

	Offley Endowed Primary School and Nursery	Reviewed Feb 2025 Review Date: Feb 2027
Policy Title:	Remote Learning Policy	Users: Staff, Governors Parents

Contents

1. Aims
2. Roles and responsibilities
3. Who to contact
4. Data protection
5. Safeguarding
6. Monitoring arrangements
7. Links with other policies

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- 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

When remote learning is in place, teachers will be available between 08:45 and 15:30. 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 procedures.

Teachers are responsible for:

Setting work:

Providing feedback on work:

- Pupils and parents can send any completed work to teachers via Seesaw/hand in to the office
- Keeping in touch with pupils and parents:
- Messages from parents and pupils are to be checked between 09:00 and 15:00, Mon-Fri. Messages should aim to be replied to within 48hrs. Only send replies between these times.
- Teachers are to attempt to make contact with all families in their class at least weekly via Seesaw or a telephone call when in school or from a withheld number.

Approved and Adopted by Governing Body



Attending virtual meetings with staff, parents and pupils:

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

2.2 Teaching assistants

Teaching assistants should be available between 08:45 – 15:15, Mon to Fri (Or their usual working hours). During this time, they are expected to check work emails and be available if needed to attend school. 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.

Teaching assistants are responsible for:

- Supporting pupils with learning remotely via Seesaw:
- Planning activities in liaison with class teachers
- Teaching small groups of children in pairs if requested by the class teacher
- HLTA's may be requested to teach whole classes.

2.3 Senior leaders / Headteacher

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – reviewing work set by teachers weekly, monitoring
 - Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.4 Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

2.5 IT staff (Christian and Primary IT support)

IT staff are responsible for:

- Creating emails and passwords for MS Teams
- 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 systems and flagging any data protection breaches to the data protection officer
 - Assisting pupils and parents with accessing the internet or devices
 - Preparing devices for home learning from Government supply



2.6 Pupils and parents

Staff can expect pupils to:

- 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 to:

- Seek help from the school if they need it via Seesaw
- Be respectful when making any complaints or concerns known to staff
- Speak to Mr Edwards if there are any major concerns or worries

2.7 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 systems are appropriately secure, for both data protection and safeguarding reasons

3 Who to contact

If staff have any questions or concerns, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead/SENCO/SLT

Issues with behaviour – talk to the SENCO/SLT

Issues with IT – talk to the Head who can contact Christian or Primary IT for support

Issues with their own workload or wellbeing – talk to their line manager/SLT/Head

Concerns about data protection – talk to the data protection officer (Hannah) or Ted or Christian

Concerns about safeguarding – talk to one of the DSLs-TE/HW/RT

All staff can be contacted via Seesaw or admin@offley.herts.sch.uk



4. Data protection

4.1 Accessing personal data

When accessing personal data:

- All staff should record any parent contact or concerns about children and pass this onto a DSL via a cause for concern sheet.
- Teachers are able to access parent contact details via Sims via the school office. If working from home call either the office staff or Headteacher for details.
- The Office and the Headteacher have the ability to locate personal details of families when required through securely accessing Sims. They are not to share their access permissions with other members of staff.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, 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

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning. COVID-19 amendments to the Child Protection Policy; this also details reference to remote learning curriculum and risks online.

This policy is available on our website.



Offley Endowed Primary School and Nursery

Remote Learning Policy

Reviewed Feb 2025

Review
Date: Feb 2027

6. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the National government, local government, HfL and PHF, by Mr Edwards (Head)

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

E-Safety policy

Last reviewed : Feb 2025

Next review due by: Feb 2027