Salisbury Primary School

Remote Learning Policy

2023/2024

Salisbury – Remote Learning Policy

1. Introduction

In the event of school closure, we are committed to providing continuity of education to our learners and will do so through a process of remote/online learning. Remote learning will begin if the school closure exceeds 24 hours. Extensive remote learning would only apply if the school is closed for an extended period of time and a high proportion of pupils and teachers are well and able to work at home. Remote learning may also be appropriate in other situations when pupils are unable to attend school but able to work at home to some extent.

2. 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 Senior Leadership Team

- Ensure staff, parents and pupils adhere to the relevant policies at all times

- Co-ordinating the remote learning approaches across school and monitoring effectiveness, security, including data protection and all safeguarding considerations

- Providing training for staff who may require it to support pupils during the period of remote learning

2.2 Teachers

When providing remote learning, teachers must be available between normal working hours.

If staff 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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners

- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

- Teachers should plan lessons that are relevant to the curriculum focus for that year group and endeavour to replicate this through the tasks for home learners

- Teachers should provide learning tasks/activities though Google Classrooms/Purple Mash/Class Dojo. If not, paper copies/packs of work for individuals/families

- Teachers should provide support/ teaching points for English, Maths and Topic and upload to their class website pages by 12:00pm Monday

- Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home

- To respond, within reason, promptly to requests for support from families at home. This should be done via Class Dojo system or the school email. Staff and parents should communicate via the postbox@salisbury.walsall.sch.uk email address

- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

2.3 Family (pupil/parent/carers) role

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Salisbury Primary School would recommend that each 'school day' maintains structure

- Each week, on Monday, work for the week, in English, Maths and Topic will be posted on the school website https://www.salisbury.walsall.sch.uk/home-learning/. Families should view this together, and then make appropriate plans to complete the work

- Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address; postbox@salisbury.walsall.sch.uk or the Class Dojo system with a question

- Work that children complete at home should be kept safe and can be brought back to school when safe to do so

- To attempt to make use of the resources shared with them i.e. printing sheets, using relevant mathematical methods etc…

- We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration

- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

2.4 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal working hours.

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.

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 as possible

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. **3. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Setting work, workload, well-being - Members of the Senior Leadership team
- Provision for SEND pupils - SENDCO
- Data protection - School Business Manager
- Safeguarding - Pastoral Manager/DSL lead

4. **4. Data protection**

4.1 Accessing personal data

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

- Access contact details via the school office which will not be shared with third parties
- School laptops are the preferred devices to be used when accessing any personal information on pupils

4.2 Processing personal data

Staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

5.3 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. 5. Safeguarding

The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, (Child Protection and Safeguarding) rules and guidelines remain in place and adherence to all statutory guidance is required.

6. 7. Monitoring arrangements

This policy will be reviewed and approved by the governing body on an annual basis.

7. 8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

This policy was reviewed in July 2023 and will be reviewed again when updates to home learning are provided by the government.