

Remote Learning Policy
Holbeach Primary Academy

HOLBEACH
PRIMARY ACADEMY



UNIVERSITY OF
LINCOLN

Approved by: S Boor, Executive Principal, July 2020

Last reviewed : September 2025

Next review due by: September 2026

1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in the academy or may be accessing a reduced timetable through an agreed time scale identified through an arena of support.
- Set out expectations for all members of the academy community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

As an Academy we will provide remote learning via the use of the Academy website and the google classroom, make parents/carers aware of Oak Academy, BBC resources etc to support effective learning.

It is the responsibility of the class teacher with the support of the Academy Lead to set up the work to be accessed either via the google classroom. It is the responsibility of the SLT to monitor the work provided.

The named SLT member with responsibility for Remote Learning is Mrs J Lovell.

Education Lincs will be responsible for making sure that the google classroom is working safely with the support of the Computing Lead

It is the responsibility of the Pastoral team and SLT to monitor who is accessing the learning and put actions onto place if concerns are raised.

2.1 Teachers

When providing remote learning, teachers must be available between 9am-3.15 pm

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: Responsibility.

- Setting work
 - Working in year groups to produce a weekly pack of work to be uploaded to the google classroom where needed.
 - There needs to be 5 pieces of work for Mathematics, Reading and Writing. There also needs a further 5 pieces which will link to the other areas of the curriculum but must include a Science activity.
 - Tasks supporting reduced timetables will be set for the hours that the pupil is working from home – this will be liaised with the SENCO and pastoral leader supported by the safeguarding team and reviewed weekly. External professionals will be liaised with providing evidence across arenas pupils access.
 - Ensure that up to 3 hours of remote learning is provided daily for key stage 1 pupils and up to 4 hours for key stage 2 pupils, with less for younger pupils.
 - The work needs to be uploaded onto the google classroom by 8:30 am each morning. The work also needs to be put on the school google drive. If staff have any difficulties doing this, it is the responsibility of the teacher to contact their Key Stage Leader or phase leader.
 - Remote learning offered will incorporate a combination of live teaching either through virtual lessons or videos and remote learning tasks to further support pupil access and learning.
 - Tasks should be planned to enable pupils to work independently.
 - Where pupils require additional resources to ensure they can access learning these should be included.

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- Key stages group (EYFS, KS1, LKS2 and UKS2) will plan together the coverage and progression within their weekly work. Differentiation still needs to be considered in the packs and on the google classroom.
- SENDCO will advise on the support needed for the children with EHCPs and specific educational needs.
- Tasks will align closely with the classroom curriculum.
- Providing feedback on work –
 - When using the google classroom, the children will be able to upload the work onto the system. This will be marked by the teacher. This is then fed back to the pupil.
 - Using the mark book facility, the children can be monitored on who is accessing the work.
- Keeping in touch with pupils who aren't in school and their parents –
 - A Home learning system is in place where details are kept such as if they are accessing online work, requesting packs, accessing school. Notes are taken and the children are RAG rated to see if they need weekly or fortnightly care calls. These are carried out by the SLT and pastoral team. Any safeguarding concerns are shared with the DSL.
 - Professionals involved with any pupils are kept updated and virtual meetings attended.
 - Parents and carers of pupils accessing reduced timetables will be part of weekly reviews to share and adapt time within the academy working towards accessing full time education within the academy evidencing progress within arena.
 - Children are encouraged to communicate to their teacher via google classroom only and teachers will not reply to emails after 3:30pm or before 9am.
- Attending virtual meetings with staff, parents and pupils – cover details like:
 - Dress code- ensure appropriately dressed.
 - Locations e.g. avoid areas with background noise, nothing inappropriate in the background

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am-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 are not in school with learning remotely.
- Assisting class teachers with setting tasks and differentiating to ensure all pupils have full access to learning and the resources they need.

2.3 Curriculum leaders

Alongside their teaching responsibilities, curriculum leaders are responsible for:

Monitoring the work that class teachers within their key stage set to ensure it meets curriculum expectations.

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.

Working with other curriculum leaders 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.

Alerting teachers to resources they can use to teach their subject remotely.

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2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

Co-ordinating the remote learning approach across the academy – this will be Miss Kerry Ann Cunningham at HBA and Mrs Joanne Lovell at HPA.

Monitoring the effectiveness of remote learning through regular meetings with teachers and curriculum leaders, reviewing work set and communicating feedback from pupils and parents.

Monitoring the security of remote learning systems, including data protection and safeguarding considerations. Mrs Joanne Lovell, Miss Nicola Kenyon and Mr Fiddler will monitor this.

Providing training and resources to facilitate the effectiveness of remote learning systems.

2.5 Designated safeguarding lead (Miss Nicola Kenyon)

The DSL is responsible for:

- Providing day to day contact and support for staff and pupils in relation to any safeguarding issues that arise in the course of remote learning. This may be delegated to the DDSL in the event the DSL is not available.
- Liaising with the Safeguarding Team about pupils safeguarding concerns arising in the course of remote learning to ensure that they are dealt with in a timely and appropriate manner.
- Following up, as appropriate, any reported safeguarding concerns according to the Academy's Child Protection and Safeguarding policy and procedures.
- Communicating with staff, parents and external agencies as appropriate in relation to any safeguarding concerns.
- Keeping up to date with safeguarding policy via Perspective Lite and other authorised sources of information and advice.
- Keeping staff up to date with the latest safeguarding advice concerning remote learning from the local authority, the government or other trusted sources (e.g NSPCC).

2.6 IT staff (Education Lincs)

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- 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 (Miss Nicola Kenyon).
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents/carers

Staff can expect pupils learning remotely to:

- Be contactable during the academy day – although consider they may not always be in front of a device the entire time
- Return completed work to their teachers where possible by uploading to google classroom.
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants

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- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the academy aware if their child is sick or otherwise can't complete work
- Seek help from the academy if they need it.
- Be respectful when making any complaints or concerns known to staff in line with the policy.

2.8 Governing Body

The governing body is responsible for:

- Monitoring the academy'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

3. Who to contact

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

Issues in setting work – talk to the relevant curriculum lead, Key Stage Leader or SENDCO

Issues with behaviour – talk to the Key Stage Leader and Pastoral Team

Issues with IT – talk to IT staff (Education Lincs)

Issues with their own workload or wellbeing – talk to their line manager

Concerns about data protection – talk to the data protection officer

Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Using the Academy VPN, teachers will be able to access their own documents on the server or the google drive. They will also be able to access the shared staff google drive.
- Only the laptops/ipads provided by the academy should be used to access the academy system including the google drive.

4.2 Sharing Personal data

Staff members may need to collect and/or share personal data such as academy email addresses as part of the remote learning system. As long as this processing is necessary for the academy'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.

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:

- 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)

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- 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
- Not using any form of memory stick

5. Safeguarding

Holbeach Primary Academy's Safeguarding policy is available on the academy website, alongside additional policies such as online safety to support.

Taken from 2/10/20 DfE Guidance for Full Opening – Delivering Remote Education Safely

Support on delivering online remote education safely is available from:

- Safe remote learning (<https://swgfl.org.uk/resources/safe-remote-learning>), published by SWGfL
- Online safety and safeguarding (<https://www.lgfl.net/online-safety/default.aspx>), published by LGfL, which covers safe remote learning.
- The National Cyber Security Centre, which includes which video conference service is right for you (<https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations>) and using video conferencing services securely (<https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely>)
- Safeguarding and remote education during coronavirus (COVID-19) (<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>)
- Annex C of keeping children safe in education (<https://www.gov.uk/government/publication/keeping-children-safe-in-education--2>)

6. Monitoring arrangements

This policy will be reviewed monthly or where needed by the Senior Leadership Team. At every review, it will be approved by the Academy Lead and SLT.

7. Links with other policies

This policy is linked to our:

- Behaviour policy.
- Child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

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