



GOSBERTON  
HOUSE ACADEMY



UNIVERSITY OF  
LINCOLN

# Gosberton House Academy

## Remote Learning Policy

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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. Attendance and use of remote learning

All children should attend school in line with our attendance policy.

The Department for Education's document 'Providing remote education: guidance for schools' states that remote education should not be viewed as an equal alternative to attendance in school. The DfE expects schools to consider it only as a last resort when the alternative would be no education, and only after it has been established that the pupil is, or will be, absent from school. In such cases, remote education can have the benefit of allowing absent pupils to keep on track with their education and stay connected to their teachers and peers.

Scenarios where remote education will be considered, on a case-by-case basis:

- school closures or restrictions on attendance, where school access for pupils is restricted (if it not possible to open school safely, or if it is contrary to local or central government advice)

- individual cases where a pupil is unable to attend school but is able to learn

### 3. Roles and responsibilities

As a school we provide remote learning via the use of Tapestry. This may be activities on PurpleMash or other appropriate online platforms. The remote learning may include the loan of sensory or engagement resources, or more formal work depending on the needs of the individual. If appropriate, live lesson content will be created. If parents/carers cannot access online materials alternative methods will be sought. Teachers will be available occasionally between 9am and 3pm but will also have school-based responsibilities. During virtual meetings we expect all participants to be appropriately dressed and to have a reasonable environment – with minimal distraction.

#### Class Teachers:

- Provide suggested engagement activities and/or Mathematics, Reading and Writing, Science and non-core subject activities, depending on the child/children in question.
- Communicate with the pupil who is absent and their family - appropriate feedback will usually be provided by staff through Tapestry.
- Log any phone calls home on the school's CPOMs system.
- Share any safeguarding concerns with the DSL.

#### Subject leaders:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely for support
- Alerting teachers to resources they can use to teach their subject remotely

#### Senior leaders:

- Monitoring the effectiveness of remote learning – reviewing work set, reading Tapestry communications or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Ensure that the Local Authority SEND Caseworker is informed as appropriate based on the needs of the child and how long the remote learning continues.

#### Computing Lead:

- Supporting staff with technical issues involving ICT or equipment

- Liaising with ICT support provided through ARK

### **Children and parents/carers**

Staff can expect children learning remotely to:

- Complete work set by teachers
- Seek help if they need it, from teachers or teaching assistants

Staff can expect family with children learning remotely to:

- Make sure that the school is aware of what the child can reasonably manage at home if this is very different to their usual way of learning (if they are ill but still able to learn)
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

### **Governing board**

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

## **4. Data protection**

### **Accessing personal data**

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

- Access through the remote desktop server and will not store the data on their local machine
- Will use the school devices rather than their own personal devices

### **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

## **5. Safeguarding**

The Designated Safeguarding Lead 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 DDSLs 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 National College, NSPCC).
- Ensuring that staff follow the requirements in the Keeping Children Safe in Education 2024 document.

## **6. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy

Policy reviewed and updated: Katharine Saywell, September 2024