



# **Knowsley Central School**

## **Remote Learning Policy**

**Reviewed by:** SLT

**Date:** September 2023

**Last reviewed on:** September 2023

**Next review due by:** September 2024 (Annually)



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## Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school through use of quality online and offline resources
- Set out expectations for all members of the school community with regards to remote learning
- Include continuous delivery of the school curriculum, as well as support of communication and sensory needs, OT and Health and Well-Being and Parent support
- Support communication between the school and families and support attendance
- Provide appropriate guidelines for data protection.

## Who is this policy applicable to?

- A child who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school class / bubble are attending school and being taught as normal.

Remote learning will be shared with families when they are absent due to Covid related reasons.

## Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for all classes (*Earwig*)
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools

## Home and School Partnership

Knowsley Central School is committed to working in close partnership with families and recognises each family is unique. We understand that some of our children find completing 'school' tasks at home very difficult and because of this remote learning will look different for different families in order to suit their individual needs. We will endeavour to provide a range of activities for our pupils while they are at home to develop a range of skills including communication, independence and self-help skills and self-regulation as well as more structured tasks focussing on basic skills.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

### Data protection

#### Accessing personal data

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

Explain:

- How they can access the data, such as on a secure cloud service or a server in our school IT network
- Which devices they will use to access the data – such as school laptops rather than their own personal devices.

#### Processing personal data

Teachers may need to collect and/or share personal data such as parent 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.

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

#### Keeping devices secure

This advice is based on our article on the [GDPR and remote learning](#).

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

### Roles and Responsibilities

When providing remote learning, teachers must be available to upload daily lessons and activities for their class.

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 school procedures.

When providing remote learning, teachers are responsible for:

- Completing individual work packs with appropriate activities for pupils.
- Posting work / activities on Earwig each morning.
- Posting videos to help parent's structure activities at home and develop individual skills. These will include, phonics, basic number recognition, how to manage a work station, how to use a choose board etc.

Providing feedback on work:

- Completed, submitted work and activities will be checked on a daily basis and feedback given as appropriate to identify ways forward and celebrate success.
- Staff will use Earwig to correspond with pupils and their parents. In addition to this staff will call parents on a weekly basis to offer further guidance and support, either when in school or from a withheld number. All pupil and parent contact will be within the normal working school day. Staff will keep a log of all parent contact.
- If there is a concern around the level of engagement of a pupil parents/carers should be contacted via phone to assess whether school intervention can assist engagement.
- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead.
- Contact should be polite and encouraging. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

- If any parents are experiencing any IT issues, please contact your child's class teacher in the first instance. The class teacher will then liaise with our school's IT Lead practitioner to support any issues with the IT systems and support staff and parents with any technical issues they're experiencing.

#### SALT and OT support

Where appropriate, SALT and OT support will be offered to pupils on an individual basis if they are working remotely.

#### Senior leaders

Senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

#### Designated safeguarding lead

The DSL is responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Child Protection Policy

#### Pupils and parents

Staff can expect pupils to:

- If possible, please be contactable during the hours of the school day 9am – 3pm – although we appreciate that this may not always be possible for all our parents. As a school we will endeavour to support all our parents and pupils around each family's individual circumstance.
- 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 to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff

#### Governing Body

The governing body 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

#### Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by L.Kearney (Deputy Head). At every review, it will be approved by Mr McConnell (Head teacher) and SLT.

#### 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
- ICT and internet acceptable use policy
- Online safety policy
- Marking policy