

BEAUMONT PRIMARY SCHOOL

Remote/Home Learning



STATUS: DRAFT AGREED

Date Drafted: November 2020

Updated September 2023

Review - September 2026

Authors: Headteacher

Agreed by Governing Body

SignedName Date

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 due to isolating at home (this includes pupils who need to isolate after returning from holiday abroad)
- 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

- Headteacher - will inform staff regarding any pupil that will need to stay at home
- Senior Leaders - will support Headteacher and take over in HT absence.
- Class Teachers - will provide work fortnightly using Dojo for the child at home and respond to Dojo messages

2.1 Teachers

When providing remote learning, an individual from the teaching team must be available between 2pm - 3pm for individual pupils. If during a class or school lockdown the teaching team will be available from 9am -3pm.

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 -

- New work will be uploading to Dojo weekly for pupils who are at home
- The classroom team will check the Dojo messages between 2-3pm daily
- Work will be provided for the pupil/s who are at home
- Enough work will be provided on the home learning sheet to cover a week and will be in line with learning in class.
- Work will be set on the Monday after or on the first date of the pupil's absence.
- Work will be uploaded Dojo message platform

Providing feedback on work -

- Pupils will send work through Dojo messenger to the class teacher
- The class team will provide feedback and challenge via email between 2-3pm daily

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

- School office will maintain contact with individual pupils in the case of individual pupils
- Class teachers will keep in touch if the whole class goes into isolation and the Dojo messages will be checked more regularly throughout the day between 9am - 3pm.

Safeguarding

- Any safeguarding concerns will follow the safeguarding procedure all forms emailed to the DSLs

Completion of work

- The Headteacher or a Senior Leader will make direct contact with parents of pupils that are not sending in any work or responding to Dojo messages .

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am - 3pm.

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:

- Responding to all pupils using Dojo
- Checking for Dojo Messages between 2 - 3pm for individual pupils

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 - explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- 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
- Monitoring the effectiveness of remote learning - through regular meetings with teachers and subject leaders, reviewing work set or 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

Mayleen Atima

Ruth King

Marianne Milbourne

Please refer to the safeguarding policy for further details.

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'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

2.7 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'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

2.8 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 about remote learning, they should contact the following individuals:

- Issues in setting work - talk to the relevant subject lead or SENCO
- Issues with behaviour - talk to the Headteacher
- Issues with IT - talk to IT staff
- Issues with their own workload or wellbeing - talk to the Headteacher

- Concerns about data protection - talk to the data protection officer (Rachel Orriss)
- 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:

- Use school laptops or devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data 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 - 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

6. Monitoring arrangements

This policy will be reviewed once a year by the Governing body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy