



Hollydale Primary School Remote Learning Policy

Reviewed: September 2024

Next review date: September 2025

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1. Introduction

The purpose of this policy is to ensure that, in the event of a year group, phase or whole school closure, children’s learning will be delivered remotely, with a balance of live interaction and online learning activities. The school recognises the need for children to have opportunities for live interaction with their teacher and their peers on a daily basis (Monday to Friday). This policy sets out the expectations for staff, pupils and parents/carers to ensure that remote learning provides quality, consistent learning opportunities for all children. We endeavour to support families with access to devices.

2. Aims

- Ensure quality and 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

3. Roles and responsibilities

3.1 Teachers

Teachers must be available between 8.30am and 4.00pm Monday to Friday. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal procedures before 7am on the designated absence number. If it affects the completion of any work required, ensure that arrangements have been made with phase leaders and SLT to ensure work is completed.

Teachers are responsible for:

- Setting and responding to children's work
- Setting work across all areas of the curriculum, differentiating where appropriate
- Providing feedback on children's work within at least 2 working days
- Teachers in YR-Y6 to provide at least one opportunity for live interactions/teaching on Google Classroom per day
- Teachers in EYFS to provide at least two opportunities for live interactions (one for Phonics) as well as setting work on Tapestry every day. They will check for work sent in and provide feedback promptly.
- Teachers will make individual contact with families at least once a week for pupils who are not engaging with remote learning. All pupil engagement will need to be recorded using the appropriate log.
- All teachers will be available to be contacted by parents/carers as and when needed via Class Dojos.
- The school will seek to address inequalities of access to equipment that allows students to receive school resources digitally.

3.2 Support Staff

Support Staff must be available between 8.30am and 4.00pm, Monday to Friday. During this time, they are expected to check work emails as this will be the main method of communication during this time. If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

Support Staff are responsible for:

- Supporting pupils with learning remotely and/or in class
- Attending virtual meetings with teachers, parents/carers and pupils where necessary
- Liaising with parents/carers to support where necessary
- Supporting the children and class teacher during live sessions

3.3 Senior Leaders & Phase Leaders

Alongside any teaching responsibilities, Senior Leaders and Phase Leaders are responsible for:

- Co-ordinating the remote learning approach across the school (SLT) and across the phase (Phase Leaders)
- Monitoring the effectiveness of remote learning – monitoring work set by teachers weekly and providing feedback and support
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

3.4 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

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

See the COVID-19 amendments to the Safeguarding & Child Protection Policy

3.5 Pupils and parents/carers

Staff can expect pupils to:

- Be present and punctual for all live lessons
- Complete work to the best of their ability and hand it in on time (through Google Classroom – Y1-6, Tapestry –Reception)
- Be contactable during the hours of the school day 9am to 3.00pm – although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are not able to complete work.

Staff can expect parents/carers to:

- Seek help from the school if they need it, either by calling the school office or making contact via Class Dojos or email.
- Ensure that their child is present and punctual for all live lessons
- Ensure that children complete their work and hand it in on time (through Google Classroom – Y1-6 and Tapestry – EYFS)

3.6 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.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Record any parent contact or concerns about children on CPOMs and email to all DSLs.
- Teachers are able to access parent contact details via RM Integres using a secure password. Staff are not to share any details with third parties.
- SLT have the ability to locate personal details of families when required. SLT 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 does not 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 loaned device 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 [via IT support]
- Keeping operating systems up-to-date – always install the latest updates. [via IT support]

5. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning:

COVID-19 amendments to the Safeguarding Child Protection Policy; this also details reference to risks online. This policy is available on our website.

More information on keeping safe while using live streaming on Google Classroom can be found in Appendix 1.

6. Monitoring arrangements

This policy will be reviewed by Farhana Sultana (Assistant Headteacher) as and when updates to Remote Learning are provided by the government. At every review, it will be approved by Reema Reid (Headteacher).

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection and Safeguarding policy and coronavirus addendum to our Child Protection policy
- Data Protection policy and privacy notices
- Online Safety policy

Policy written:	January 2021
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Policy to be reviewed by:	September 2025		
Signed by Headteacher:		Date:	
	Reema Reid		
Signed by Chair of Governors:		Date:	
	Caroline Folley & Matt Fryer		

Appendix 1



Using Google Meet for Live Streams

Staff should be prepared and:

- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background). Staff have the option to change the background in Google Meet.
- Dress appropriately as if they were going into school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen
- Use professional language at all times
- Keep a register of who is joining live streams and when/what days.

If you schedule meetings in Google Calendar, pupils will not be able to re-join once the final attendee has left. This means pupils would not be able to re-join for their own private calls.