Federation of Liphook Infant School and Liphook C of E Junior School

Remote Learning Policy

1. 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

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

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.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available during the school day ie: between 8:45am and 3:15pm (infant school) / 3:25pm (junior school).

If they're unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.

When providing remote learning, teachers should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- Make reasonable adjustments for pupils with SEND to access remote education, where required, informed by relevant considerations including the support families will require and the types of services that pupils can access remotely

They are also responsible for:

- Setting work

  - ✓ Work needs to be set by 5pm the day before
    - 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children
    - 4 hours a day for KS2
  - ✓ making sure that work provided during periods of remote education is of high quality, meaningful, ambitious and covers an appropriate range of subjects
  - ✓ considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills
  - ✓ considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study

- Providing feedback on work
  - Feedback will be shared using Seesaw (YR to Y3) or Teams (Y4 to Y6) or by marking work and it being handed into the office
  - Feedback will be given regularly, allowing for noticing and adjusting of teaching and learning

- Staff will keep in regular touch with pupils who aren't in school and their parents
  - This will be through messaging on Seesaw/Teams, emails and phone calls within working hours
  - Complaints or concerns shared by parents and pupils will be shared with SLT – for any safeguarding concerns, please see the section below
  - Any behavioural issues, such as failing to complete work, will be addressed. If work is not completed, parents will be contacted and support offered. If work continues to not be completed, then SLT will be informed and appropriate measures taken.
  - If the school goes into lockdown and all pupils have remote education, then pupils will be taught using Seesaw or Teams. There will be opportunities for regular interaction with teachers and peers during the school day. If a pupil is unable to access school e.g. due to an infectious illness, then work will be set for the pupil.

- When attending virtual meetings with staff, parents/carers and pupils
  - Appropriate clothing must be worn e.g. no nightwear

- An appropriate location must be found, e.g. avoiding areas with background noise, nothing inappropriate in the background and nowhere that a child is secluded

- If teachers will also be working in school, members of the year team will cover the responsibilities above during this time

3.2 Learning Support Assistants

- When assisting with remote learning, learning support assistants must be available during the school day, in line with the teaching assistants' normal 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 pupils who aren't in school with learning remotely
  - For example, leading interventions online, providing feedback, providing pastoral support

- When attending virtual meetings with staff, parents/carers and pupils
  - Appropriate clothing must be worn e.g. no nightwear
  - An appropriate location must be found, e.g. avoiding areas with background noise, nothing inappropriate in the background and nowhere that a child is secluded

- If teachers will also be working in school, members of the year team will cover the responsibilities above during this time

3.3 Subject leads

Alongside their teaching responsibilities, subject leads and the SENCo are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Alerting teachers to resources they can use to teach their subject remotely
- Making decisions about the use of online video lessons such as Oak National Academy
- 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 work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set

3.4 Senior leaders

- The Senior Leadership Team has overarching responsibility for the quality and delivery of remote education across the federation

- Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

- They should continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract (if possible)
- Securing appropriate internet connectivity solutions where possible
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern

- They are also responsible for:
  - Co-ordinating the remote learning approach across the school
  - Monitoring the effectiveness of remote learning – through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents/carers
  - Monitoring the security of remote learning systems, including data protection and safeguarding considerations
  - Ensuring staff remain trained and confident in their use of online digital education platforms
  - Training staff on relevant accessibility features that your chosen digital platform has available
  - Providing information to parents/carers and pupils about remote education
  - Working with the catering team to ensure pupils eligible for benefits-related free school meals (FSM) are provided with good quality lunch parcels or food vouchers

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for:

- Policy compliance
  - All remote education activities comply with statutory safeguarding guidance and the school's safeguarding and online safety policies.
  - Acceptable Use Policies for staff and pupils are enforced during remote sessions.

- Online Safety Oversight
  - Appropriate filtering and monitoring systems are in place for devices used in remote learning.
  - Risks associated with online platforms are assessed and mitigated.

- Record keeping and reporting
  - ensuring that all safeguarding concerns arising from remote education are recorded securely and acted upon promptly.
  - ensuring that statutory reporting procedures are followed for any disclosures or incidents.

- Staff training and support
  - Staff receive training on identifying safeguarding concerns during remote lessons and handling online disclosures.
  - Guidance is provided on maintaining professional boundaries and safe communication online.

- Communication and liaison
  - Clear communication channels are maintained with parents/carers regarding online safety expectations.
  - The DSL liaises with external agencies, Virtual School Heads, and social workers to ensure continuity of safeguarding for vulnerable pupils.

- Risk assessment
  - Regular risk assessments are conducted for remote learning platforms and digital tools.
  - Additional measures are implemented for pupils with SEND or those identified as vulnerable.

3.6 IT staff

The IT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents/carers 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 (DPO)
- Assisting pupils and parents/carers with accessing the internet or devices

3.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- 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
- Act in accordance with normal behaviour rules / conduct rules of the school (and any specific online behaviour rules where applicable

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning, and to establish a routine that reflects the normal school day as far as reasonably possible
- 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

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a 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 – talk to the head of year or member of SLT
- Issues with behaviour – talk to a member of SLT
- Issues with IT – talk to the IT technician
- Issues with their own workload or wellbeing – talk to a member of SLT
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

5. Data protection

5.1 Accessing personal data

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

- Use our secure cloud service to access information
- School will lend out devices should the school lockdown and remote education be needed.

5.2 Processing personal data

Staff members may need to collect and/or share personal data, such as email addresses and/or telephone numbers, 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.

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.

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). Two factor authentication should be used.
- Using the Microsoft Azure cloud platform, this will ensure that data is secure
- Making sure the device locks if left inactive for a period of time
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

6. Safeguarding

Where there are safeguarding concerns, we will follow our safeguarding and child protection policies.

7. Monitoring arrangements

This policy will be reviewed every 3 years. At every review, it will be approved by the full governing body.

8. Links with other policies

This policy is links 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.

Signed : ……Jacky Taylor…… Signed ……

Executive Head teacher Chair of Governors

Date ……January 2026……