

PUBLIC INFORMATION POLICY



Battle and Langton CE Primary School Remote Learning Policy

Date Approved: Autumn 2024/2025

Next Review: Autumn 2027/2028

Lead: Simon Hughes

Approved by: Governing Board

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

This policy should be read alongside the Online Safety Policy, which contains the Acceptable Use Agreements for staff, parents and children.

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:

- We decide it is not possible to safely open the school (particularly bad weather conditions, loss of power, lack of heating etc)
- We receive guidance from the local authority or central government that means we have to close the school (for example during a pandemic)
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
 - They are recovering from some types of operation

- They are recovering from an injury and attendance at school may inhibit recovery
- Their attendance has been affected by a special educational need or 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 with individual pupils 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 the agreement 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.

Roles and responsibilities

Headteacher and Deputy Head teachers

- Responsible for making the decision for when remote learning will take place.
- Responsible for ensuring that remote learning platforms are set up and accessible
- Support with technological problems and training needs
- Responsible for monitoring the quality of remote provision
- Provide a list of pupils considered vulnerable to help inform the actions of staff who are offering remote pastoral care, relevant staff will be in regular contact with those pupils.
- Ensure staff are aware that online bullying is a safeguarding issue and that any incidents of this must be reported to the DSL as per school Safeguarding procedures.
- Make provisions for those families who have limited facilities or resources to access the remote learning.
- Ensure staff and families are aware of the acceptable use policy

Teachers

In the event of a short emergency closure:

- Teachers must be available between 8.40am and 3.15pm (unless they work part time). 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.

- For each day of the closure, upload the days learning including any slides and worksheets to Google Classroom as soon as possible
- Record simple explanations of the learning and the tasks and upload them to Google Classroom. There is no need for both year group teachers to do this, sharing the workload is expected as long as all children have access to the learning.
- Make reasonable adjustments for pupils with SEND 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
- Be available throughout working hours to answer questions and comment on submitted work through the Google Classroom.
- Be available for online meetings with other staff if requested

In the event of a longer period of closure:

- All of the above
- Make regular contact with families that are deemed vulnerable and may need further assistance or support
- Report all concerns, including non-responsiveness, to the DSL.
- If required, provide in person teaching or support for children who are still in school

Teaching Assistants:

In the event of a short emergency closure:

- TAs must be available between 8.40am and 3.15pm (unless they work part time). 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.
- Support reasonable adjustments for pupils with SEND 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
- Be available throughout working hours to answer questions and comment on submitted work through the Google Classroom.
- Be available for online meetings with other staff if requested

In the event of a longer period of closure:

- All of the above
- Make regular contact with families that are deemed vulnerable and may need further assistance or support
- Report all concerns, including non-responsiveness, to the DSL.
- If required, provide in person teaching or support for children who are still in school

General Expectations for All Staff and Governors

All staff must be aware of and understand their responsibilities when delivering remote lessons

All staff must be aware of the following policies and procedures:

- o Safeguarding and Child Protection Policy
- o Online Policy and Staff Acceptable Use Policy
- o Behaviour policy
- o Staff Code of Conduct
- o Social Media Policy

