

Remote Learning Policy

Larkspur Primary School



Approved by:	Mrs Anglesea
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Last reviewed on:	March 2025
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Next review due by:	March 2028
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Introduction

During this period, staff at Larkspur Primary School will continue to provide education and support to your children using remote learning if they are self-isolating or in the event of a school lockdown or bubble closure. Most learning will be conducted using Google Classroom where pupils have access to the internet and online facilities. Should they not have such facilities, learning packs will be made available that will reflect the activities planned for in Google Classroom. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing the replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

Flexibility of learning

We realise that the circumstances that cause our school, or bubbles, to close will affect families in a number of ways. In our planning and expectations, we are aware of the need of flexibility from all sides: -

- Parents may be trying to work from home, so access to technology as a family may be limited
- Parents may have had two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation
- Teachers may be trying to manage their home situation and the learning of their own children
- Systems may not always function as they should

An understanding of, and willingness to adapt to these difficulties on all sides is essential for success.

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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

Teachers must be available between 9am and 3pm. 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 9am and 3pm. If it affects the completion of any work required ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Setting work – cover details like:
 - Creating a weekly timetable of work for their year group. This must include subjects from across the curriculum.
 - Set Reading Plus as well as Times Table Rockstars (Ensure all children have logins) in the relevant year groups. Additional online websites and interactive learning games can be signposted to the children when necessary.
 - Teachers will be expected to set one English and one maths lesson each day as well as one foundation subject lesson
 - Work must be set and ready by 5pm the night before. Ideally, teachers could set a whole week in advance
 - Work will be set primarily using Google Classroom – instructions will be given to staff and parents to explain how to do this and how to access the work
 - Children with limited access will have the opportunity to collect a home pack from their class teacher. This will include two weeks' worth of work and will be updated every two weeks.
- Providing feedback on work – cover details like:
 - Pupils can upload their work via Google Classroom and can email their teacher directly
 - Teachers can give feedback over Google Classroom as well as email, if required
 - Teachers should respond to any emails from parents or pupils promptly.
 - Teachers are only expected to give feedback between the hours of 9am and 3pm, Mon- - Fri
- Keeping in touch with pupils who are not in school and their parents –
 - If a pupil is not in school, due to self- isolation or sickness, then they should check in with their class teacher daily – this could be via Google Classroom or email
 - Any issues that are received are to be dealt with professionally by the class teacher . If necessary teachers to contact a member of SLT for advice

- 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. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.
- Any children who are not responding to work or have disengaged please seek advice from SMT.
- Attending virtual meetings with staff, parents and pupils – cover details like:
 - Dress code – please ensure that all staff are appropriately dressed and conduct themselves in a professional manner
 - Pupils should also ensure that they are appropriately dressed for Google Meet
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
 - If any child is being disruptive then they should be told to leave the chat and they will be removed if the behaviour continues
 - Staff, pupils and parents should follow the guidelines set out in the remote learning acceptable user policy

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, 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 who aren't in school with learning remotely –
 - When requested by the SENCO
- Attending virtual meetings with teachers, parents and pupils –
 - If requested by the class teacher
 - Dress code
 - Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Insert details, such as:

- Monitoring the work set by teachers in their subject – Ensure staff are aware of what needs teaching and be there for support if needed
- 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
- 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:

Insert details, such as:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning –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:

Please see details within the amended Child Protection Policy.

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they are 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
- Assisting teachers with any technical issues

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day between 9am and 3pm– although consider 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
- Alert teachers if they are struggling to access work online

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 – Parents can contact teachers through the school email address or the Larkspur Facebook Page
- Be respectful when making any complaints or concerns known to staff

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/ SENCO/ SLT
- Issues with behaviour – talk to SENCO or SLT
- Issues with IT – talk to J Slater
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL (J Nesbitt or M Liddle)

All staff can be contacted via school email addresses or school Facebook page

4. Data protection

4.1 Accessing personal data

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

Explain:

- 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 using a secure password. Do not share any details with third parties and ensure Integris is in logged off.
- SLT have the ability to locate personal details of families when required through securely accessing SIMS. 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 and phone numbers 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.

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 our Safeguarding Policy.

6. Monitoring arrangements

This policy will be reviewed as and when updated on home learning are provided or changed by the government by Miss J Hall and every review, it will be approved by Mrs Liddle(Headteacher)

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
- Home-school agreement (see new Information to Parents booklet)
- ICT and internet acceptable use policy
- Online safety policy
- Parent Conduct Policy