



Remote learning policy

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Approved by Diocese of Chichester Academy Trust

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DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	



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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 community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers in the event of a bubble closure:

- Teachers must be available between 8.30am and 4pm.
- 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 between 7am and 2.30pm on the designated absence number.

If it affects the completion of any work required ensure that arrangements have been made with year group teacher partners or SLT to ensure work is completed.

Teachers are responsible for:

Running their Google Classroom setting work for home learning when a year group bubble closes:

- Create a timetable for the week - similar to that taught in school (see example on the school network).
- This must include subjects from across the curriculum.
- The timetable must include a mixture of live and pre-recorded lessons.
- Holding live registration sessions via Zoom or Google Meet at 9am and 1.15pm
- Ensuring children have access to lessons from 9am to 3.00pm the same length taught in school.
- Ensuring children have continued interaction with the teacher and other pupils
- Liaising with year group staff to produce weekly English and Maths plans
- Setting differentiated Maths via google classrooms, White Rose Test Base for maths and Times Table Rockstars. Hamilton Trust for English
- Uploading the Weekly timetable to Google Classroom
- Creating online resources to support lessons throughout the week on Google Classroom. These will range from live introductions to lessons, Oak Academy, White Rose Maths videos and set work.
- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload
- Marking and commenting of children's work
- Delivering online safety lessons to children-how to interact on the live stream, cyber bullying, appropriate language, safe searching -Continue the use of the 'Think you know' resources and CEOPS which support children's online safety at a time when they will be spending much more time online



Providing feedback on work:

- Pupils can send any completed work to teachers via Google Classroom
- Teachers can mark and return work to pupils via the comments feature
- Teachers should mark work daily and return with a comment to the pupil within 24 hours

Keeping in touch with pupils and parents:

- Via the private message function in Google Classroom
- House points to be given to children for excellent work
- Parents to be called if pupils do not attend the daily register via Zoom or Google Meet/are not engaging in the home learning
- Year group emails-Emails received from parents and pupils are to be checked between 9am and 4pm, Mon-Fri. Emails must be replied to within 48hrs. Only send replies between these times.
- Issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd in the communication. If necessary teachers to contact a member of SLT for advice.
- Teachers are to make contact with all pupils in their class every day via Zoom or Google Meet, for non-attendance, the parent will receive a call.
- Withheld numbers may be used as teachers can use their mobile phones from home.
- Contact details can be accessed from SIMMS or the class folder, please ensure you log off and do not share information with a third party. Record all contacts with parents and send to the HT and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.
- 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.

Attending virtual meetings with staff, parents and pupils:

- Bubble isolation groups are expected to attend a number of virtual meetings daily-x2 registrations and a variety of live lessons/introductions.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.1a In the event of individual pupil self-isolation Weekly

- Home learning to be set via Google Classroom for all individual pupils who find themselves in isolation
- Children in isolation are tracked daily and work is allocated as soon as possible once a child has been identified as self-isolating. Daily lessons span across the curriculum, lessons are closely matched to the curriculum delivered in school.



- Work is tailored to each pupil and those with SEN have individual work provided. Lessons for these pupils come from Oak Academy, White Rose, Hamilton Trust and other online sources.

2.2 Teaching assistants

Teaching assistants must be available between 8.45am –3pm, Mon to Fri.

During this time if a whole bubble is closed that they are working in, they are expected to check work emails and be available when called upon to support the children with their learning remotely. 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 or class teacher
- Attending virtual meetings with teachers, parents and pupils.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- Support Keyworker and vulnerable children in class if a National Lockdown is in place and these are the only children to attend.

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
- Supporting teachers with setting relevant work for subjects in their Google classroom
- 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 – IT lead to support with any technical difficulties or parental email log in issues
- 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 security of remote learning systems, including data protection and safeguarding considerations



2.5 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns.
- Recording this on My Concern
- Informing DCAT safeguarding lead of any concerns relating to Child Protection issues.

See the COVID-19 amendments to the Child Protection Policy

2.6 IT staff

IT Lead and JSPC 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

2.7 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3.15pm—although 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—staff should refer parents to the Home Learning section on our website and other useful links for learning.
- Be respectful when making any complaints or concerns known to staff
- Make the school aware if their child is sick or otherwise can't complete the work.

2.8 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 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 – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Head Teacher
- Issues with IT – talk to IT lead and JSPC
- Issues with their own workload or wellbeing – talk to the Head Teacher
- Concerns about data protection – talk to the data protection officer/Bursar
- Concerns about safeguarding – talk to the DSL's NM SJ KC

4. Data protection

4.1 Accessing personal data

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

- All staff have access to documents to record any parent contact or concerns about children, this will be securely sent to the safeguarding leads. Parents can directly contact either Mrs Metcalfe or Mrs Cass to discuss their child if they prefer.
- Teachers are able to access parent contact details via SIMMS using a secure password. Do not share any details with third parties and ensure SIMMS is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing SIMMS.
- SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or phone numbers, individuals won't need to give permission for this to happen.

However, 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-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

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Child Protection Policy this also details reference to remote learning curriculum and risks online.

This policy is available on our website

6. Monitoring arrangements

- This policy will be reviewed as and when updates to home learning are provided by the government by Mr J Proctor and Mrs N Metcalfe
- At every review, it will be approved by Mrs Metcalfe (Headteacher) and SLT

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy