



POND MEADOW ACADEMY TRUST

Policy Title:	Remote Learning Policy
Person Responsible:	Assistant Headteacher
Status:	Consultation with Governors/SLT
First Draft Written:	October 2020
Updated:	
Governor Consultation:	TBC
Adopted by Governing Body:	TBC
Review Date:	October 2021 or sooner if required.



Remote Learning Policy

1. Aims

This remote learning policy 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.
- Reflect the school's commitment to safeguarding all pupils.
- Reflect the school's commitment to providing a high standard of education.

2. Roles and Responsibilities

2.1 Teachers

When providing remote learning, teachers are responsible for:

- Ensuring that remote learning is provided for all pupils that are self-isolating or asked to stay home due to reduced staffing in their class bubble.
- Setting the required amount of work for each pupil in their class following school guidelines. This should be three literacy and three numeracy activities per week for each pupil in high and medium structure classes and three activities per week for pupils in low structure classes.
- Ensuring the remote learning is uploaded to Evidence for Learning as soon as possible from when pupils begin their self-isolation.
- Following the correct procedures for uploading remote learning activities to Evidence for Learning as outlined in the staff training and user guides.
- Checking pupil's completed remote learning activities and responding with feedback at the end of each week.
- Keeping in contact with pupils and their parents/carers when they are not in school and following school procedures for this. Teachers should call pupils and their families once a week.
- Following school procedures for reporting any safeguarding concerns.
- Reporting and following school procedures relating to any complaints or concerns shared by parents/carers.



- Ensuring that the environment is appropriate when recording videos with no photos or names of pupils visible.
- Ensuring parents are aware of appropriate supervision and e-safety procedures when accessing any remote learning activities online.
- Ensuring any online links provided are age/developmentally appropriate and that all content has been previously checked.

2.2 Phase Managers

Alongside any teaching responsibilities, phase managers are responsible for:

- Checking all home learning across their phase before it is sent home to parents, ensuring that the offer is consistent across all classes and that activities set are appropriate.
- Monitoring teacher workload through regular feedback.

2.3 Senior Leadership Team (SLT)

The SLT are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through feedback with class teachers, pupils and their parents/carers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Monitoring teacher workload and wellbeing through meetings and feedback with phase managers.

2.4 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Following role and responsibilities as outlined in the Safeguarding and Child Protection Policy, including the Covid-19 addendum.
- Responding to any safeguarding concerns following usual school procedures, outlined in the Safeguarding and Child Protection Policy, including the Covid-19 addendum.
- Ensuring all staff are up to date with the Safeguarding and Child Protection Policy, including the Covid-19 addendum and the procedures they should follow if they have any concerns about a pupil or member of staff.

2.5 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.

2.6 Parents/Carers and Pupils

Staff can expect pupils and parents/carers to:

- Be contactable during the school day.
- Seek help and support from the class teacher if needed.
- Make the school aware if their child is sick or otherwise can't complete work.
- Be respectful when making any complaints or concerns known to staff.

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 your phase manager.
- Issues with behaviour – talk to your phase manager or a member of the SLT.
- Issues with IT – talk to IT staff.
- Issues with their own workload or wellbeing – talk to your phase manager or a member of the SLT.
- Concerns about data protection – talk to the Head Teacher.
- 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 they are accessing the data following the correct procedures and using the secure cloud service via Evidence for Learning.
- Ensure that they are using a secure device when accessing any data.

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. 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 and not sharing the password with anyone.
- Making sure the device locks if left inactive for a period of time and locking the device when away from the screen.
- Not sharing the device among family or friends.
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

All members of staff should follow the child protection procedures outlined in the Safeguarding and Child Protection Policy and Whistle Blowing Policy which can be found on the school website, including the Covid-19 addendum.

6. Monitoring arrangements

This policy will be reviewed annually by the Assistant Headteacher and approved by the Headteacher and Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection policy
- Whistle Blowing policy
- Staff Code of Conduct policy
- Data protection policy
- Home-school agreement
- Curriculum policy
- E-Safety Policy

