



# Remote Learning Policy

This policy was adopted by the Full Governing Body.

Issued: Spring 2023

Next review: Spring 2025

Signed:

Signed:

Chair of Governors

Headteacher

Date

Date

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## 1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils in the event of a school, local or national lockdown
- 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

### Teachers

When providing remote learning during a lockdown or school closure, teachers must be available to work weekdays between 8.30am and 3.30pm.

If a 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 to the Head teacher, Deputy Head teacher or member of the admin team via phone call, text or email.

Where the school remains open for vulnerable and critical worker children during lockdown or period of closure, teachers will be required to supervise pupils in school as directed by the Senior Leadership Team (SLT).

When providing remote learning, teachers are responsible for:

- Setting work:
  - Class teachers are responsible for setting work online for the pupils in their class.
  - Learning should be set using **Google Classroom**.
  - Class teachers should set an English activity, spellings, guided reading, Mathematics and an additional learning activity e.g. wider curriculum each day.
  - Children must be able to access their work from 9.00am each day. Teachers should schedule the work to stream from 8.30am each day to allow time for it to upload.
  - Teachers should indicate clearly to pupils when the work should be completed and submitted.
- Providing feedback on work:
  - Completed work should be uploaded onto Google classroom by the pupil or parent. This can be in the form of a document or a photograph of work completed in the pupils home learning exercise book.
  - Teachers should acknowledge any work uploaded and give feedback as appropriate.
- Keeping in touch with pupils and their parents:
  - Teachers should respond to emails from pupils and parents during school working hours.

- Any safeguarding issues should be referred to the Designated Safeguarding Lead (Elaine Close) via CPOMMS in line with the Child Protection Policy.

## **2.2 Learning Support Assistants (LSA's)**

During a lockdown or school closure, LSA's should assist the school with remote learning provision and any other reasonable duties as directed by the class teacher or member of the leadership team. LSA's must be available to work during their contracted working hours.

If an LSA is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this to the Head teacher, Deputy Head teacher or member of the admin team via phone call, text or email.

Where the school remains open for vulnerable and critical worker children, LSA's will be required to supervise pupils in school as directed by the SLT.

During a lockdown, teaching assistants are responsible for:

- undertaking online training as directed by SLT.
- supporting the learning of vulnerable/critical worker children in school where required.
- creating online resources as directed by the class teacher.
- completing any relevant paperwork and reports relating to pupils they work with.

## **2.3 Subject leaders**

Alongside their teaching responsibilities, subject leaders will:

- Support teachers where necessary to ensure all work set on the learning platform is appropriate and consistent.
- Alert teachers to resources they can use to teach their subject remotely.

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders will:

- Co-ordinate the remote learning approach across the school.
- Monitor the effectiveness of remote learning.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations.
- Monitor coverage of the curriculum.

## **2.5 Designated safeguarding lead (DSL)**

The DSL (Elaine Close) will continue to be responsible for:

- managing Child Protection Contact Referrals and cases.
- contacting the Child Protection Consultation Hub when advice is needed regarding child protection concerns which possibly meet the threshold for statutory intervention.
- completing Child Protection Contact Referrals for all cases of suspected abuse or neglect where there is a risk of significant harm to the child/young person, Police where a crime may have been committed and to the Channel programme where there is a radicalisation concern.
- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a Child Protection Contact Referral by liaising with relevant agencies

## **2.6 IT staff**

Interm IT is responsible for:

- Supporting staff with issues with systems used to set and collect work.
- Supporting staff with any technical issues.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.

## **2.7 Pupils and parents**

Pupils are expected to:

- be contactable during the school day.
- complete and submit work to the deadlines set by teachers.
- seek help from their teacher if required.
- alert teachers if they are not able to complete work.

Parents are expected to:

- inform the school if their child is sick or cannot complete work.
- seek help from the class teacher via email if required.
- be respectful when raising complaints or concerns with staff.
- understand that teachers will only respond to emails during school hours.

## 2.8 Governing body

The governing body is responsible for:

- ensuring that remote learning systems are in place, they meet government guidelines and are appropriately secure.

## 3. Contact details

If members of staff have any questions or concerns about remote learning, they should contact the relevant member of staff below.

### Setting work

Lower School Leader: Nick Phillips [nickphillips@stonehill.herts.sch.uk](mailto:nickphillips@stonehill.herts.sch.uk)

Upper School Leader: Livi Freeston [oliviafreeston@stonehill.herts.sch.uk](mailto:oliviafreeston@stonehill.herts.sch.uk)

DHT: Jenna Hearson [jennahearsen@stonehill.herts.sch.uk](mailto:jennahearsen@stonehill.herts.sch.uk)

HT: Elaine Close [head@stonehill.herts.sch.uk](mailto:head@stonehill.herts.sch.uk)

### Behaviour

Lower School Leader: Nick Phillips [nickphillips@stonehill.herts.sch.uk](mailto:nickphillips@stonehill.herts.sch.uk)

Upper School Leader: Livi Freeston [oliviafreeston@stonehill.herts.sch.uk](mailto:oliviafreeston@stonehill.herts.sch.uk)

DHT: Jenna Hearson [jennahearsen@stonehill.herts.sch.uk](mailto:jennahearsen@stonehill.herts.sch.uk)

HT: Elaine Close [head@stonehill.herts.sch.uk](mailto:head@stonehill.herts.sch.uk)

SENCO: Georgina Allen [georginaallen@stonehill.herts.sch.uk](mailto:georginaallen@stonehill.herts.sch.uk)

### IT problems

Interim IT : Max Spencer [max.spencer@intermit.co.uk](mailto:max.spencer@intermit.co.uk)

### Wellbeing

HT: Elaine Close [head@stonehill.herts.sch.uk](mailto:head@stonehill.herts.sch.uk)

DHT: Jenna Hearson [jennahearsen@stonehill.herts.sch.uk](mailto:jennahearsen@stonehill.herts.sch.uk)

SENCO: Georgina Allen [georginaallen@stonehill.herts.sch.uk](mailto:georginaallen@stonehill.herts.sch.uk)

### Data protection:

HT: Elaine Close [head@stonehill.herts.sch.uk](mailto:head@stonehill.herts.sch.uk)

DHT: Jenna Hearson [jennahearsen@stonehill.herts.sch.uk](mailto:jennahearsen@stonehill.herts.sch.uk)

Link Governor: Mark Green [markgreen@stonehill.herts.sch.uk](mailto:markgreen@stonehill.herts.sch.uk)

## **Safeguarding**

DSL: Elaine Close 07879642763 [head@stonehill.hets.sch.uk](mailto:head@stonehill.hets.sch.uk)

## **4. Data protection**

### **4.1 Accessing personal data**

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

Use the schools secure remote learning server

Use the schools secure login for Google Classroom

### **4.2 Processing personal data**

Staff members may need to use personal data such as email addresses 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.

When contacting groups of parents, Marvellous Me or School Comms must be used to avoid the possibility of sharing personal data.

### **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 should be 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 is logged out or locks if left inactive for a period of time.

## **5. Safeguarding**

All members of staff are responsible for the safety and well being of their pupils. Vulnerable pupils and pupils with special educational needs in particular should be closely monitored to ensure they have appropriate access to resources and that their needs are met. Any concerns regarding the safety and well-being of pupils, including breaches of the online safety policy should be raised immediately with the DSL or Deputy DSL via telephone or email and reported via CPOMs.

## **6. Monitoring arrangements**

This policy will be reviewed annually or before if needed. At every review, it will be approved by the full governing body.

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

This policy is linked to the following policies:

- Child protection
- Data protection and privacy notices
- Home-school agreement
- ICT and internet acceptable use
- Online safety
- Code of Conduct for Live lessons