Harford Manor School

Foundations For Futures

Remote Learning Policy

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Last reviewed by	
Next review date	September 2025
Person(s) responsible for review:	Cathie McLeod

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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. 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
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

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 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 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 individual needs 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
- Keeping in touch with families and ensuring they have eyes on either by TEAMs calls or home visit Teachers will contact parents on a weekly basis to get feedback about the work, activity, engagement and well-being of the pupil and family via email or phone.
- Delegate within the staff team responsibility for making suitable resources and resource packs that are ready to go if there is an emergency closure
- Attending on-line Team meetings
- Managing their staff team allocating responsibilities and work tasks
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3.2 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:

- Making resource packs
- Delivering resource Packs
- Attending on-line meetings with their Team

3.3 Senior leaders

The Senior Leadership Team has overarching responsibility for the quality and delivery of remote education. 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 They are also responsible for:
- Co-ordinating the remote learning approach across the school
- Providing information for parents/carers/pupils about remote education on the website and by email
- Working with Norfolk County Council to ensure that children who are eligible for FSM have vouchers.

3.4 Designated safeguarding lead (DSL)

The DSL is responsible for:

- Whole School Safeguarding Policy and ensuring each child has eyes on them and contact is made regularly.
- The Social workers will be informed when a child/young person (with a Social Worker) is receiving Remote Learning.
- Will monitor all CPOMs entries

3.6 IT staff

IT manager is responsible for:

- Helping staff and parents with technical issues. Reviewing the remote security of remote learning systems and flagging any data protection breaches to the DPO
- Assisting pupils and parents with accessing the internet or devices

3.7 Pupils and parents/carers

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 as reasonably possible

(Parents are welcome to send in photos or videos of home learning which staff will upload to Earwig.)

- Make sure the school are aware if their child is ill and cannot access the remote learning
- Seek support from school if needed
- Be respectful if raising a concern or complaint about a member of staff

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to remote learning
- Ensure 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:

- Concerns about Safeguarding – DSLs
- Issues with IT- the IT Manager
- Concerns about Data Protection -The School Business Manager

5. Data protection

5.1 Accessing personal data

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

- Know how they can access the data on the server in our IT network
- Know which devices they should use to access DATA and to use school devices not personal devices or shared devices.

5.2 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 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)
- 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

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Nothing takes the place of working alongside your child and checking sites for yourself, but we recognise that is not always possible.

Live sessions via Microsoft Teams will sometimes be offered taking different formats dependent on the appropriateness in different classes. Permissions will be sought from all parents to allow these sessions to take place.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

The following websites offer useful support:

- Childline - for supportUK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse
- In addition, the following sites are an excellent source of advice and information:
- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online

- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

7. A flexible approach:

Keeping regular learning going during any time a child is unable to attend school is of great importance to reduce the impact on their education and routine. However, we understand that everyone's circumstances at home will be different. Some of our pupils find it more challenging to engage in learning away from the classroom and some children will be able to work more independently, we are not in any way wishing to add to your stress of parents/carers having their child at home more than usual. Some parents will have plenty of time to help their children learn, while others will be working from home or have siblings to also look after/teach.

Due to this we are providing a flexible approach to remote learning. We will offer a variety of learning activities across the curriculum in resource packs, delivered to the home so that pupils can work their way through as much as they are able, at a time that suits them. We also recognise that engaging with household chores, increasing independence in self-help skills and communication within everyday family life needs to be recognised as learning and are hard won achievements.

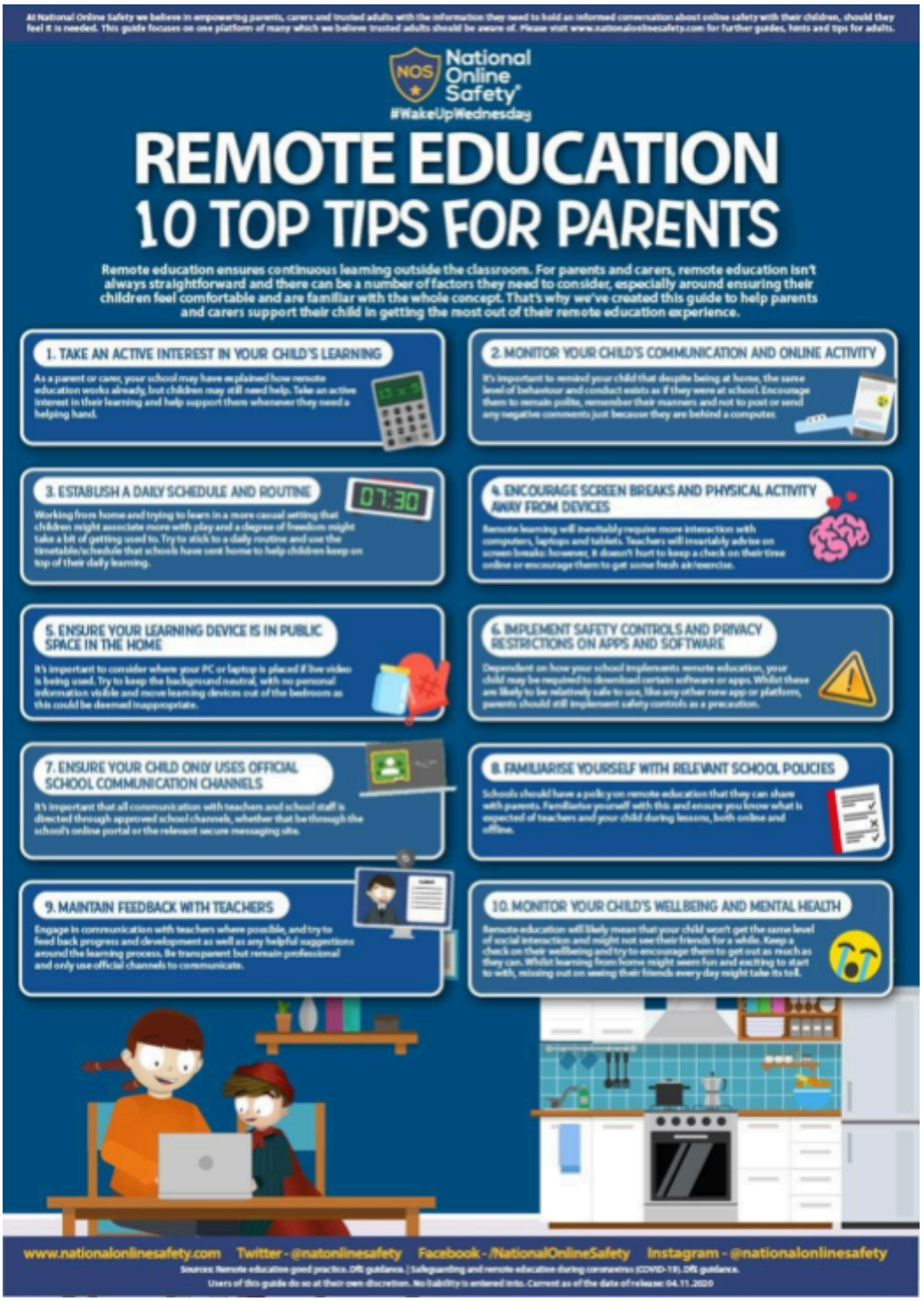
This being the case there will be work activities available for your child on the website, which should supplement the learning activities your class teacher has already suggested to support the current topic in the Continued Learning at Home document which is sent home at the beginning of each half-termly topic. These additional activities will rely heavily on ready prepared high quality online materials such as Twinkl and Oak Academy in order to ensure this is manageable for staff on top of their weekly workload.

8. Monitoring arrangements

This policy will be reviewed every 3 years by Cathie McLeod AHT at every review, it will be approved by the full governing board.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

- Online safety policy