responsible for:

- Monitoring the safety of all children and their families while at home self-isolating. See our Safeguarding and Child Protection Policy.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day.
- 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.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff

2.7 Governing Body

The governing body 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:

- Issues in setting work – contact other teachers in the same year group
- Issues with behaviour – contact the school to speak to the Head, Nurture Lead or SENDCo
- Issues with their own workload or wellbeing – contact the Head
- Concerns about data protection – contact the Head
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Ensure that any Zoom or Teams links are secure and only children in the class can enter.
- Use their school laptop or iPad provided.

4.2 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.

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-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

5. Safeguarding

For any safeguarding concerns, speak to the DSL or DDSL's immediately. Refer to our Safeguarding and Child Protection Policy.

6. Monitoring arrangements

This policy will be reviewed annually or as appropriate, according to the National situation. At every review, it will be approved by the Chair of Governors and by the full Board of Governors every two years.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection Policy.
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy for children and staff
- Online safety policy