

Remote learning Policy

April 2024

Bushmead Primary School



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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 the expectations for all members of our school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Legislation and guidance

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.

3. Definitions

Remote learning is **where the student and the educator, or information source, are not physically present in a traditional classroom environment**. Information is relayed through technology, such as discussion boards, video conferencing, and online assessments

4. Roles and responsibilities

4.1 The head teacher

The head teacher will:

- Work with staff, parents and governors to determine the strategic development of the Remote Learning Policy in school.
- Co-ordinate the remote learning approach across the school including daily monitoring of engagement.
- Monitor the effectiveness of remote learning – explain how they'll do this, such as 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
- Conducting safe and well phone calls, checking on pupils with EHCPs and children who are subject to CiN or CP.

4.2 Teachers

- When providing remote learning, teachers must be available between the hours for a normal school day.
- If they're unable to work for any reason during this time they should report this using the normal absence procedure.
- If a teacher is absent, parents/carers will be notified and a system for continued remote education will be in place for each phase.

When providing remote learning teachers are responsible for:

- Setting work:
- Providing meaningful and ambitious learning for children to complete at home which is of equivalent length to core teaching.
- Daily teaching with clear models and explanations delivered by the teacher or through high quality curriculum resources or videos.
- Maintaining daily video contact with children.
- Taking a daily register and identifying children who are absent
- Refer absences and/ or concerns to Headteacher and Deputy Headteacher
- Setting work that is aligned as much as possible to school learning with differentiated, sequential acquisition of knowledge and skills.
- Providing instructions for use of agreed platforms for provision of work, including individual support for children and families who have difficulty with access to work.

- Working with families to enable delivery of a broad and balanced curriculum.
- Providing packs of work similar to that offered online for children unable to access learning platforms and/or other online learning.

4.3 The Governor/s

The governors will:

Work with the head teacher to determine the strategic development of the Remote Learning Policy and provision in the school.

4.4 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.
- Alert teachers if they're not able to complete work.

Staff can expect parents and carers 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.
- Be respectful when making any complaints or concerns known to staff.

5. How Remote Learning is delivered

Remote learning packs will be emailed daily, for the following days' work, to each child. These will also be placed on our website, the link is detailed below.

<https://www.bushmead.cambs.sch.uk/class-pages/>

6. Data Protection

6.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:
Use school laptops rather than personal devices.

6.2 Processing personal data

Staff members may need to collect and/or share personal data such as phone numbers and email addresses, 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.

7. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a Safeguarding Lead. All safeguarding policies and procedures continue to apply. For further information, please see the Safeguarding and Child Protection Policy.

Staff must ensure all communication with parents and pupils is conducted through the school email following normal guidance and ensure this remains professional.

The DfE have updated their guidance to support the need for remote education when schools closed. This guidance closely links to the guidance on keeping children safe in education and should be read in conjunction with this.

8. Monitoring arrangements

This policy will be reviewed at appropriate intervals by the Head teacher. At every review, it will be approved by the governing body.

9. Links with other policies and documents

This policy links to our policies on:

- Safeguarding Policy
- Data Protection Policy
- E-safety Policy

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