



Windmill Hill Primary School

“Windmill Hill is committed to lifelong learning within a caring environment. Together we make a difference.”

Remote Learning Policy

Guidance

Providing Remote Education: Guidance for schools. August 2024

1. Aims

This remote learning policy 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 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.
- The pupil is asked to access online education while suspended.

3. Roles and responsibilities

Teachers

When providing remote learning, teachers should be available as per normal working hours in order to:

- 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.

Suggested timings for work to be set are outlined below:

- 3 hours a day on average across the cohort for Key Stage 1, with less for younger children
- 4 hours a day for Key Stage 2

Work will be uploaded on class dojo and pupils without digit access will be provided with paper copies.

Work provided during periods of remote education will be of a high quality, meaningful, ambitious and cover an appropriate range of subjects. This includes considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills. This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study. Feedback will be provided.

Senior leaders

The head teachers has overarching responsibility for the quality and delivery of remote education. Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They are also responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents/carers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Ensuring staff remain trained and confident in their use of online digital education platforms.
- Training staff on relevant accessibility features that our digital platform has available.
- Providing information to parents/carers and pupils about remote education.

- Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

Pupils and parents/carers

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 teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Act in accordance with normal behaviour rules / conduct rules of the school

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible.
- 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.

Governing Board

The governing board is responsible for:

- Monitoring the 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.

4. 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 subject lead or SENCO
- Issues with behaviour – talk to senior leader
- Issues with IT – talk to ESI Tech.
- Issues with their own workload or wellbeing – Head Teacher.
- Concerns about data protection – talk to the Head Teacher.
- Concerns about safeguarding – talk to the DSL.

If parents have any questions or concerns they should, in the first instance, contact the class teacher.

5. Data protection

Accessing personal data

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

- How they can access the data, such as on a secure cloud service or a server in your IT network need to add relevant details.
- Which devices they should use to access the data – if you've provided devices, such as laptops, make staff use these rather than their own personal devices

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.

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

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 if required.
- Keeping operating systems up to date – always install the latest updates.

6. Safeguarding

Staff must ensure they follow the school's safeguarding procedures at all times.

7. Monitoring arrangements

This policy will be reviewed annually, or earlier in the event of changes to guidance or relevant legislation by the governing body.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- SEND Policy

[Ratified by the Governing Body. October 2024](#)

