Remote Learning Policy

Foxes Piece School



September 2026

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

Teachers

When providing remote learning for a whole school or class isolation period, teachers must be available between 9:00 AM – 3.30PM. A designated adult will provide remote learning for individual/small groups children who are self-isolating.

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 for the class –

- Teachers to set work for their class using Class Dojo online.
- Teachers will set a weekly grid made up of 9 tasks that link to the curriculum, five daily maths questions and weekly Mathletics tasks.
- Weekly grid will be uploaded and set every Monday morning for 9am. Daily questions will be uploaded and set every morning by 9am. Mathletics will be set every Monday by 9am.
- Subject leaders will plan a project on a rota system for both key stages.
- All work will be uploaded onto the Class Dojo class story.
- Teachers to communicate with pupils and families through virtual meetings and email to ensure consistency of work set.
- Teachers to inform school office of situations with children not having access to the internet and plan will be put into place to support.
- If a child is self-isolating, a designated adult will provide the same structure of work.

Providing feedback on work –

- Children will upload work onto Class Dojo on the portfolio page when completed.
- Teachers/designated teacher will respond using comments when providing feedback.
- Feedback will only be provided during the hours of availability.

Keeping in touch with pupils who aren't in school and their parents –

- Teachers to maintain contact with children in the class using Class Dojo for setting work, general messages, providing feedback and messaging. Children who are not contactable on Class Dojo will receive regular phone calls to check in with their progress and physical learning packs.
- Messages sent over Class Dojo may be answered during the time of availability.
- If a teacher receives any complaints or concerns then they are to contact SLT before responding. For any safeguarding concerns, please refer to the section below.
- Children will be awarded Class Dojos for completing work.
- If a child is self-isolating then a designated adult will provide contact with parents and child.

Attending virtual meetings with staff, parents and pupils –

- Staff are to dress in a professional manner – similar to work wear when in school.
- Meetings to take place, if possible, in a quiet place with suitable backgrounds.

Learning Support Assistants

When working from home, teaching assistants must be available for their contracted hours.

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:-

- Carrying out admin roles such as preparing work packs and resources.
- Completing Online CPD courses

Curriculum Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Creating a project for Key stage 1 and Key stage 2 on a rota basis.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent and blended into whole school curriculum.
- 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 – through regular meetings and emails with teachers.
- Alerting teachers to resources they can use to teach their subject remotely.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through monitoring feedback teachers and sharing successful approaches.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for:

Providing a duty of care to safeguard and promote the welfare of children. They should be aware of the signs and indicators of abuse and know what to do and who to speak to if they become concerned about a child or if a child discloses to them.

Our Designated Safeguarding Leads are Mrs Jane Byron (Headteacher), Mrs Karen Byer (Deputy Headteacher), Mrs Nazia Khawaja (Assistant Headteacher), Mrs Loren Irvine (Assistant Headteacher), Mrs Lisa Dempsey (Family Liaison Teacher) and Mrs Amanda Edmonds (Preschool Manager).

In the event that we would need to put remote safeguarding in place we would:

- Liaise with social workers via phone or virtual methods
- Attend core groups and ICPCs virtually
- Monitor all calls to families and ensure they are logged on CPOMS.

IT staff

IT staff are responsible for:

- Fixing issues with devices 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
- Assisting pupils and parents with accessing the internet or devices
- Supplying IT resources to households that require assistance.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable on a regular basis
- Complete work to the deadline set by teachers
- Seek help if they need it by contacting the school office or speaking to the teacher using Class Dojo
- Alert teachers if they're not able to complete work

Staff 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 needed. Laptops will be provided for children who are unable to access one at home.
- Be respectful when making any complaints or concerns known to staff

2.8 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

Data protection

Accessing personal data

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

Use a secure device that is password protected. Preferably use a school provided device.

School network drive is only accessible in school.

Processing personal data

Staff members will share Class Dojo with parents and establish a class using that platform as part of the remote learning system. Staff are not to share email address outside of school staff and are only to use Class Dojo as a contact point.

Staff are reminded to collect and/or share as little personal data as possible online.

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)

If possible, using a hard drive that 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

Safeguarding

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners, ESAS (Education Safeguarding Advisory Service) and local authority (LA) at Buckinghamshire Council.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance Coronavirus: safeguarding in schools, colleges and other providers, and should be read in conjunction with that policy.

Monitoring arrangements

This policy will be under constant review 2020-2021 and annually. At every review, it will be approved by the Teaching and Learning Governors at Committee.

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