



Millbrook Junior School  
*Dream, Believe, Aspire, Achieve*



# Millbrook Junior School

## Remote Learning Policy

**This policy was approved by the Governors on 5<sup>th</sup> October 2023**

*Paul Davies*

**Chair of Governors**

## Remote Learning Policy

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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 are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

#### Use of Remote Learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening our school is either:

- Not possible to do safely
- Contradictory to guidance from local or central government.
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
  - They have an infectious illness
  - They are preparing for or recovering from some types of operation

- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

## **2. Roles and responsibilities**

### **2.1 Teachers**

When providing remote learning, teachers must be available during the school working day (8.30am-3.30pm).

If they are 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:**

- Contributing to the Year Group Remote Learning for the particular subjects they have been assigned; adding work to GoogleClassroom with some live lessons as appropriate
- This work should be planned for the whole year group, to be delivered remotely or on site

The work should cover all areas of the curriculum according to the class time table set in accordance with the school guidelines:

Subject	Hours per week
Maths	5
English	6
Science	2
MILO	2
PSHE	1
RE	1
PE	2
Computing	1
Music	1
History/Geography	2
DT/Art	1
French	0.5
Total	22 hours

- Feedback on learning should be as per the Marking Policy and be designed to move learning on.
- Teachers are expected to keep in regular contact with pupils. Teachers should answer emails from parents/carers wherever possible within one day, during the working hours of Monday to Friday, 8am to 5pm. Class email accounts are monitored by SLT.
- Complaints and concerns should be handled in the usual way, CT, Year Leader, then SLT as per the Complaints Policy. Safeguarding concerns should be handled in the usual way according to the school's policies.
- Behavioural issues should be handled according to the policy.
- Online Safety issues should be handled according to the policy.

➤ Staff attending virtual meetings with staff, parents and pupils:

- Dress code should be appropriate
- Locations should be considered (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours (unless otherwise agreed by SLT)

If they are 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 are not in school with learning remotely:
  - Making additional learning packs and resources
  - Assisting in small group sessions online
- Attending virtual meetings with teachers, parents and pupils:
  - Dress code should be appropriate
  - Locations should be considered (e.g. avoid areas with background noise, nothing inappropriate in the background)

When teaching assistants are working in school, they will be undertaking most of their usual responsibilities.

## **2.3 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
- 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:

- Co-ordinating the remote learning approach across the school –the Head teacher has overall responsibility for this
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and 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:

- Following the guidance in the Safeguarding

- This includes identifying vulnerable children, offering them school places, undertaking risk assessments, and scheduling check-ins as required
- The DSL is also responsible for dealing with non-contact from children/families.

## **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

## **2.7 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
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are 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 cannot complete work
- Be responsible for ensuring their children behaves appropriately, particularly on zoom calls
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

## **2.8 Governing board**

The Governing Board is responsible for:

- Monitoring and reviewing the school's effectiveness in providing high quality remote learning
- Ensuring that the school's remote learning provision is secure and supports the approved data protection and safeguarding policies and practices

## **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 leader or SENDCO
- Issues with behaviour – talk to the relevant year leader

- Issues with IT – talk to IT technician
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the School Business Manager
- Concerns about safeguarding – talk to the DSL
- An online safety concern – talk to the Online Safety Lead

## **4. Data protection**

### **4.1 Accessing personal data**

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

- Access data on a secure server within the school's IT network
- School devices should be used
- Personal devices may only be used with the written permission (in advance) from the head teacher. Additional precautions may be put in place.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data, such as registers of attendance, 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 and keep any paper copies securely.

### **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 be mindful that all Safeguarding rules and procedures continue to apply. The school's policy. Safeguarding remains everyone's responsibility and concerns should be followed up with a DSL if you are unsure.

## **6. Monitoring arrangements**

This policy will be reviewed annually by the Head teacher. At every review, it will be approved by the Full Governing Board.

## **7. Links with other policies**

This policy is linked to:

- 4 Behaviour policy
- 8 Complaints Policy
- 10 Data Protection Policy
- 26 Safeguarding Policy
- 33 Online Safety Policy
- 72, 73, 78, 79 Privacy notices