Ash Lea Remote Learning Policy

Remote learning is available in the event of a pupil isolating or in the case of a local/wider lockdown. This will involve using online platforms (such as TEAMs), evidence collection and sharing tools (such as Evidence for Learning) and delivery of resources where and when considered safe and appropriate.

Where a pupil needs a more personalised approach, families will be consulted to provide a curricular offer that meets pupils' needs whilst being supportive and achievable.

Intent

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 regard to remote learning**
- **Provide appropriate guidelines for data protection**

Roles and Responsibilities

As a response to the COVID 19 Pandemic and in preparation for potential local or wider lockdowns Ash Lea School will be able to deliver remote learning. This will enable teachers and staff to interact with pupils and to give feedback and assess the learning undertaken remotely. Responsibilities are devolved as follows:

Teachers

When providing remote learning, teachers must be available between 9.00am and 3.00pm

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:

Providing work for individual classes or providing planning for groups as part of the curriculum groups
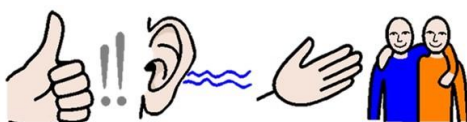
Each day one literacy, one numeracy and one topic lesson must be provided for

Work set and lesson resourcing will be uploaded to relevant platform by 3.30 pm on the Friday before the following Monday

Planning must consider how to follow the blended learning model to ensure ease of provision in light of individual isolation or local/wider lockdowns

Providing feedback on work:

Families will submit completed work via email with class teachers or through Evidence for Learning

Feedback may be given through email or Evidence for Learning

Feedback must be provided weekly through the methods above

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

Contact pupils/families once per week (before Tuesday 12.00 pm) and record via CPOMS

Respond to emails from families within two days of receipt (within regular working hours)

Complaints or concerns should be escalated following normal procedures, – for any safeguarding concerns, please refer to the section below

Liaise with families to discuss the most appropriate amounts of work to be set to meet both child and family need. Blended learning can be flexible to ensure pupils and families feel supported.

Attending virtual meetings with staff, parents and pupils:

Teachers must continue to follow the school's dress code

Remote learning (Face to face learning) must be delivered in a suitable environment (e.g. avoid areas with background noise, nothing inappropriate in the background)

If teachers are still working within school blended learning must be offered alongside the in school offer such as streaming lessons to pupils learning remotely
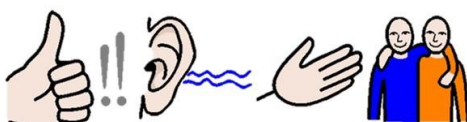
Support Staff

When assisting with remote learning, support staff must be available between 8.45 and 3.45 with 30 minutes for lunch.

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 via TEAMs. They may share stories, number songs or other activities as directed by the class teacher. Always consider professionalism during these live sessions and encourage the parent to be present to 'check in' with them also.

Attending virtual meetings with teachers, parents and pupils.

Creating and making resources as directed by the class teacher.

If pre-agreed with school and correct insurance is in place support staff may be utilised to deliver materials to families' door steps – following any social distancing procedures in place.

All staff will be expected to attend a whole school weekly briefing on Microsoft Teams and at least one class briefing per week in the same manner. Meetings will be organised to be accessed in this manner or through an online training portal and shared with staff. Attendance in these briefings and meetings will equate to a daily 15-minute break within the working hours previously outlined.

Any safeguarding concerns, data protection concerns or complaints should follow the appropriate school policies for these areas and the HT or DHT will be available by phone each working day.

Senior leaders including TLR holders, AHT, DHT and HT

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 discussion with class teachers, pupils and their families.

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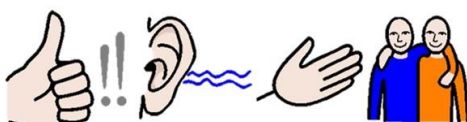
Designated safeguarding lead

The DSL is responsible for taking the lead on safeguarding children on roll and child protection. Their responsibilities are outlined in full within the school's current Child Protection Policy which is reviewed and updated regularly.

IT staff

IT staff are responsible for:

Maintaining systems and 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 all staff with accessing devices, and supporting staff to assist families and pupils with accessing the systems being used to set and collect work

Ensuring school devices provided for pupils have appropriate settings or restrictions and programs enabled

Ensuring a distribution record of the school devices for pupils and staff is held and kept up-to-date   Ensuring school devices are returned to school when no longer required at home

Ensuring security checks are completed to ensure they are clear of personal information and viruses

Always being available by phone and email on contracted working days to support with IT problem solving

Installing antivirus and anti-spyware software

Governing Body

The governing body is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains at an appropriately high quality

Ensuring staff capability to ensure that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
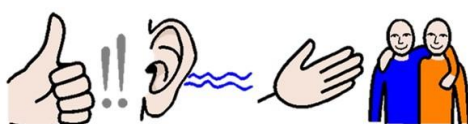
Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals: Issues in setting work – talk to the relevant AHT

Issues with behaviour – talk to the relevant AHT

Issues with IT – speak with a member of SLT to put you in contact with the appropriate timely person

Issues with their own workload or wellbeing – talk to their line manager this may be class teacher, AHT or HT.

Concerns about data protection – talk to the data protection officer

Concerns about safeguarding – talk to a DSLs The AHT and HT are always available in working hours by phone. CPOMS notifications are also picked up daily by the leadership team.

Data Protection

Accessing personal data

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

Access school data on a secure cloud service such as one drive or teams. School devices should be used for the bulk of remote learning where possible. On occasion- Secure servers, video calls and online working documents may need to be accessed using staff members own devices. No data should be saved to these personal devices at any time, at the end of the session browser history should be cleared and the download folder checked and any temporary files that have been placed there should be permanently deleted.

Processing personal data

Staff members may need to collect and/or share personal data such as log in details and email address as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online. Staff will withhold any personal data, e.g. phone number. School email addresses should be used, and these can be shared with parents.
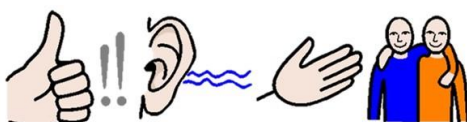
Keeping devices secure

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)

No data should be stored on the hard drive of the laptop.

If leaving a device unattended for a short period of time, lock the screen, for longer periods of inactivity log out of the computer. Do not share the device among family or friends

Keeping operating systems up to date – always install the latest updates. Devices should be regularly restarted, ideally every day as this will enable updates to take place, any suggestions to patch or update software should be accepted, if the timing is inconvenient, ensure that they are run later that day.

Safeguarding

Please view the schools Child Protection Policy in full. Any concerns should be directed immediately to the DSL.

Reviewed by:	Luke Skillington (Assistant Headteacher)
Date:	24th January 2025
Next Review	24th January 2026
Governor	To be approved at next FGM