

	MONKLEIGH PRIMARY SCHOOL		
	Remote Learning Policy		
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Author/Owner	K J Reeves (Headteacher)	Next Review	Jan 2026

At Monkleigh Primary, we understand the need to deliver high quality education, including during periods of self-isolation or lockdown – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. In developing these plans we have considered the unique challenges and strengths of our rural school community, including the inequality for our families in the reliability and speed of broadband connections.

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

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between school hours.

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 are responsible for:

➤ Setting work –

- For children from their class working from home.
- To include daily literacy and numeracy with if appropriate a recording of the teaching of the activity and a topic based activity
- Work can be sent out at the beginning of the week for the whole week with a reminder sent each morning on Dojo, or sent out each morning for the day.
- Work should be uploaded onto the relevant online platform - dojo, seesaw or Google classroom with the explanation being put on dojo.
- Teachers should co-ordinate with other teachers, to ensure consistency across the school and to make sure pupils with limited access to devices can still complete the work

➤ Providing feedback on work:

- Work will be sent in via Dojo, seesaw or Google classroom and feedback/ marking completed promptly by the class teacher or TA (whoever is not currently teaching the children in school)

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

- Regular contact should be made via Dojo if there has been no contact during the day from any family, teachers will follow up at the end of the day with a message or phone call.
- Teachers will answer emails/ Dojo's the same day at a time when they do not have to teach the children in school.
- All Teachers will set up a zoom session for any child or parent to make contact with them to ask for help or support.
- Any behavioural issues, such as failing to complete work will be followed up daily by a message or phone call to parents/carers and if this is not successful the Head Teacher will make contact.

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code – as in school
- Locations - avoid areas with background noise, nothing inappropriate in the background.
- Carried out while children in school are with the TA or having PE lesson.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between normal school hours.

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:
 - Being responsible for the messages being sent in from home while the teacher is teaching and responding to these.
 - Giving feedback on work sent in.
 - Offering help or support as needed.
- Attending virtual meetings with teachers, parents and pupils
(This will normally be carried out by the teacher but the TA may join the session)
 - Dress code – as in school
 - Locations - avoid areas with background noise, nothing inappropriate in the background

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, 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

Head Teacher

Alongside any teaching responsibilities, senior leaders are responsible for:

- 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
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

The DSL is responsible for the safeguarding of all children in the normal way as per safeguarding policies.

Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although 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

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 – 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

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

Data protection

Accessing personal data

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

- › Access data, such as on a secure cloud service or a server in your IT network

Processing personal data

Staff members may need to collect and/or share personal data 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.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

These tips are based on our article on the [GDPR and remote learning](#).

.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

Safeguarding

Please refer to the school child protection policy.

If there are safeguarding concerns the HT will make daily contact with the family, may carry out a welfare check and/or invite the child/children into school.

Monitoring arrangements

This policy will be reviewed as necessary due to changing circumstances by Karen Reeves. At every review, it will be approved by the Governing Body.

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