

Plaxtol Primary School Remote learning policy



This policy has been impact assessed by Mrs Claire Rowley in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Approved by: Mrs Sally Shewell

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Next review due by: January 2027

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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. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available on the days they work in school. 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:

- Maths and English will be planned weekly consisting of daily activities. The Maths will include White Rose videos. Reference to BBC Bitesize and Oak Academy Learning may also be included.
- There should also be a range of wider curriculum work planned including PE.
- All work is set and published on Tapestry on a Friday so that parents can view it over the weekend.
- Those with limited access to devices should contact the school for support.

➤ Providing feedback on work:

- Feedback to work will be given on Tapestry by the class teacher or class TA within 3 days of work being posted.

➤ Keeping in touch with pupils who are not in school and their parents:

- Teachers and their class TA will do twice weekly zoom calls to children at the beginning and end of the week.
- Emails will only be sent via the office or the HT and not directly from teachers email account.
- Parents can post private comments via Tapestry that teachers can directly reply to.
- Complaints or concerns shared by parents and pupils should be referred to the HT.
- If there are concerns about children not completing work please see AHT/HT.

➤ Attending virtual meetings with staff, parents and pupils.

- Dress code – smart dress for virtual meetings with parents/children, casual for staff meetings.
- Virtual meetings with parents/children should only take place at school unless the school is in lockdown.
- If teachers are in a job share, the teacher not in school at the relevant time will update Tapestry with blended learning that is similar to the learning that children are doing in school. If the teacher is full-time time will be given out of class to update the blended learning.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available on the days they work in school. 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:

- They can provide feedback to children's remote learning on Tapestry.

➤ Attending virtual meetings with teachers, parents and pupils:

- Dress code – smart dress for virtual meetings with parents/children, casual for staff meetings.
- Virtual meetings with parents/children should only take place at school unless the school is in lockdown.
- If teaching assistants are working in school and are in a job share, the other TA will provide feedback to remote learning, If the teaching assistant is full-time time then they can be given time to provide feedback if needed.

2.3 SENCO/Subject leads

Alongside their teaching responsibilities, subject leaders and the SENCO 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 to ensure all deadlines are being set an appropriate distance away from each other.
- Monitoring the remote work set by teachers in their subject by reviewing work set.
- Alerting teachers to resources they can use to teach their subject remotely

The SENCO monitors remote learning for children with SEND across the school.

2.4 Senior leadership team

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the running of Tapestry across the school – AHT
- Monitoring the effectiveness of remote learning - through regular meetings with teachers, reviewing work set or evaluating feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 Designated safeguarding lead

The school has appointed a member of the leadership team Mrs Claire Rowley, Headteacher as the Designated Safeguarding Lead (DSL). Additionally, the school has appointed Deputy DSLs - Mrs Natalie Spratt, Mrs Katherine Housley and Mrs Black who will have delegated responsibilities and act in the lead DSLs absence.

The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in school. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the lead DSL and this responsibility will not be delegated.

2.6 IT

- AHT is responsible for helping staff and parents with login issues and any technical issues they are experiencing.
- The ICT support officer helps support the reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- AHT assists pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

- 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.

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.

2.8 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.

3. Who to contact

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

- Admin issues with Tapestry - talk to the AHT
- Issues with behaviour – talk to HT
- Issues with IT – talk to IT support staff/office staff or AHT.
- Issues with their own workload or wellbeing – talk to the HT/AHT.
- Concerns about data protection – talk to office staff/HT.
- Concerns about safeguarding – talk to the DSL/Deputy DSL

4. Data protection

4.1 Accessing personal data

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

- Access data via the server in the IT network.
- Use school devices such as laptops if possible, if not then their own personal devices with password protection.

4.2 Processing personal data

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

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)
- 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

See Safeguarding policy.

6. Monitoring arrangements

This policy will be reviewed annually by the HT. At every review, it will be approved by the FGB.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- GDPR policy and privacy notices
- Home-school agreement
- AUP policy