



Endeavour
Multi-Academy Trust



Endeavour Schools Remote Learning Policy

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1. Aims

1.1 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. Use of Remote Learning

All pupils should attend school, in line with our Attendance Policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening our school is either:

- Contradictory to guidance from local or central government
- Not possible to do safely

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness
- They are preparing for or recovering from some types of operation
- They are recovering from injury and attendance in school may inhibit such recovery
- Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis.

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.
- For all pupils with 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.

3 Roles and Responsibilities

3.1 Teachers (Supported by Teaching Assistants)

When providing remote learning, teachers must be available between 8.45am and 3.25pm. If they are 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 supporting pupils. In addition, they 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

3.2 Safeguarding

Daily contact should be made by the class teacher/tutor/subject teachers through agreed channels e.g. WEDUC, Microsoft Teams, SeeSaw, email, telephone call, home learning platform, etc.

Weekly contact should be made by the teacher or another designated member of staff to check on the health and well-being of pupils.

Telephone calls should be made more frequently if deemed necessary following discussions with Designated Safeguarding Lead/Safeguarding Team.

Home visits should be arranged with the SLT and DSL/safeguarding team for families who are not responsive.

Other considerations:

For pupils with an EHCP the Local Authority SEND team must be notified if there are safeguarding concerns.

Family Support Worker should be involved as required.

All social workers must be informed of longer pupil absences.

Social Care and Health should be involved to ensure well-being of pupil during long absence from school where appropriate.

Alert families to the protocol for Staffordshire Safeguarding Children Board (or other Local Authority safeguarding reporting systems).

Outline of plan if school is closed:

- Class teachers make initial contact with parents/carers to check on pupils' welfare and record.
- Teachers complete class overview of which pupils are well and able to access remote learning and which pupils are not well enough to work.
- If pupils are feeling well and can work from home continue with the following:
 - Teachers to email relevant guidance and appropriate learning activities for each day (a work pack may be sent home where appropriate). Work may also be uploaded to the home learning platform, where appropriate.
 - Teachers to send/upload/upload visual timetables where relevant for pupils with SEND.
 - Designated member(s) of staff to check if pupils have access to the internet or require paper copies to be delivered.
 - Home-school link maintained via home learning platform, emails, telephone calls, or other appropriate means. Parents/carers/pupils can therefore maintain communication with school staff in relation to their work.
 - Teachers signpost high-quality online resources in their planned home learning materials, where appropriate.
 - Where appropriate teacher to arrange virtual sessions following guidance in **Appendix 1**.

3.3 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – SLT/Middle Leaders should have oversight of their classes if they are class-based.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and class staff, reviewing work set or reaching out for feedback from pupils and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

3.4 Designated Safeguarding Lead (Including the Deputy Designated Safeguarding Leads)

The DSL is responsible for:

- Ensuring all remote learning activities are carried out in line with the school's Safeguarding Policy.
- Following up on any safeguarding concerns reported by staff.
- Co-ordinating Home Visits/safe and well checks

3.5 IT Staff

IT staff are responsible for:

- Fixing issues with systems used to set and return work.
- Helping staff and parents with any technical issues they are 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.

3.6 Pupils and Parents

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

3.7 Local Governing Board

The Local 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.
- Monitoring the well-being and mental health of staff when working in ways outside of normal practice.

4. Who to Contact

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

- Issues in setting work – talk to other teachers, their line managers, SLT or the Headteacher.
- Issues with IT – contact school IT Technician.
- Issues with their own workload or wellbeing – talk to their line manager or the Headteacher. Or directly contact ThinkWell for confidential support: 01785 276284.
- Concerns about data protection – Trust DPO (Tony Dooley).
- Concerns about safeguarding – school DSL.
- Concerns about family welfare – school DSL.
- Concerns about pupil health – School Nurse.

5. Data protection

5.1 Accessing Personal Data

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

- Ensure they are not overlooked by unauthorised users such as family members.
- Ensure the device is locked with a secure password every time it is left unattended.
- Use school IT equipment where available.

- Password protect personal devices used to access school online systems or use the school desktop remotely.

5.2 Processing Personal Data

Staff members may need to collect and/or share personal data such as pupil addresses, parent telephone numbers/email addresses as part of the remote learning system. If this processing is necessary for the schools' official functions, individuals will not need to give permission for this to happen. The school will follow its data protection policy /privacy notices.

However, staff are reminded to collect and/or share as little personal data as possible online. Staff must be mindful to BCC all recipients in group emails to parents/carers and other external email addresses, to avoid sharing private contact information.

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

6.1 This policy will be reviewed in line with government guidelines and statutory updates. At every review, it will be approved by the Local Governing Board.

Information and Expectations – Virtual Sessions

We recognise that virtual sessions for some of our pupils are extremely beneficial, especially those who are reliant on structure and routine.

We are able to offer virtual sessions for identified families using Microsoft Teams. Sessions will be limited in length where required.

Here are some ground rules for these sessions in order to comply with our Safeguarding and Data Protection Policies and legislation.

Staff

At least two members of staff will be present during each session. Where two staff members are not available a pre-recorded lesson will be offered.

Where possible –

- A waiting room should be opened.
- The meeting should be locked after all anticipated participants have signed in.
- Children should only be invited using their school email address.
- Staff should wear suitable clothing. Other members of their household should not be visible or audible. The background scene should be appropriate.
- Staff must use appropriate, professional language.
- Any safeguarding concerns should be raised with the Designated Safeguarding Lead. The session should be stopped if there are immediate concerns.

Parents

- Parents must agree not to make any recordings of the session.
- The content of each session is confidential as are the password and invitation codes.
- A parent or carer should be present with the child during the session if the pupil is at Primary School. Other members of the household should not be visible or audible. (Pupils may access sessions independently if previously discussed and agreed with school).
- Parents must dress in appropriate clothing and use appropriate language.
- Parents should be aware of the pupil expectations set out below.

Pupils

- Pupils should be dressed appropriately in front of a suitable background.