



## **Yeadon Westfield Infant School**

### **REMOTE LEARNING POLICY 2023**

Review 2026

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.*

#### **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

#### **Roles and responsibilities**

##### Teachers

When providing remote learning, teachers must 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. This includes whole class learning and adapted ability tasks for individual children.
- The amount of work they need to provide. We will be using Oak Academy for 'teacher led' sessions that follow a unit.
- Uploading to our remote learning platform 'Tapestry' – with any instructions to clarify for the adult at home
- When this work needs to be set (e.g., 3pm the day before). Tapestry posts can be 'scheduled' to go out on future dates so work can be set up in advance.

- Co-ordinating with other teachers, including those teaching in school and to make sure pupils with limited access to devices can still complete the work. Printed versions can be delivered.
- Providing feedback on work and keeping in touch with their parents.
- Phone calls made to parents/carers who are struggling with the work but only during school hours
- Attending virtual meetings with staff, parents and pupils:
- Professional school dress code
- Locations in the house (e.g. avoid areas with background noise, nothing inappropriate in the background)

### Parents

- Parents are expected to use the Tapestry platform to access work set and to upload any photos or their child's remote learning work
- Comments and responses can be given out on Tapestry (on the child's work) that parents can share with pupils

### Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.45am – 3.15pm. 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

- Supporting pupils who aren't in school with learning remotely
- 1:1 children that they support
- Adding appropriate tasks and activities using the Tapestry platform
- Responding to work posted on Tapestry with words of positive praise
- Attending virtual meetings with teachers, parents and pupils:
- Professional school dress code
- Locations in their house (e.g. avoid areas with background noise, nothing inappropriate in the background)

### 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 – such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

### Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### Designated safeguarding lead

The DSL is responsible for:

- All child protection issues. Please see the Safeguarding Policy for full details

### IT staff

IT staff are responsible for:

- Fixing issues to the best of their ability with systems used to set and collect work. If unable to solve, the IT provider must be contacted
- 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

### Pupils and parents

Staff can expect pupils learning remotely to:

- (Parents) be contactable during the school day via Tapestry or phone – although consider that they may not always be in front of a device the entire time
- Complete most of the work set by teachers within the week
- Seek help if they need it, from teachers or teaching assistants

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

## Governing Body

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

## **Who to contact**

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

- General issues or contact with parents – talk to Mrs Donaldson first
- Issues in setting work – talk to the relevant teacher or Headteacher
- Issues with behaviour – talk to the Headteacher or Mrs Fryer
- Issues with IT – talk to IT staff or provider
- Issues with their own workload or wellbeing – talk to Headteacher
- Concerns about data protection – talk to the Data Protection Officer
- Concerns about safeguarding – talk to the DSL

## **Data protection**

### Accessing personal data

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

- Access data safely such as on a secure cloud service or a server in your IT network
- Use staff laptops as the main device. If using other devices, they must have secure privacy settings

### Processing personal data

Staff members may need to collect and/or share personal data 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.

### 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

### **Monitoring arrangements**

This policy will be reviewed as often is appropriate or every 3 years after. At every review, it will be approved by the Governing Body.