



REMOTE LEARNING POLICY

VISION STATEMENT:

'Lostock Hall Community Primary School – Be the best that you can be!'

We

- * are focused upon teaching and learning
- * are positive and motivated
- * have a high self-esteem and high expectations
- * have respect for each other
- * create independent learners and risk takers
- * create an inclusive, interesting, enjoyable and extended curriculum
- * are performance driven and values led and we always celebrate our achievements

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils not attending 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

There may be occasions when pupils are unable to attend, for example, due to a medical condition, in this instance, remote learning will be provided.

We will consider providing remote education to pupils in circumstances when in-person attendance is not possible.

Occasions when school may have to close:

- Due to health and safety issues
- Following guidance from Local or Central Government

3. Roles and Responsibilities

3.1 Teachers

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

If they are unable to work for any reason during this time, 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.

Work provided (as a minimum):

- ✓ Morning: Reading x1 English x1 Maths x1 based tasks
- ✓ Afternoon: Topic based tasks x 2

Arrangements:

- ✓ The work should be uploaded to the Lostock Hall Community Primary School website under the Year group blog section. Links can be made to Purple Mash etc.
- ✓ The work should be uploaded, where possible, by 5pm the day before.



- ✓ Staff will liaise with their year group partner and Phase Leader to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work.
- ✓ Provide feedback on work (where appropriate) via e-mail or Purple Mash teacher response section
- ✓ Keep in touch with pupils and their parents

If the school is closed over an extended period, staff should make contact using e-mail and or a telephone conversation at least every 2 weeks, and a phone call for any vulnerable children's parents/guardians each week. Year group emails will be used for any interaction from parents/carers but emails will not be answered outside of normal school working hours.

Complaints or concerns shared by parents and pupils and any safeguarding concerns will be dealt with following usual school policies and practices.

Any behavioural issues, such as failing to complete work, will be dealt with by communication between the class teacher and the parent, involving SLT as appropriate and according to usual school policy and practice.

Opportunities for regular interaction will occur during class Zoom/Google meets.

Attending virtual meetings with staff, parents and pupils:

- Usual school dress code applies at all times for staff.
- Locations - ensure professional at all times (avoid areas with background noise)

3.2 Teaching Assistants

When assisting with remote learning, Teaching Assistants must be available during usual working hours, consistent with their contract of employment.

If they're unable to work for any reason during this time, 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:
 - ❖ SEND/ vulnerable pupils they'll need to support
 - ❖ Providing support to the teacher on Google meets
 - ❖ Supporting the teacher in producing resources
- Attending virtual meetings with teachers, parents and pupils:
 - ❖ Usual school dress code applies at all times for staff
 - ❖ Locations - ensure professional at all times (avoid areas with background noise)

3.3 Subject Leaders

The term 'subject lead' refers to anyone co-ordinating subject provision including SENDCo. Alongside their teaching responsibilities, Subject Leaders 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, and deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely
- SENDCo responsible for supporting and co-ordinating remote learning for children with SEND across the school

3.4 Senior Leaders



The Headteacher and Deputy Headteacher has overarching responsibility for the quality and delivery of remote education, working in partnership with Phase Leaders and the SENDCo.

Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and confident in its use. Currently the website provider is **PRIMARY SITE** as the vehicle to upload materials for the children to access.

Barriers to digital access for SLT to consider:

- ✓ Distributing school-owned laptops accompanied by a user agreement or contract (if possible) for children whose families do not have access to the hardware.
- ✓ Providing printed resources, such as textbooks and workbooks

They are also responsible for:

- ❖ Co-ordinating the remote learning approach across the school
- ❖ Monitoring the effectiveness of remote learning through regular phase meetings with teachers and subject leaders, reviewing work set
- ❖ Gathering feedback from pupils and parents
- ❖ Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

3.5 Designated safeguarding lead (DSLs and DDSLs)

The DSL/DDSL is responsible for:

All members of school, following Lostock Hall Community Primary School's Child Protection Policy and Keeping Children Safe in Education (KCSiE-Sept 24).

3.6 IT staff/technicians - *Abtec Computing Systems Ltd*

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents (where appropriate) with any technical issues
- Reviewing the security of remote learning systems and flagging any data protection breaches to the DPO
- Assisting pupils with accessing the internet or devices

3.7 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
- ✓ Act in accordance with behaviour rules / conduct rules of the school

Staff can expect parents 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 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
- Raise any concerns to staff

3.8 Governing body

The governing body 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 remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

- Setting work – advice from subject lead or SENDCo
- IT – guidance from Abtec
- Workload or wellbeing – Line Manager
- GDPR – guidance from DPO
- Safeguarding / Child Protection – report to DSL

5. Data protection

5.1 Accessing personal data

When accessing personal data for remote learning purposes:

- Data will be on a secure cloud service or a server on our IT network
- School devices to be used

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. The school will follow its GDPR policy / Privacy Notice in terms of handling data. Staff are to collect and/or share as little personal data as possible online, and follow all 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
- ❖ 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 (*this will be completed by the school's IT technicians from Abtec.*)
- ❖ Keeping operating systems up to date – always install the latest updates (*completed by the IT technicians from Abtec or when user is prompted by the device*).

6. Safeguarding

An Addendum will be added at the time to our usual Safeguarding and Child protection Policy to reflect the current situation and will be found on the school website

7. Monitoring arrangements

This policy will be reviewed every 3 years; or more frequently if needed or if any legislation changes.

Date: February 2025

Review Date: February 2028