


YAPTON C. of E. PRIMARY SCHOOL



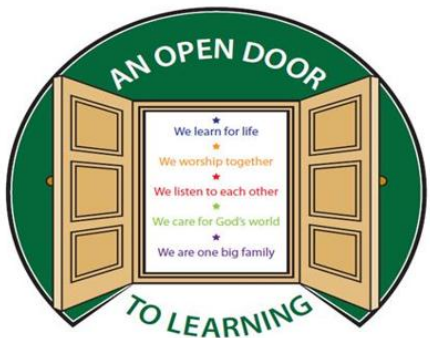
I have come in order that you might have life - life in all its fullness'
John 10:10

Remote Learning Policy


Approved by the Governing Body Summer Term 2025
To be reviewed Summer Term 2027

 YAPTON C of E PRIMARY SCHOOL

We are Yapton C of E Primary School.
So that we can live life in all its fullness
in God's creative world,
we have
'An Open Door To Learning' where ...



"Ask and it will be given to you, seek and you will find, knock and the door will be opened unto you."
Matthew 7:7

 Community Dignity Hope Wisdom

At Yapton C of E Primary School we believe that our children should have a curriculum that empowers them to be able to 'live life in all its fullness'.

Our curriculum intent is to enable our children:

- to have a secure understanding of themselves and their place in our world today;
- to be involved in planning their learning journey;
- to be aspirational in all that they do;
- to be reflective;
- to engage in purposeful real experiences;

- to be kind;
- to understand and celebrate the uniqueness of individuals.

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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 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 Teachers

In the event of a whole school closure / national lockdown, remote learning will be available for all pupils not attending school.

When providing remote learning, teachers must be available between 08:30am and 3:30pm with one hour taken as a lunch break between 12:00 and 1:00pm.

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 –
 - It will be the class teacher's responsibility to set work for their class. In some circumstances, it may be necessary for phase teachers to work together and cover a colleague who has reported their absence. A knowledge organiser will have been agreed, and created in advance, by the phase teachers. This will be linked to the current topic or theme on the school's Long Term Plans. The work that is planned will be developmentally appropriate and supported with paper based / physical resources if necessary.
 - Teachers will, where possible, follow their class weekly timetable which will be sent to parents.
 - Work will be set for the class so that parents can access it from 09:00am on the day that it should be completed. This can be done in advance using the scheduling tool or on the day.
 - Teachers will use Google Classroom to set, review and feedback on work. Refresher training/training for new staff will be part of scheduled staff meetings.
 - Teachers must ensure that the work provided on the knowledge organisers is covered by their class each week as agreed. There is some flexibility, in individual timetables, about when work should be completed. Phase teaching staff should regularly liaise with each other to ensure there is consistency in the provision.



- As a minimum, teachers should be setting work for 4 Maths and 4 English sessions each week.
- As a church school, we expect the children to complete one RE session each week.
- There should be provision for 2 PE / physical sessions where links to online resources will be given.
- 1 session of wider learning work each day which could include a Science /History /Geography/ Art/Music/French (KS2) activity.
- Separate provision for supporting mental health and wellbeing will be available through the school website as well as via the office2@yaptonschool.org email for parents to communicate with school regarding any support they may need.

➤ Providing feedback on work –

- Pupils should submit their work using the Google Classroom learning platform for teachers to access and provide feedback.
- Teachers will provide feedback on this work using the voice note facility or through a short written response.
- Feedback should be offered on pupils' work in a realistic and timely manner. All work submitted will be acknowledged by the class teacher in the first instance. Feedback will be given for English and Maths on an individual basis. Feedback will be age appropriate.

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

- Contact will be maintained using Google Classroom..
- Where there has been no communication from a parent/pupil during the working day, staff must alert a member of SLT immediately so that contact can be made and the welfare of the pupil can be checked.
- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by a DSL.
- Parental concerns, regarding the work set or individual pupil's needs, will be addressed by the class teacher. Any safeguarding concerns should be reported following school child protection procedures.

In the event of a class teacher, whose class has been directed to isolate, becoming ill, parents will be notified via ParentMail that their child's learning will be supported and monitored remotely by another member of the Phase Team. As this member of staff is likely to be in school teaching their own class, they will support the remote learning when they can.

➤ Staff may be required to attending virtual meetings –

- Staff are expected to be mindful of what they are wearing when attending virtual meetings
- Staff are expected to avoid areas with background noise when attending virtual meetings

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available according to their contracted 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:

- Supporting learning in any way that does not include online teaching, which the class teacher directs them. I.e. making resources, researching topics.
- The LSA's and Learning Mentor will be directed by the Inclusion Lead.

➤ Staff may be required to attending virtual meetings –

- Staff are expected to be mindful of what they are wearing when attending virtual meetings
- Staff are expected to avoid areas with background noise when attending virtual meetings

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
- Responding to any questions that staff may have about the remote teaching of that subject that is further to the expectations of the National Curriculum and school Long Term Plans.
- 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 and monitoring the remote learning approach across the school – LEW EYFS / EP KS1/ WC Year 3-5 CDH Year 6 LEW SEND provision KH PPG / vulnerable pupils
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL team (Kim Huggett, Chris Hughes, Leah Emery-Winter and Amanda Cummings) are responsible for safeguarding concerns, including those related to remote learning. Please refer to Safeguarding and Child Protection Policy.

2.6 IT staff

IT staff are responsible for:

- JSPC/Virtual IT will be responsible for fixing issues with systems used to set and collect work
- Class Teachers will be responsible for helping parents with any technical issues they're experiencing
- JSPC /Virtual IT and Computing Lead will be responsible for reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it from their teacher
- Alert teachers if they're not able to complete the 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 via ParentMail
- Seek help from the school if they need it
- 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 Senior Leader in charge of the phase.
- Issues with behaviour – talk to the Inclusion Lead, Headteacher or DSL
- Issues with IT – log it with JSPC/Virtual IT via the helpdesk on the homepage at school. If working from home, email the computing subject leader to do this.
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL team

4. Data protection

4.1 Accessing and processing personal data

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

- Teachers will not be required to access personal data for remote learning purposes. SLT members will all have remote access to the school's server in case they are required to access pupil personal data through Bromcom.
- Staff will continue to have access to onedrive provided through office365 to store school related paperwork in line with GDPR regulations.
- School laptops are protected using bitlocker. It is the staff member's responsibility to ensure the bitlocker password remains private and is not shared or recorded anywhere that it could be compromised.
- Staff members may need to share personal data such log in details for Google Classroom / TTRS 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.
- 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:

- Maintaining the use of Bitlocker on school devices
- 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
- Installing any updates to antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Our Safeguarding and Child Protection Policy dated September 2024 contains a link to the most up to date Safeguarding and Remote Education Guidance at 16.6

<https://www.gov.uk/guidance/safeguarding-and-remote-education>

6. Monitoring arrangements

This policy will be reviewed as and when updates are provided by the government for Remote Learning arrangements. It will be reviewed by Computing Subject Leader and the Headteacher. At every review, it will be approved by the CPC Governing Committee or by Chairs' Actions if there is no meeting scheduled imminently. Updates to this policy will be added in a coloured font and dated appropriately.

7. Links with other policies

This policy is linked to our:

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