



The Grove Junior School

Remote Learning Policy

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Chair of Governors: Sheila Smith and Jo Hamilton Watson

Held by: School Improvement Committee

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1. Aims and Introduction

1.1 Aim

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for children 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.

1.2 Introduction

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to children in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may apply include:

- A child who is absent from school for an extended period of time and after discussions with the Headteacher.
- The school is closed due to weather conditions or damage to premises.

Situations where this policy does not apply:

- When a child is missing school due to an unauthorised family holiday.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning for the whole class, teachers must be available between 8:30am and 3:30pm. This is when there is a total closure of the school in the event of bad weather or an individual classroom closure due to structural damage.

If the teacher is 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. A telephone call needs to be made to Miss Bunce by 7:00a.m. Teachers must also contact their Year Group Leaders of their absence from remote working so appropriate cover can be arranged.

In the event of an individual child unable to attend school due to an extended period of illness, the teacher must provide a copy of the work to be completed by the class that day (posted onto the Google classroom by 8:30a.m.) and respond to any email or Google Doc return after the school day. They may not have an opportunity during the school day unless they have allocated PPA time.

When providing remote learning for the whole class, teachers are responsible for:

- Ensuring that they are aware of those children who are able to access the Google Classroom and those which are not. For those who are unable to access the Google Classroom work, then paper copies are to be provided on a weekly basis via letter box drop not via the post.
- Daily lessons of up to 3 hours to be added to the classroom. This should include English, Maths and at least one other subject. The use of Purple Mash and TT Rockstars are also expected to be added to the classroom.
- All work can be either emailed back to the teacher via the class email address or submitted on a Google Doc. Teachers to respond to these as soon as they can, giving feedback and development points where appropriate.
- Year groups to liaise to ensure consistency for all children within the year group so that all children are getting the same opportunities as the others. Team to meet remotely to discuss planning etc.
- A Google Meets will take place daily during this time so the teachers and children can have the interaction needed and can discuss issues that have arisen. Links to be added to the classrooms in plenty of time for the children and parents to attend.

When providing remote learning for individual children, teachers are responsible for:

- Providing copies of the work due to be taught in class – any power point presentations may need narration over the top.
- Work to be posted into the Google classroom by 8:30a.m. unless notice has only just been given that morning. In those cases, a generic set of tasks will be posted as soon as possible for that individual for day one only. There after classroom work to be posted daily.
- Children will be able to submit their work via the class email address or by using a google document. The teacher will only be able to respond to this after school or during their PPA time if appropriate for that day.

2.2 Teaching assistants

Teaching assistants must be available during their normal working hours - 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 with learning remotely: if requested by INCo
- Attending Google Meets with teachers and children.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring Google Meets, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

2.5 IT staff

IT technician is 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

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day - although consider they may not always be in front of a device the entire time and may be in class teaching.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- 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

2.7 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, they should contact the following individuals:

- Issues in setting work – talk to the relevant Phase leader/subject lead/INCo/SLT
- Issues with behaviour – talk to the SENCO/SLT
- Issues with IT – talk to IT technician
- Issues with their own workload or wellbeing – talk to SLT
- Concerns about safeguarding – talk to the DSP or DDSP

All staff can be contacted via the school email addresses

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- 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.
- SLT have the ability to locate personal details of families when required through securely accessing Arbor. This information can be shared to the necessary staff if and when needed through encrypted e mails. SLT are not to share their access permissions with other members of staff.

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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)
- 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.

Any issues or concerns staff members may have regarding their device are to share these concerns with the School's IT Technician.

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning. This policy is available on our website.

6. Monitoring arrangements

This policy will be reviewed Biannually, next review – November 2025. At every review, it will be approved by The School Improvement Committee

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy

10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

