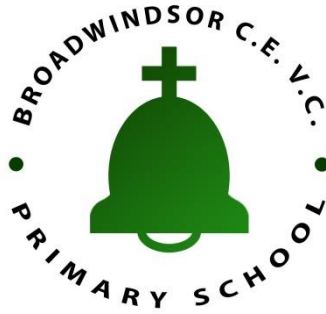


Remote learning policy

Broadwindsor CE VC Primary School



Approved by:

Date:

Last reviewed on:

March 2025

Next review due by:

Spring 2028

Broadwindsor Primary School Remote Learning Policy 2024/25

Aims

This remote learning policy for staff 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

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 registered 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.

Roles and Responsibilities

Teachers

Teachers will plan activities and lessons that are relevant to the curriculum focus for the class and year groups and endeavour to supply resources to support tasks for home learners. Work for the week in English, Maths and other subjects will be emailed to parents and uploaded their class' TEAMS page. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited;
- parents may have two or more children trying to access the same technology
- systems may not always function as they should;
- internet connections in our area can cause issues with remote and live teaching.
- Children may be ill and unable to access the learning.
- Staff are likely to be planning and teaching their usual hours in school

We recognise that this document is preparing for a range of different scenarios; therefore, some flexibility in approach may be required. This document will be reviewed and updated according to changes in guidance and feedback from staff, parents and pupils.

Family (pupil/parent/guardian)

We are fully aware that each family is unique and because of this, should approach remote learning in way which suits their individual needs. We realise that the circumstances that invoke remote learning will affect families in a number of ways. Following the country wide lockdown in 2020/21, we are aware that those children who engaged with the learning that they were being given online, have made more progress towards their year group expectations.

- Where possible, it is beneficial for young people to maintain a regular and familiar routine. Broadwindsor Primary School recommends that each 'school day' maintains structure. A simple suggested timetable will be emailed to parents.
- Should anything be unclear in the work that is set, parents can communicate with class teachers via their email address.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air, exercise and relax
- Encourage children to read daily

- Will follow appropriate data protection and agreed e-safety arrangements where school IT equipment has been loaned out.

What remote learning can I expect from Broadwindsor?

Circumstance	Remote Learning Provision
My child is absent due to a prolonged period of illness. The rest of school are attending and being taught as normal.	On the first day work is to be completed from the various online platforms Sumdog, AR Reader, etc. Any homework outstanding can also be completed. Under these circumstances the class teacher will be planning and teaching as usual, so will not be able to provide live or video lessons, however, the class teacher will make contact with parents via e-mail and will send home learning activities based on the daily curriculum to be completed. This will be sent as soon as possible, but with due attention to the expectations of work in school.
A whole class is not able to attend school because of illness or because staff absence means that we are unable to open for more than one day.	Children will be provided with a workbook to complete tasks in, and if possible a selection of home reading books. The work and presentation of these books should be of the standard expected in school. The work that children complete at home should be kept safe, and can be brought back to school when safe to do so. <i>Online sessions:</i> These will differ depending on the age of the children. They will be guided reading sessions, phonics sessions, maths sessions, writing focused, or class catch up time. They may be recorded or live*. The frequency and timings will be communicated by e-mail. <i>Maths:</i> you will be provided with materials for daily activities. This may be a combination of White Rose maths videos (a scheme that we follow in school), screen shots / photos of the classroom whiteboard and work activities for the children to complete. You may be signposted to Oak Academy lessons if appropriate. There may also be group learning videos or live sessions. Children can access Sumdog online for mental arithmetic and times tables practice. <i>English:</i> You will be provided with materials that will allow your child to follow a sequence of work that will link to what had been planned to be delivered in school. This will be in a variety of formats and may also include Oak Academy lessons if appropriate. We would also encourage daily reading. <i>Phonics / spellings / comprehension:</i> depending on your child's year group or class, you may be directed to activities and / or video sessions for these. <i>Other subjects:</i> you will be provided with activities for at least one of the other class subjects each day.
Industrial action	School will not be able to provide planning/live lessons/resources/work etc. if, for example, teaching staff are on strike.

**If the class teacher is unwell, then there may be a delay in work being provided for your child /ren, until another member of staff can provide suitable activities. Under these circumstances, live*

online learning sessions will not be provided. We know that you will understand that the health and well-being of our staff in these circumstances would be paramount.

Expectations and feedback to pupils

- The work in books that the children complete should be of the same standard that would be expected in school.
- Amount of time for daily work – aim for the suggested timings that are set by the class teacher - This can be broken into manageable sessions. We recognise that for younger children and those with SEND, timings may need to be reduced.
- Staff may ask for work to be shared via e-mail for feedback. When delivering live sessions, staff will be able to share immediate feedback to pupils. The workbooks will be used for assessment and feedback when children return them to school.

Contact with pupils/parents

Parents are able to contact the class email addresses for enquiries around home learning and where and when appropriate the school will train older pupils to communicate via the chat option in Microsoft TEAMS to seek clarification around their learning. We endeavour to respond to emails as promptly as possible but this may take longer when individual pupils are isolating as teachers will be teaching and supervising classes all day. Please contact school office via telephone or the school office email address for general enquiries or where your issue is urgent. Parents are reminded to respect teacher's wellbeing with the frequency of communication. The school's expectation is generally emails will be answered during the school working day (Monday to Friday 8.30am to 4pm). Communication with parents may take longer if the school has multiple staff absences and we ask for parent understanding in this.

Where there is absence for a significant period of time (week or more) for an individual, a weekly telephone call will take place to discuss home learning and provide support if needed. Pupils will need to log on to Teams each morning at just before 9am. The teacher will check in with children via the group chat facility and ensure they know what they are doing that day. It will also give the children the opportunity to ask questions about their learning. Pupils and families identified as vulnerable will be contacted by staff on a weekly basis and support offered as necessary.

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Data protection and Sharing Personal Data

Accessing personal data

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, all data collection will be compliant with GDPR guidelines using GDPR compliant school systems (eg Teams and MyConcern). When accessing personal data, all staff members will only use their official school accounts.

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 school website: [GDPR policy 2022 – Broadwindsor C.E V.C Primary School](#)

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

Monitoring arrangements

This policy will be reviewed when government guidance for home learning provided by the government is updated or when necessary to ensure access to learning and staff wellbeing. Teaching staff are members of each class team to support and monitor.

We also recognise that this document is preparing for a range of different scenarios; therefore, some flexibility in approach may be required. This document will be reviewed and updated according to changes in guidance and feedback from staff, parents and pupils.

Links with other policies

This policy is linked to our:

- Relationship (Behaviour) policy
- Safeguarding incl. Child protection policy
- GDPR policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E-safety policy