



KINGFISHER  
PRIMARY SCHOOL

## Remote Learning Policy

Date: November 2024

Review: October 2025

Reviewed Annually

At Kingfisher Primary School, we endeavor to provide the finest educational experience for every single child. In order that learning is always accessible, we have extensive plans in place for the provision of remote education. This will ensure that the small number of children who need to be educated at home are given the support they need to continue learning. Remote education is of a high quality and aligns as closely as possible with in-school provision.

## 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach for 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 and therefore, 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 or contradictory to guidance from local to 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

Providing pupils with remote education will be decided on a case-by-case basis in conjunction with school parents/carers, pupils and, where relevant, medical professionals and will be reviewed regularly. Remote education may vary dependent on the specific circumstance and number of pupils participating at any given time.

## 3. Roles and responsibilities

### 3.1 Teachers

When providing remote learning, teachers must be available for their usual 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 providing remote learning, teachers are responsible for:

- Creating a weekly timetable and overview of learning for their year group in liaison with year group partners. Kingfisher Primary School's Curriculum Maps will be used to ensure coverage of all subjects across the curriculum.
- Setting appropriate work using online platforms – Google Classroom.
- Adapting learning to ensure accessibility and progress for all students including SEND.
- Communicating and providing learning support to remote students and parents/carers via Google Classroom, school (or withheld number) telephone, email and, when appropriate, Google Meets virtual platform.
- Providing paper packs for children without access to online learning to ensure a consistent approach to teaching and learning across their year group.
- Providing feedback on submitted work in a timely manner via Google Classroom or email (48 hours)
- Upholding the professional values of Kingfisher Primary School by dressing professionally and ensuring they access virtual meetings in a quiet space with an appropriate background.
- Safeguarding children in line with Kingfisher Primary School's safeguarding policy.

Any issues that are received during remote learning are to be dealt with professionally by the class teacher and where necessary, a member of SLT should be contacted for advice and support.

## 3.2 Teaching Assistants

When assisting with remote learning, teaching assistants must be available for work during their contracted working 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 children with working remotely
- Undertaking continuous professional development which will directly impact on outcomes for children
- Working and supporting small groups online.

## 3.3 Subject Leads

Alongside their teaching responsibilities, as outlined above, subject leaders are responsible for:

- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Reviewing and making any necessary amendments to their subject in the light of home learning.
- Providing teachers with suitable resources to support with the delivery of their subject remotely.

## 3.4 SENCO

Alongside any teaching responsibilities, as outlined above, the SENCO is responsible for:

- Supporting staff with adapting learning to ensure accessibility for SEND children including providing relevant resources
- Monitoring access by SEND children and supporting pupils, parents and carers to remove barriers to remote learning
- Monitoring work set and reviewing suitability of learning platforms for SEND pupils

### 3.5 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – quality assuring the effectiveness of remote learning
- Providing information to parents/ carers and pupils about remote education via Goggle Classroom and/or Email
- Monitoring communications between parents/carers and teachers
- Reviewing learning platforms and accessibility through pupil, parent/carers and staff voice
- Overcoming barriers to digital access for pupils by co-ordinating the distribution of school laptops and internet connectivity where possible, as well as monitoring the provision of printed resources, textbooks and workbooks
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Providing CPD to ensure staff remain trained and confident in the use of online digital education platforms.

### 3.6 Designated safeguarding lead

The DSL is responsible for:

- Maintaining contact, collating, passing on information and responding to any concerns in line with the Kingfisher Primary School Safeguarding Policy.

### 3.7 IT staff

IT staff are responsible for:

- Maintaining necessary hardware and software to ensure pupils and staff can access all appropriate programs and platforms
- Providing technical support for staff and parents
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

### 3.8 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider that they may not always be in front of a device the entire time
- Complete work by the deadlines 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 the school values and relationships policy

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Engage with the school and support their children's remote learning
- Be respectful when making any complaints or concerns known to staff

### 3.9 The Board of Trustees and the Governing Body

The Board and Governors are 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

## 4. Who to contact

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

- Issues in setting work – relevant subject lead/SENCO/SLT.
- Issues with behaviour – SENCO/SLT
- Issues with IT – BCTEC/SLT/ Computing subject leader.
- Issues with their own workload or wellbeing – Head of School/ Mental health lead
- Concerns about data protection – Data protection officer/ Business Manager/ Head of school
- Concerns about safeguarding – DSL/ Safeguarding team

## 5. Data protection

### 5.1 Accessing personal data

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

- Access parent contact details via SIMS. This information must not be shared with third parties and SIMS must be logged off after use.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### 5.2 Processing personal data

Staff members may need to collect and/or share personal data such as school email addresses as part of the remote learning system. As long as this process is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

### 5.3 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.

### 6. Safeguarding

Please see the Safeguarding policy for updates concerning safeguarding in relation to home learning.

### 7. Monitoring arrangements

This policy will be reviewed, yearly, in line with updated guidance by the Head of School and approved by the Board of Governors.