

Longlands Primary School and Nursery



Remote Education Policy February 2025

Purpose

In line with government guidance, Longlands Primary School will provide Remote Education for pupils that are not able to attend school as a result of school closures or restrictions on attendance, where school access for pupils is restricted. Individual cases where a pupil is unable to attend school but is able to learn. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

Aims

This Remote Education policy aims to:

- Ensure consistency in the approach to Remote Education for pupils who aren't in school
- Set out expectations for all members of the school community with regards to Remote Education
- Provide appropriate guidelines for data protection
- Ensure pupils unable to attend school remain fully included within the school community.
- Continue to ensure that every child receives the best education the school can provide them
- Ensure that Remote Education is integrated in the curriculum so it is an essential part of the school curriculum, alongside classroom teaching, or in the case where school access for pupils is restricted.

Context

At Longlands we recognise that each family is unique and because of this, should approach Remote Education in way which suits their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Longlands Primary School would recommend that parents/carers endeavour to follow the structure of the school day and time table provided.

Where families do not have access to appropriate digital resources the school will attempt to provide printed worksheets for children to complete.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices.

Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

Roles and Responsibilities

Teachers

When providing Remote Education, teachers must be available between 9am and 3pm.

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.

Setting Work

Teachers will outline the work daily and in advance, via our chosen learning platforms, Google Classroom, Purple Mash or Tapestry for EYFS pupils. They will also provide a timetable of learning that needs to be covered each day. Work will be available on the learning platforms no later than 8.30am on the day it needs to be completed

Teachers will provide learning for their current class. The amount of work they will provide is daily Maths and English lessons plus lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2. Children will also be expected to read daily.

Teachers will use a range of sources to set appropriate work linked to their year group curriculum, such as resources provide by the Oak National Academy, Mathletics and BBC Bitesize, as well as other resources identified by school curriculum leaders.

Teachers may need to create short videos of themselves, to support the teaching of a new concept or to address any misconceptions that may arise during a teaching sequence, these will be uploaded onto Google classroom, Purple Mash or Tapestry.

Teachers will also need to create learning packs for pupils who do not have internet access. The packs will be printed by staff who are on site, ready for parents to collect or for staff to deliver to homes as appropriate.

Teachers will respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via the individual year group email addresses:

EYFS@longlands.herts.sch.uk

Year1@longlands.herts.sch.uk

Year2@longlands.herts.sch.uk

Year3@longlands.herts.sch.uk

Year4@longlands.herts.sch.uk

Year5@longlands.herts.sch.uk

Year6@longlands.herts.sch.uk

Providing Feedback

Teachers will access completed work from pupils via Google classroom, Purple Mash or Tapestry as appropriate and provide pupils with daily written feedback.

Teachers should arrange a weekly Zoom call with each child in the class to discuss feedbacks, address misconceptions and set targets for learning.

When attending virtual meetings teachers should adhere to the school dress code, avoid areas with background noise, and ensure that there is nothing inappropriate in the background.

Teachers should check their class email each day and respond to any questions or concerns that parents may have, although emails should not be answered outside normal working hours.

Any complaints or concerns shared by parents and pupils, including any safeguarding concerns, should be referred immediately to the headteacher or a member of the SLT

Any behavioural issues, such as failing to complete work, should be referred immediately to the headteacher or a member of the SLT who will address the issue.

Teaching Assistants

When assisting with Remote Education, Teaching Assistants must be available between 9am and 3pm.

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:

Teaching Assistants will complete daily work as directed by the classteacher or SENCO.

Virtual support activities may include SALT support, interventions with individual or groups of pupils, providing a phonics session or in EYFS/KS1 reading a story – please note that this is not an exhaustive list.

When attending virtual meetings Teaching Assistant should adhere to the school dress code, avoid areas with background noise, and ensure that there is nothing inappropriate in the background.

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 teachers or teaching assistants
- Alert teachers if they're not able to complete work
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it e.g. ask for resources or for an explanation of an activity
- Be respectful when making any complaints or concerns known to staff

Subject Leads/SENCO

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
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the Remote Education set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely
- The SENCO will assume responsibility for co-ordinating Remote Education for children with EHCPs/complex needs across the school.

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 – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of Remote Education systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for: Safeguarding concerns, including those related to Remote Learning Please refer to Child Protection and Safeguarding Policy.

IT Support

Longlands Primary School procures IT support through HFL service desk. School staff may need to liaise with the service desk to:

- Fix issues with systems used to set and collect work
- Help staff and parents with any technical issues they're experiencing
- Review the security of Remote Education systems and flagging any data protection breaches to the data protection officer
- Assist pupils and parents with accessing the internet or devices

Governing Body

The Governing Body 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

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 headteacher
- Issues with IT – liaise with HFL service desk
- Issues with their own workload or wellbeing – talk to the headteacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL or Deputy DSL

Data Protection

Accessing personal data

When accessing personal data for Remote Learning purposes, all staff members will do so via the Google drive or Arbor. Where possible staff should use school laptops to support Remote Education rather than their own personal devices.

Processing personal data

Staff members may need to collect and/or share personal data 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.

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 on an annual basis

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy