Remote learning policy

Pass Move Grin Education strongly believes that all pupils should have access to full time education. Remote education is not viewed as an equal alternative to attendance in school, however in certain circumstances it is crucial when a child physically cannot attend school and avoids creating gaps in children's learning which can have a negative impact on learning and progression. Pass Move Grin Education 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 and provide appropriate guidelines for data protection We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

The school will consider providing pupils with remote education on a case-by-case basis. This might include occasions when we decide that opening our provision is either:

o Not possible to do safely

o 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:

o They have an infectious illness

o They are preparing for or recovering from some types of operation

o They are recovering from injury and attendance in school may inhibit such recovery

o Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

In the limited circumstances when remote learning is used, we will:

• Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

• Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school

• Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity

• Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

Roles and responsibilities

It is the Head of Pass Move Grin Education and the class teachers responsibility to ensure all pupils can access effective online lessons. If a child cannot access the online lessons, a paper alternative must be provided.

Teachers

When providing remote learning, teachers must be available between 9am and 1pm. 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

•Providing at least 3 hours a day of online learning across the provision.

•Teachers should be clear on deadlines when setting work and be clear about where work should be uploaded (e.g. school website, remote learning platform)

•Teachers should Make sure that work provided during periods of remote education is of high quality, meaningful, ambitious and covers an appropriate range of subjects. This includes considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills. This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study

• Teachers should Provide feedback on work and keep in touch with pupils that are not attending many or any online lessons.

Teaching assistants

When assisting with remote learning, teaching assistants must be available [9am-1pm]. 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
• Attending virtual meetings with teachers, parents/carers and pupils

Senior leaders

The head of Pass Move Grin Education has overarching responsibility for the quality and delivery of remote education. Alongside any teaching responsibilities, senior leaders should continue to use the school's digital platform for remote education provision and make sure staff continue to be trained and are confident in its use.

They should 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 (if possible)

• 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 .

The head of Pass Move Education is responsible for…

Data protection

When accessing personal data for remote learning purposes, all staff members will be responsible for logging in and out of accounts securely, ensuring nothing is left accessible to others -IE google drive data.

Processing personal data

Staff members may need to collect and/or share personal data 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. Staff are reminded to collect 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.

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

This policy was reviewed in March 2023. Next review date is March 2024