Coleman Primary School
Remote Learning Policy

September 2023 – 2025

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency of approach to remote learning for pupils who are not 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, class teachers must be available between 9am and 3pm. If they are 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 procedures on the school number. If their absence affects the completion of any work required, they must ensure that arrangements have been made with year group partners or the SLT to ensure that work is completed.

Teachers are responsible for:

- Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum.
- Setting differentiated work for pupils using Google Classroom and any other digital platforms used by the school for the purposes of remote learning.
- Ensuring that weekly timetables are uploaded on Google Classroom and shared with the year group.
- Working as a year group team to ensure class work is planned and ready on time.
- Providing feedback on pupils' work via Google Classroom or class emails.
- Responding to any parent emails (related to pupils' work) within 48 hours.
- Keeping in touch with pupils and parents via Google Classroom and Class emails. Emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Monday to Friday. Emails must be replied to within 48hrs. Replies should be sent only between these times.
- Ensuring that contact with pupils and parents remains polite and encouraging. Teachers must adhere to the school's Safeguarding Policy and not share any personal details. Any concerns should be forwarded to a member of the SLT who may choose to contact parents directly.
- Providing home learning in hard copy for pupils who do not have access to digital devices, or where access to them is inappropriate as a result of SEND or additional needs.
- EYFS teachers prepare work packs for parents to collect weekly.
- Offer work packs to pupils unable to access the remote education offer.

2.2 Subject Leaders

Alongside their teaching responsibilities, as outlined above, subject leaders are responsible for:

- Monitoring the work set by teachers in their subject.
- Reviewing work set weekly on the website.
- Reviewing and evaluating home learning in their subject.

2.3 Senior leaders

In addition to any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – reviewing work set by teachers on Google Classroom or any other digital platforms weekly.
- Monitoring email correspondence between parents/carers and teachers.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Any work completed online will have been checked to ensure that it meets safeguarding requirements.

2.4 IT staff

IT staff are responsible for:

- Creating emails.
- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they experience.
- Reviewing the security of systems and flagging any data protection breaches to the school's Business Manager and SLT and maintaining the school's firewall.
- Assisting pupils and parents with accessing the internet and/or digital devices.

2.5 Pupils and parents/carers

Staff can expect pupils to:

- Be contactable during the hours of the school day - 9am – 3pm Monday to Friday - although they may not always be in front of or using a device during this time.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.

Staff can expect parents/carers to:

- Seek help from the school if they need it – staff will call parents to support pupils' remote learning when they are scheduled to be in school.

3 Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues with setting work: the Phase Lead for the appropriate phase the teacher works within, or the Deputy Head Teacher.
- Issues with behaviour: SENDCO/Assistant Headteacher or Deputy Head Teacher.
- Issues with IT: Computing Lead or IT Technician.

- Issues with their own workload or wellbeing: their line manager, or any member of the Senior Leadership Team.
- Concerns about data protection: IT Technician, Computing Lead, or any member of the Senior Leadership Team.
- Concerns about safeguarding: any of the Designated Safeguarding Team.

All staff can be contacted via the school email addresses.

4 Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

4.1.1 SLT have access to CPOMS to record any parent contact or concerns about children; this is accessed via a secure password. Ensure they log out after use and do not allow access to the site by any third party.

4.1.2 Access parent contact details via SIMS using a secure password (teaching staff only). They will not share any details with third parties and will ensure SIMS is logged off after each use.

4.1.3 Use school laptops and iPads when accessing any personal information about pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such a collection of personal data applies to our functions as a school and does not require explicit permissions. While this may be necessary, 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:

4.3.1 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);

4.3.2 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.

4.3.3 Making sure the device locks if left inactive for a period of time.

4.3.4 Not sharing the device among family or friends.

4.3.5 Keeping operating systems up to date – always installing the latest updates.

5 Monitoring arrangements

This policy will be reviewed by the Deputy Head Teacher as and when updates to home learning are provided by the government. At every review, it will be approved by the Head Teacher.