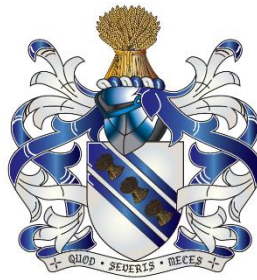


The Bliss Charity School



*The Bliss Charity School aims to provide a caring, secure and enriching experience;
each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.*

Remote Learning Policy (2023-2025)

Signature: (Chair of Governors)

Print Name: Mrs. S. Hornagold-Prosser

Date: /01/2024

Signature: (Headteacher)

Print Name: Mrs. L. White

Date: /01/2024

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1. 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.

2. Use of remote learning

All pupils should attend school, in line with our attendance policy.

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:

- Occasions when we decide that opening our school is either:
 - Not possible to do safely.
 - Contradictory to guidance from local or central government.
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because they have an infectious illness.

3. Roles and responsibilities

3.1 Teachers

When providing remote learning, teachers must be available between 8:45 and 3:15.

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 should:

- Provide pupils with access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to the learning of all learners
- 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

They are also responsible for:

- Setting work:
 - For their class
 - 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children.
 - 4 hours a day for KS2.
 - By 4 pm the previous day.
 - Using Microsoft Teams (KS1/2) and Tapestry (Class Reception) as a platform.
- Providing feedback on work:
 - Teachers will feedback on some but not all work depending on the amount.



- Feedback could be in a range of ways e.g. whole class, individual, use of symbols, colours or written.
- Timely feedback is given to those pieces of work which are needed to be built upon the following day e.g. maths.
- Keeping in touch with pupils who aren't in school and their parents.
 - We will check in daily with the pupils.
 - Teachers will not answer calls and emails outside of their working hours.
 - Any safeguarding concerns will be reported to the DSLs and they will follow school procedures.
 - Teachers will communicate directly with parents if they are concerned about the child's learning.
 - At least two lessons a day will be live, via TEAMS.
- Attending virtual meetings with staff, parents and pupils:
 - Children will be asked to wear their school jumper during live lessons.
 - Children will be asked to sit in a quiet downstairs area but one that is not their bedroom.

3.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available from 8:30 am – 3:30 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 assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely.
 - The teacher will direct the TA to support different children each day as well as direct the best way to give support.
 - Dress code: Work wear.
 - Locations: Avoid areas with background noise, nothing inappropriate in the background.

3.3 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.

3.4 Senior leaders

Laura White has overarching responsibility for the quality and delivery of remote education.

SLT will continue to overcome barriers to digital access where possible for pupils by, for example:

- Distributing school-owned laptops accompanied by a user agreement or contract.
- Securing appropriate internet connectivity solutions where possible.
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work.
- Having systems for checking, ideally on a daily basis, whether pupils learning remotely are engaging in its use, and work with families to rapidly identify effective solutions where engagement is a concern.

They are also responsible for:

- Monitoring the effectiveness of remote learning 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.

3.5 Designated safeguarding lead (DSL)

The DSL is responsible for following the school's policy for keeping children safe.

3.6 IT staff

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.
- Assisting pupils and parents with accessing the internet or devices.

3.7 Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time.
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.
- Act in accordance with normal behaviour/conduct rules of the school.

Staff can expect parents with children learning remotely to:



- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible.
- 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.

3.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains of as high a quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

4. 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 teacher, relevant subject lead or SENCO.
- Issues with behaviour – talk to the Headteacher.
- Issues with IT – talk to Mrs. Howard.
- Issues with their own workload or wellbeing – talk to the Headteacher.
- Concerns about data protection – talk to Mrs. Howard.
- Concerns about safeguarding – talk to the DSL.

5. Data protection

5.1 Accessing personal data

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

- Access data on as on our secure Microsoft cloud service
- Staff will use school laptops and/or iPads rather than their own personal devices.

5.2 Processing personal data

Staff members may need to collect and/or share personal data such as 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. The school will follow its data protection policy / privacy notice in terms of handling data.

However, staff are reminded to collect and/or share as little personal data as possible online, and to remind themselves of their duties in terms of data protection in accordance with the school's policies and procedures.



5.3 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).
- 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.

6. Safeguarding

We will apply our school's Safeguarding and child protection policy.

7. Monitoring arrangements

This policy will be reviewed every 2 years. At every review, it will be approved by the Chair of Governors.

8. Links with other policies

This policy is linked to our:

- Behaviour policy.
- Safeguarding and child protection policy.
- Data protection policy, GDPR policy and privacy notices.
- Home-school agreement.
- ICT and internet acceptable use policy.
- Online safety policy.