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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. Use of remote learning**

All pupils should attend school, in line with our attendance policy.

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

**3. Roles and responsibilities**

**3.1 Teachers**

When providing remote learning, teachers will 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 providing remote learning, teachers are responsible for setting work:

- For pupils within their classes who are unable to get to school due to school closure
- That covers reading, writing and maths (to include spellings, times tables and comprehension)
- That will be emailed out to families or set via learning platforms such as TT Rockstars and Accelerated Reader

Pupils will receive feedback from their class teacher via email.

The class teacher should keep in touch with pupils who aren't in school and their parents and /or carers.

Concerns that are shared about the child or home circumstances, would be logged under CPOMS and dealt with accordingly.

If a child fails to complete work, this will need to be explored with the parents in the first instance. If this continues and there is no substantive reason for non-completion, this will be dealt with on the child's return to school.

Staff need to ensure when attending virtual meetings with parents and pupils that:

- They are dressed appropriately
- The background to the meeting is appropriate

### **3.2 Teaching Assistants**

When assisting with remote learning, teaching assistants must be available between 8.45am 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.

Teaching Assistants who are supporting pupils remotely will need to ensure that:

- they are suitably dressed
- that their home background is suitable for a zoom meeting to be conducted

### **3.3 Curriculum Leader**

Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Working with other subject leads to make sure work set remotely across all subjects is appropriate and consistent

Alerting teachers to resources they can use to teach their subject remotely

Raising any issues that have occurred during remote learning with the Headteacher or Senior Teacher

### **3.4 Designated safeguarding lead**

The DSL is responsible for the implementation of the Safeguarding Policy

### **3.5 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day, especially for register at 9.00am
- 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

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

### **3.6 Governing Board**

The governing board 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

## **4. Who to contact**

If staff have any questions or concerns about remote learning, they should contact the class teacher via email at [admin@bowcps.devon.sch.uk](mailto:admin@bowcps.devon.sch.uk)

## **5. Data protection**

### **5.1 Accessing personal data**

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

- Access a pupil's home email address via the Bromcom database
- Access the child's learning via email (the child will send their learning to the admin email for attention of their class teacher [admin@bowcps.devon.sch.uk](mailto:admin@bowcps.devon.sch.uk), or by receipt of a paper based copy).
- Staff will utilise their school laptop to do access school systems

### **5.2 Processing personal data**

Staff members may need to collect and/or share personal data, such as such as family 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.

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**

Please refer to the schools Safeguarding Policy

## **7. Monitoring arrangements**

This policy will be reviewed every two years. Next review will be **February 2027**