

# Palfrey Junior School

## Remote Learning Policy



Little Acorns to Mighty Oaks

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## Contents

1. Aims .....	2
2. Roles and responsibilities .....	2
3. Who to contact .....	5
4. Data protection .....	5
5. Safeguarding .....	6
6. Monitoring arrangements .....	6
7. Links with other policies .....	6

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## 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. Roles and responsibilities

### 2.1 Teachers

#### Setting Work

Teachers in year groups are responsible for arranging a rota whereby they take turns to set remote learning activities for those pupils who cannot attend school due to self isolation, illness, year group closure or lockdown. This will be uploaded onto the school website on a weekly basis and will reflect the work covered in that particular week and some opportunities to practice more generalised skills.

Teachers may also place work on Purple Mash or Google Classroom for their own class for emergency closures. We aim to get work uploaded within 24-48 hours of notification of closure. However there are always activities on the school website that children may be directed to or choose to access sooner.

These are to include:

- Spellings
- Writing activities
- Reading books on Bug Club
- Reading comprehensions
- Maths
- Times Tables practice
- Topic and Science presentations and activities
- Votes for Schools
- Music Masters
- Answer sheets for previous week's work.

In addition there may be competitions and special focus activities such as road safety for the children to access.

The website will also signpost children to additional learning opportunities on platforms such as Oak National Academy, BBC Bitesize, Purple Mash, Times Table Rock Stars and Bug Club, SATs Online, Maths is Fun, Top Marks, Twinkl, White Rose Maths, CGP Home Learning, NSPCC, Childline and Kids Geographic. Sometimes staff will direct children to specific activities on these sites, but they will also be able to freely select any activities that interest them.

Once the work has been selected teachers will save that work into the relevant online learning file on the Staff network folder, which will then be uploaded by Hayley Thomson onto the website.

The work will need to be placed in the folder by the end of day on each Thursday so that children that will be able to access the next week's work from the weekend onwards.

For children that do not have access to electronic devices or the internet, parents are advised to contact the school, either by telephone on 01922 721092 or via [support@palfrey-j.walsdall.sch.uk](mailto:support@palfrey-j.walsdall.sch.uk) and we will provide a printed home learning pack.

As the work is set on a rota basis in their year group, demands on staff are fairly and evenly spread out. If one member of staff falls ill or cannot for any reason set the work, another member of the team will be required to step in. However care should be taken that the responsibility is even shared out and that colleagues are supportive and flexible.

### **Providing Feedback**

- Teachers will get access to completed work either by electronic logs kept on platforms such as Bug Club or Purple Mash, completed work packs or home learning exercise books.
- Where work is paper based, there will be a 72 hour quarantine before the teacher will access the work.
- Feedback will be provided via the Purple Mash blog, telephone or email.
- Children can self- assess using the answer sheet uploaded each week.

### **Keeping in touch with pupils who aren't in school and their parents**

- Weekly Safe and Well telephone calls will from school be made to ensure that children are well, accessing work and following national guidelines on self isolation. These calls are recorded in order to safeguard staff. Calls are not to be made from teachers' private phones.
- Emails will be sent into school via [support@palfrey-j.walsdall.sch.uk](mailto:support@palfrey-j.walsdall.sch.uk). These will be passed on to the relevant teacher during working hours. Any emails sent by teachers to pupils will be from the general school post ox and not from teachers individual or personal email addresses.
- Any complaints or concerns regarding home learning or safeguarding should be passed on to the Heads of School, the Deputy safeguarding Lead or the SENCo, who will deal with them accordingly.
- Teachers will always encourage and help children to complete remote learning activities but there will be no sanctions placed on children who do not complete it, as we understand that there may be a variety of factors to prevent them doing so beyond either their or the school's control.
- The Staff Code of Conduct and Acceptable Use policies apply in any communications with pupils or parents.

### **Availability to work**

- When setting remote learning, teachers must be available during their normal working hours.
- This will normally be on a rota basis in school but may be at home if self isolating.
- If a teacher is 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.

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available during their 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:

- Producing any printed copies of home learning packs needed
- If pupils' homes are within easy walking distance of school, pairs of TAs may deliver home learning packs to them. However they must not enter the house.
- Specialist TAs who provide one to one support will modify any resources required so that pupils may have better access to activities set.
- Supporting teachers generally within bubbles to produce work set for home learning.
- Making Safe and Well Calls from school as directed by the teacher.

## 2.3 Senior Leaders

- The Heads of School are responsible for co-ordinating the remote learning approach across school.
- The Heads of School will monitor the regularity, quality and effectiveness of activities set through viewing the website, reviewing work set, meeting with teachers and receiving feedback from parents and children.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Arranging any training and support required in order to correctly use systems and programs required e.g. Google Classrooms, Teams etc.
- Ensuring that Safe and Well calls being made
- Ensuring that any vulnerable children have been seen on a weekly basis. If any have social workers communications will be kept up from school
- All communications will be logged either on the Safe and Well log or CPoms.

## 2.4 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although they may not always be in front of an electronic device the entire time.
- Complete work to the deadline set by teachers as far as they can.
- Seek help if they need it, from teachers or teaching assistants using the Purple Mash blog or [support@palfrey-j.walsdall.sch.uk](mailto:support@palfrey-j.walsdall.sch.uk).
- Where possible, alert teachers if they're not able to complete work using the means above.
- Comply with their Acceptable Use 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.

- Be respectful when making any complaints or concerns known to staff.
- Help and support children as much as they are able to in order to complete home learning.
- Ensure that pupils comply with their Acceptable Use Policy.

## 2.5 Governing Body

The governing body is 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
- Ensuring that demands on staff to set remote learning are proportionate and reasonable and do not impair staff wellbeing.

## 3. 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 relevant subject lead or SENCO
- Issues with behaviour – talk to the Heads of School or the Pastoral Lead.
- Issues with IT – log issues in the ICT log book located in the office and they will be dealt with by our technician.
- Issues with their own workload or wellbeing – talk to the Heads of School.
- Concerns about data protection – talk to the data protection officer Vivian Garratt.
- Concerns about safeguarding – talk to the DSLs or log on CPoms.

## 4. Data protection

### 4.1 Accessing personal data

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

- Use secure platforms that school has stipulated.
- Use school PCs or laptops.

### 4.2 Processing personal data

Staff members may need to collect and/or share personal data such as (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 will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online and keep all personal data secure.

### 4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Using school PCs and laptops only.
- 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.
- Making sure that antivirus and anti-spyware software is up to date.
- Keeping operating systems up to date – always install the latest updates.

## 5. Safeguarding

Please refer to the school's Child Protection and Safeguarding policy and the Online Safety Policy.

## 6. Monitoring arrangements

This policy will be reviewed annually by the Heads of School. At every review, it will be approved by the full governing body.

## 7. Links with other policies

This policy is linked to our:

- Behaviour Policy.
- Child protection policy and Coronavirus addendum to our child protection policy.
- Data protection policy and privacy notices.
- Acceptable Use Policy for staff and pupils.
- Online Safety policy
- Staff Wellbeing Policy