



# **Remote Learning Policy**

## **Kington St. Michael C.E. Primary School**

<b>Policy agreed (date):</b>	<b>December 2024</b>
<b>Policy published</b> (including on website):	<b>December 2024</b>
<b>Next review (date):</b>	<b>December 2026</b>
<b>Reviewed by:</b>	<b>To ratify at FGB Meeting on 20<sup>th</sup> January 2025</b>

### [Contents](#)

1. Aims .....	2
2. Use of remote learning .....	2
3. Home and school partnership .....	3
4. Roles and Responsibilities- teachers, teaching assistants, designated safeguarding lead, governing body .....	3
5. Data Protection.....	5
6. Safeguarding .....	6
7. Monitoring arrangements.....	6
8. Links with other policies.....	6

### **Aims of this policy**

KSM Remote Learning Policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning and the safeguarding of our pupils.
- Provide appropriate guidelines for data protection



### Use of remote learning at KSM

All pupils should attend school, in line with our Attendance Policy. The priority should always be for schools to deliver high-quality face-to-face education to all pupils.

Remote education should only ever be considered as a short-term measure and as a last resort where in person attendance is not possible.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. We will aim to move to remote education within 24 hours of being requested to do so.

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.

KSM School will support families and try to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement.
- Securing appropriate internet connectivity solutions where possible.

KSM School will regularly monitor the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents.

KSM School will monitor the security of remote learning systems, including data protection and safeguarding considerations.

### KSM Home and School Partnership

KSM School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning may look different for different families in order to suit their individual needs. KSM staff will expect pupils to be contactable during the school day, though recognises that pupils may not be on a digital device at all times. Different tasks set by teachers may not always need to be completed on a digital device.

Where possible, it is beneficial for children to maintain a regular and familiar routine. KSM Primary School would recommend that each 'school day' maintains structure. Teachers will provide daily timetables to help structure the home learning they have set.

Should remote learning be necessary, KSM will ensure every child has a login to the digital platform that the school is using to deliver the home learning and KSM will ensure all parents and carers have clear instructions how to set up Google Classroom and Google Meet so their child can access their lessons.

We encourage parents to support their children's home learning, including finding an appropriate place for their child to work and, to the best of their ability, support their child, supporting and encouraging them to work with good levels of concentration.



Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact KSM School promptly and we will try to find alternative solutions. These will be discussed on case-to-case basis.

We would encourage parents to ensure their child spends a balanced amount of time each day using a digital device to provide a healthy and balanced digital diet. We ask parents to ensure their child spends short amounts of time using a digital device and balances this with other activities and learning that do not necessitate using a digital device.

All children will be taught how to be safe when using a digital device. This includes E-safety rules and this applies when children are remote learning, using computers or digital devices at home.

KSM expects pupils to act in accordance with our school behaviour rules, follow our Golden Rules when working remotely.

### **Roles and Responsibilities at KSM**

#### **KSM Teachers:**

When providing remote learning, teachers will be available between 8.55am-3.00pm.

If staff are 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 school absence procedures.

KSM School will provide training and signpost teachers to refresher training sessions and provide induction for new staff on how to use Google Classroom and Microsoft Teams, to ensure they are able to use these platforms competently and successfully.

Teachers will meet for staff meetings, team meetings and curriculum meetings through Google Classroom or Microsoft Teams. These meeting will take place at the same times, as they would do in normal school operating circumstances.

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 pupils with SEND 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.
- Teachers will provide work that equates to approximately 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children and 4 hours a day for KS2 pupils.
- Work for each school day will be set by 3.00pm the previous day.
- If teachers are working in school and need to provide remote learning, lessons may be streamed to enable those pupils not in school to access learning.



### **When providing remote learning, class teachers are responsible for:**

#### **Setting work:**

- Teachers will set work for the pupils in their classes. Work set will be uploaded via Google Classroom. However, this may also be done through email, online resources or through home learning packs.
- The work set should follow the usual timetable for the class had they been in school, wherever possible
- Completed work will be shared with the class teacher if possible. Teachers will organise this with their individual classes.
- Teachers will set work through their shared weekly timetable, weekly 'chatty' letter, video clips and Google Classroom as appropriate.
- KSM school will 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

#### **Providing feedback on work:**

- Teachers will set clear timings as to when work should be completed and how it needs to be returned to the teacher for marking and feedback. Teachers will give regular feedback to pupils about their work and support their next learning steps and targets. Teachers will provide pupils with feedback by the end of each week at the latest. This may be done through Google Meet, email and phone calls.
- Curriculum tasks and photographs of set tasks can be emailed to class teachers through their class email accounts. Teachers will comment, mark and respond regularly.
- KSM will follow our Marking and Feedback Policy as much as possible.

#### **Keeping in touch with pupils who are not in school and their parents:**

- Teachers will maintain regular contact with their pupils through Google Meet. This may consist of whole class, small group and 1-1 individual meetings depending on the tasks set and appropriate feedback. Google Meet will also enable pupils to interact with one another and help to maintain peer friendships.
- If there is a concern around the level of engagement of a pupil, parents will be contacted via phone to discuss the possible reasons for lack of engagement and to determine what can be put in place to support the pupil and the family and whether school intervention can assist engagement. Parents are expected to support their child to complete their work on time and to submit it to their class teacher. Should pupils fail to complete their work on time, parents will be contacted to discuss the reasons and will be invited to work alongside the school to support their child's learning.
- Emails from parents and carers will be responded to by the class teacher during the school working day. Teachers will aim to respond to parents and carers emails either the day they receive them, or by the end of the following working day. Parents can contact their child's teacher through their child's Google Classroom email or through the school office- [admin@ksm.wilts.sch](mailto:admin@ksm.wilts.sch).



- All virtual meetings between staff, pupils and parents will be conducted professionally. This includes all parties being appropriately dressed for the meeting and thought given to the location of the meeting, background noises and ensuring there is nothing inappropriate in the background.
- Any concerns or complaints shared by parents or carers should be reported initially to the class teacher and then the head teacher. We ask parents and carers to be respectful when making any complaints or concerns known to staff.
- Any safeguarding concerns should be referred immediately to the Designated Safeguarding Lead, Mrs. Victoria O'Brien.

### **KSM Teaching Assistants:**

When assisting with remote learning, teaching assistants must be available for their normal contracted working hours. During the school day, teaching assistants must complete tasks as directed by their class teacher or head teacher.

If they are 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 schools normal absence procedures.

### **When assisting with remote learning, teaching assistants are responsible for:**

- Supporting pupils who aren't in school with learning remotely.
- Teachers will ensure teaching assistants know which pupils they will be supporting and how they will provide this support. This will include providing clear lesson plans, learning objectives and required resources.
- Teaching assistants maybe required to attend meetings with teachers, parents and pupils. All virtual meetings between staff, pupils and parents will be conducted professionally. This includes all parties being appropriately dressed for the meeting and thought given to the location of the meeting, background noises and ensuring there is nothing inappropriate in the background.

### **KSM Designated Safeguarding Lead (DSL)**

The DSL at KSM is Mrs. Victoria O'Brien, the DDSL is Mrs. Ellie Burfoot. The Governor with responsibility for safeguarding is Mrs. Andrea Bridle. All safeguarding concerns must be reported to the DSL, DDSL or to the safeguarding Governor. KSM will follow the procedures as stated in the KSM Safeguarding and Child Protection Policy.

### **KSM Governing Body**

The governing board is responsible for:

- Monitoring KSM School's approach to providing remote learning to ensure education remains of 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.

### **Data Protection**

#### **Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will access data they require through our KSM secure server. Staff will only use school provided laptops to access data and for remote learning.



### **Processing personal data**

Staff members may need to collect and/or share 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 won't need to give permission for this to happen. The school will follow its data protection policy / privacy notice in terms of handling data, which can be found on the schools website. However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.

### **Keeping devices secure**

- Oakford Technologies is the schools IT provider and all laptops and school devices are set up by them and backed up by their processes. All programmes are installed by Oakford and all security settings are installed and monitored by them. Oakford are responsible for:
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- 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.

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

### **Safeguarding**

Please see KSM Safeguarding and Child Protection Policy (September 2024) for KSM safeguarding procedures should remote learning be instigated.

### **Monitoring arrangements**

This policy will be reviewed every two years by KSM governing Body and staff. At every review, it will be approved by the full governing body.

### **Links with other policies**

This policy is linked to our:

- KSM Behaviour Policy
- KSM Safeguarding and Child Protection Policy and KSM Safeguarding Addendum
- KSM Data protection policy and privacy notices
- KSM Home-school agreement
- KSM ICT and internet acceptable use policy
- KSM E-Safety Policy