



Colebrook Infant Academy

Title	Remote Education Policy
Status	Approved
Nominated Governor	N/A
Release Date	February 2022
Headteacher	Mrs Annette Shakespeare
Chair of Governors	Mrs Becky Willis

Contents

1. Aims	2
2. Use of Remote Learning	3
3. Roles and Responsibilities	5
4. Who to contact	6
5. Data Protection	6
6. Safeguarding	6
7. Monitoring arrangements	Error! Bookmark not defined.
8. Links with other policies	9

1. Aims

This remote education policy for staff aims to:

- Ensure consistency in the approach to remote education for pupils who aren't in school
- Keep pupils and staff safe when teaching and learning remotely
- Set out expectations for all members of the school community with regards to remote education
- 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.

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.

3. Roles and responsibilities

3.1 School leaders

It is the role of the Governing Body to ensure that all statutory duties with regard to safeguarding and child protection are fulfilled, as detailed in 'Keeping Children Safe In Education' (Sept 21).

The Headteacher will ensure that remote education is provided for those pupils who are unable to come to school for a prolonged period of time on the condition that the child is well enough to carry out work at home. Remote education will not be provided for pupils who are absent from school when this is unauthorised, eg for a holiday.

If the school is closed for a period of time, Mrs L Murray is our named senior leader with overarching responsibility for the quality and delivery of remote education. Mrs Murray will monitor the quality of work set and ensure that it meets the required standards. She will monitor the workload and well-being of the teaching staff to ensure that it does not place an unnecessary burden on them.

3.2 Teachers

When providing remote home education (ie they are not present on site in school), teachers must be able to be contacted between 8.20am and 3.30pm and will monitor emails and DB Primary messaging in order to respond to children and parents.

If teachers are providing remote home education **as well as** teaching face to face in school for example, when small numbers of children are isolating, they can be contacted via the school office admin2@colebrook.bluekitetrust.org) or phone 01793 331960.

If teachers 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 absence procedure. The school will make every effort to ensure that remote learning is provided by another staff member if possible.

When providing remote education, teachers are responsible for:

➤ Setting work

- Daily plans will include work set in Maths and English and other subjects through topic-based activities.
- The daily schedule of work will be sent out as part of a week of planning, along with the necessary resources
- Work is set once a week, for the whole week, and will be sent out via School Ping. Hard copies of worksheets and other relevant material will be provided by the school if required.
- Teachers plan together in their Year groups.
- The school does not deliver “live” lessons remotely, but short sessions may be recorded and made available via DB Primary. These sessions will include lesson introductions, stories and phonics sessions and other activities deemed appropriate and relevant by the teacher.

➤ Providing feedback on work:

- Pupils can upload work to DB Primary or email it to the class or office email address.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers are not expected to respond to emails or telephone calls from parents/pupils outside of their working hours.
- Any concerns from teachers should be reported to the Headteacher in the usual ways.
- If teachers need to use their personal mobile phone to speak to parents (eg if they are working from home) they must withhold their number by dialling 141 before the phone number.
- The pupil's Teams account may be used for meetings with parents and children to check on the wellbeing of children and their families. These sessions will be scheduled at regular intervals when the school is closed for prolonged periods due to national or local lockdowns.

➤ Attending virtual meetings with staff, parents and pupils

- Dress code – staff must be dressed appropriately as they would be in school.
- Locations - avoid areas with background noise, ensure that nothing inappropriate is in the background and that the conversation can be held privately.

3.3 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30am and 3.30pm.

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:

- Monitoring feedback from DB Primary and responding to queries as appropriate
- Flagging any safeguarding concerns in the usual manner
- Preparing resources for learning as directed by the teacher

3.4 Subject leaders

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote education.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Alerting teachers to resources they can use to teach their subject remotely.

3.5 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote education approach across the school.
- Monitoring the effectiveness of remote education – by scrutinising planning and discussions with teachers.
- Monitoring the security of remote education systems, including data protection and safeguarding considerations.

3.6 Designated safeguarding lead

The DSL is responsible for:

- Maintaining oversight of the safety and well-being of all children who are in school and learning from home. This will be done in line with the Safeguarding and Child Protection policy which can be found on the school website.

3.7 Office staff

The IT support staff (GHS) are responsible for:

- Arranging to fix issues with systems used to set and collect work

School office staff are responsible for:

- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing home/remote learning.

3.8 Pupils and parents

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 parents, teachers or teaching assistants
- Alert parents/teachers if they're not able to complete work

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
- Be respectful when making any complaints or concerns known to staff

3.9 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote education to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote education systems are appropriately secure, for both data protection and safeguarding reasons

4. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO.
- Issues with behaviour – talk to the relevant senior leader.
- Issues with IT – talk to IT staff (GHS).
- Issues with their own workload or wellbeing – talk to SLT or Headteacher.
- Concerns about data protection – talk to the data protection officer at GHS – 01865 597620.
- Concerns about safeguarding – talk to the DSL or DDSL.

5. Data protection

5.1 Accessing personal data

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

- Be able to access the server in the IT network via the VPN.
- Use school devices, such as laptops, rather than their own personal devices.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as telephone numbers or email addresses as part of the remote education 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.

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

The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, **however a number of important safeguarding principles remain the same:-**

- With regard to safeguarding, the best interests of pupils/students must always continue to come first.
- If anyone in school or working remotely from home has a safeguarding concern about a pupil, they should act immediately.
- All safeguarding and child protection concerns should be reported to the Designated Safeguarding Lead (Mrs Shakespeare) or Deputy DSL (Mrs Murray).
- Recruitment of staff and/volunteers continues to follow safer recruitment procedures to ensure that unsuitable people are not allowed to enter the children's workforce or gain access to pupils/students.
- Pupils/students continue to be protected online.

7. Monitoring arrangements

This policy will be reviewed annually by the head teacher. At every review, it will be approved by the full governing body.

