

# Remote learning policy

Chestnuts Primary School

<b>Approved by:</b>	Standards committee	<b>Date:</b>
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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

When providing remote learning, teachers must be available between 8:30am and 4pm (we understand this needs to be flexible).

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. They must let Katie know by 7:30am on 07956314700.

When providing remote learning, teachers are responsible for:

Setting work:

- As set out in the remote learning strategy
- For whole closure or group closure:
  - differentiated work will be set for the year group with both class teachers contributing if they are able and well.
- The day will start with a whole class google meet to take the register and prepare for the day.
- Work must be on google classroom for the day in time for the register. This will allow the teacher to explain some of the work.

Providing feedback on work

- Through google classrooms daily. This also applies when individuals are unable to attend school.

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

- Regular contact via google classrooms, email and where appropriate google meets.
- Phone calls to families where contact has been sparse. This should happen weekly.
- Teachers are only expected to answer emails, make contact on google classrooms and be available during their working hours.
- Relevant member of SLT to be cced into any email that requires support or is a complaint or concern.
- DSL to be included in any safeguarding concerns.

Attending virtual meetings with staff, parents and pupils:

- Teachers to dress appropriately as they would for work for any virtual meetings
- Meetings need to take place in the quietest place possible in the house.

## **2.2 Learning support assistants**

When providing remote learning, teachers must be available between 8:30am and 4pm (we understand this needs to be flexible).

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. They must let Katie know by 7:30am on 07956314700.

When assisting with remote learning, teaching assistants are responsible for:  
Supporting pupils who aren't in school with learning remotely:

Keyworker/vulnerable and children with EHCP's who need to be in school

Ensuring they touch base daily if they have a 1:1 child. This could be via phone or google meets.

Attending virtual meetings with staff, parents and pupils:

- Staff to dress appropriately as they would for work for any virtual meetings
- Meetings need to take place in the quietest place possible in the house.

## **2.3 Subject leads**

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 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 – checking blending learning planning, remote learning planning and entering googel classrooms to see work set

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

## **2.4 Senior leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the school – Katie Horwood

Monitoring the effectiveness of remote learning – weekly staff meetings to discuss expectations and changes made. Regularly access learning by entering the google classrooms. Carry out survey with families once a half term.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Ensuring the most vulnerable families are regularly in touch with the school

## **2.5 Designated safeguarding lead**

The DSL is responsible for:

See addendum to child protection policy.

## **2.6 IT staff**

IT staff are responsible for:

Fixing issues with systems used to set and collect work

Helping staff and parents 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

Assisting pupils and parents with accessing the internet or devices

## **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

Be present in the morning meeting. These will be staggered to allow siblings to attend.

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

## **2.8 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

### **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 relevant member of SLT

Issues with IT – talk to IT staff and log on the relevant form

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer (via Elliott)

Concerns about safeguarding – talk to the DSL

### **4. Data protection**

#### **4.1 Accessing personal data**

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

Use google classrooms and its associated apps to communicate

Where appropriate use school chrome books to work

Use RM integris to access students data and not print these.

#### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as personal email address and phone 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.

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

#### **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:

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

## **5. Safeguarding**

Our child Protection policy has an addendum related to coronavirus.

## **6. Monitoring arrangements**

This policy will be reviewed yearly by Katie Horwood. At every review, it will be approved by the curriculum and standards policy

## **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
- Home-school agreement
- ICT and internet acceptable use policy