



# Remote Learning Policy

<b>Date of last review:</b>	2023	<b>Review period:</b>	4 years
<b>Date of next review:</b>	2027	<b>Written by:</b>	Jo Kehoe
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	Full Governors
<b>Signature:</b>			

## 1.Aims

The priority at WFS will always be to deliver high-quality face-to-face education to all of our pupils. Remote education will only be considered as a short-term measure and as a last resort where the pupil cannot attend school.

This remote learning policy is for all members of the WFS community and 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. 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 an aspect of their 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. As all pupils have 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.

On rare occasions, where an alternative school is sought to safeguard other pupils, remote learning will be carried out and reviewed on a weekly basis in conjunction with Worcestershire County Council and the EHCP coordinator. This will have been agreed by the governing body.

### **3. Roles and responsibilities**

#### **3.1 Teachers**

When providing remote learning, teachers must be available during 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.

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 the pupils 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
- Determine the most relevant and accessible mode of remote learning to meet the individual pupil's needs
- Co-ordinate with any subject teachers, that may also be providing work
- Ensure that any work provided during periods of remote education is of high quality, meaningful and covers an appropriate range of curriculum/subject areas.
- Provide appropriate feedback to pupils
- Record any safeguarding concerns on CPOMS and contact Alison Hopkins immediately, in the case of an immediate concern.

Teachers are also responsible for:

- Keeping in regular contact with the pupils and families/carers i.e. at least once a week by phone or Teams
- Replying to phone calls or emails from parents/carers the same day but only within working hours
- Following school code of contact in terms of dress code and location for call

#### **3.2 Teaching assistants**

When assisting with remote learning, teaching assistants must be available during 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.

When assisting with remote learning, teaching assistants are responsible for completing tasks as directed by the teacher or SLT.

Any remote learning offered will follow the same expectations as listed for teachers.

#### **3.3 Curriculum Area Leads/Subject Specialists**

- Alongside their teaching responsibilities, subject leads are responsible for:
- Considering whether any aspects of the curriculum need to change to accommodate remote learning.

- Work alongside teachers to ensure that any work set is appropriate and consistent.
- Share with staff any relevant resources to support remote learning.

### **3.4 Senior Leadership Team**

Alongside any teaching responsibilities, senior leaders will support staff in providing a meaningful and accessible remote learning offer.

They will continue to overcome barriers to remote access where possible for pupils by;

- Distributing school-owned laptops accompanied by a user agreement or contract
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Checking with staff whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

They are also responsible for:

- Co-ordinating the remote learning approach across the school, the Senior Deputy Headteacher will lead on this
- Monitor the effectiveness of remote learning through conversations with staff, families/carers and pupils, where relevant
- Provide information to parents/carers about the WFS remote learning approach
- Work with the catering team to ensure pupils eligible for free school meals are provided with good quality lunch parcels

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

The DSL is responsible for:

- Ensuring all staff continue to follow school safeguarding policy and practice
- Ensuring safeguarding concerns are followed up in a timely manner
- Hold discussions or arrange home visits where there is a safe-guarding concern
- Inform social workers and other relevant agencies where required

### **3.6 IT staff**

IT staff are responsible for:

- Ensuring any on-line learning or equipment provided for pupil use are safe and secure and can encompass our monitoring and filtering standards
- Help staff and pupils with any technical issues they are experiencing
- Ensure data protection protocols are followed

### 3.7 Pupils and parents/carers

For any pupils receiving remote learning staff can expect pupils and their parents/carers to:

- Be contactable during the school day
- Hold regular conversations to discuss how effectively the remote learning is
- Seek help if required
- Complete work set by staff
- Act in accordance with normal behaviour rules and conduct rules of the school

### 3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high a quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure for both data protection and safeguarding reasons

## 4. Who to contact

If parents/carers have any questions or concerns about remote learning, they should initially contact the class teacher or alternatively the school office, who will ask the most appropriate member of staff to return their call.

## 5. Data protection

### 5.1 Accessing personal data

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

- Follow WFS data protection protocols. If any member of staff suspects a data breach, they should contact Elaine Griffin, who will pass any concerns to Charlotte Shepherd.
- Have access to Bromcom & CPOMs to record any parent contact or concerns about the pupils
- Only use school laptops or phones to access any personal data about pupils and their families.

### 5.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails and phones numbers, 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. The school will follow its data protection policy in terms of handling data, which can be found on the WFS Website.

However, staff will collect and/or share as little personal data as possible online.

### 5.3 Keeping devices secure

All staff will only use WFS provided laptops or phones to support remote learning. These are all secure and protected through our monitoring and filtering practice. However, it remains each staff members' duty to 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

## 6. Safeguarding

Safeguarding of pupils remains the responsibility of all staff and in line with school practice they will be expected to:

- Record any safeguarding concerns on CPOMS and contact Alison Hopkins immediately, in the case of an immediate concern.

## 7. Monitoring arrangements

This policy will be reviewed each year in line with Government guidance.

## 8. Links with other policies

This policy is linked to our:

- Safeguarding Policy
- Data protection policy
- Online Safety policy
- Staff Code of Conduct