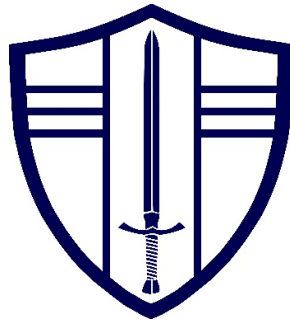


# All Saints CE Junior Academy



## Remote Learning Policy



Reviewed by: Mr M Schembri	September 2025
Approved by Local Governing Body	September 2025
Review Date:	September 2027

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## 1. Rationale

This policy is in place to provide a framework for how school leaders, staff, pupils and parents should approach teaching and learning when face-to-face lessons are unavailable. Situations where this may arise include where the school building is closed due to safety concerns (for example, flooding) and governmental lockdowns (as experienced during the COVID-19 pandemic).

All Saints will provide Remote Learning for whole classes and cohorts but not for individuals who are absent due to illness or other un/authorised absences. Alternative arrangements can be made for pupils who are unable to attend school for extended periods in special circumstances and families should speak to school to set these in place.

## 2. 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

## 3. Roles and responsibilities

### 3.1 Teachers

When providing remote learning, teachers must be available between 8:50am and 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 providing remote learning, teachers are responsible for:

- › Setting work on Class Dojo for their class, in conjunction with year group partner/team. The work set should be
  - Daily for Reading, Writing, Maths and one foundation subject
  - On the day, before 9am
  - Following the normal curriculum plans (as much as possible)
  - Via the portfolio area of Class Dojo by creating an 'Activity'
  - The same across the year group.
- › In reviewing home learning we ask:
  - Pupils/parents are to return work via their individual portfolio or by passing completed work onto school via the office

- Teachers are to leave a comment on each returned item of work and keep their note for their own assessments for future planning and teaching
- Teachers to offer feedback between the hours of 8:30am and 4:30pm
- In order to keep in touch with pupils who aren't in school and their parents, teachers should
  - Make a phone call home to speak to parents once a week within working hours
  - Reply to Class Dojo messages or emails during working hours.
  - Pass any complaints or concerns shared by parents and pupils on to SLT
  - Inform SLT if remote learning tasks are consistently not completed

### **3.2 Teaching assistants**

Teaching assistants are not required to support with remote learning. Should they be working in school, they will be directed by the Senior Leadership Team.

### **3.3 Subject leads**

Alongside their teaching responsibilities, subject leads and the Inclusion lead 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 – explain how they'll do this, 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**

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – Mr Schembri and Ms Hurd will oversee this.
- Monitoring the effectiveness of remote learning by gathering pupil voice and parents' questionnaire via Microsoft Forms.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

### **3.5 Designated safeguarding lead**

The DSL (Mrs Pomeroy) and Deputy DSLs (Ms Hurd and Mr Schembri) are responsible for:

- Addressing any concerns or issues regarding the use of Class Dojo such as inappropriate messages/images
- Following the Safeguarding Policy
- Following the e-safety incident flow chart

### **3.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff 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
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers
- › 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

### **3.8 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. 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 subject lead or Inclusion Lead
- › Issues with IT – talk to Mr Schembri or ICT Support
- › Issues with their own workload or wellbeing – talk to the line manager
- › Concerns about data protection – talk to the data protection officer
- › 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 the data through Arbor, on site if working in school or via Remote Desktop in your IT network

### **5.2 Processing personal data**

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

### **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. Monitoring arrangements**

This policy will be reviewed September 2025 by Mr Schembri. At every review, it will be approved by the full governing board.

## **7. 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
- › Home-school agreement
- › ICT and internet acceptable use policy
- › Online Safety policy