

Cogan Primary School

Ysgol Gynradd Cogan



Remote Home Learning Policy

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1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Reflect the school's commitment to the UN Conventions of the rights of the child specifically article 28, 29 and 31.

2. Roles and responsibilities

2.1 Teachers

Teachers must be available between 9am and 3pm. 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 procedures between 9am and 3pm to the DHT. If it affects the completion of any work required ensure that arrangements have been made with SLT to ensure work is completed.

Teachers are responsible for:

- Setting work:
 - Creating a weekly timetable of work for their year group. This must include subjects from across the curriculum.
 - Set differentiated tasks for learners, where appropriate.
 - Use a variety of blended learning techniques to support and engage children as appropriate to age e.g. videos, PowerPoint, group projects.
 - Working as a Key Stage team to ensure the above work is planned and ready.
 - Online safety curriculum to be followed in Hwb 360. Only on authorised occasions would teachers live stream lessons closely adhering to school policies. Prerecording instructions or lesson may be used, again adhering to school policies. The page has been created to support parents during COVID-19 and the closure of schools. Activities can be completed at home to support children's online safety at a time when they will be spending more time online.
- Providing feedback on work:
 - Pupils will be expected to send any completed work to teachers either completed online or uploaded to Google classroom (or Seesaw where appropriate)

- Teachers will provide feedback using a variety of effective assessment techniques e.g. quizzing apps, peer and self-assessment, polls and class feedback etc.
- Teachers should respond to any emails/ messages from parents/children within 48 hrs where possible.

➤ Keeping in touch with pupils and parents:

- Emails received from parents and pupils are to be checked between 9am and 3pm, Mon-Fri. Emails must be replied to within 48hrs where possible. Only send replies between these times. Anyone can respond to year group enquiries, it does not have to be the actual class teacher.
- Any issues that are received are to be dealt with professionally by the class teacher. If necessary teachers to contact the phase leader, HT or member of SLT for advice.
- Teachers are to attempt to make contact with all pupils in their class every 2 weeks via either clear engagement through Hwb or telephone call in school or from a withheld number. Contact details can be accessed from SIMS, please ensure you log off and do not share information with a third party. Record all contacts with parents and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' If there is a safeguarding concern alert the safeguarding team.
- Contact should be polite and encouraging. Teachers must adhere to the social network policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. Teachers should not engage in unnecessary 'chat' with pupils

➤ Attending virtual meetings with staff, parents and pupils:

- Teachers are to use Microsoft Teams when providing synchronous learning or attending meetings.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- It is to be expected that all parties are suitably dressed.

2.2 Teaching assistants

Teaching assistants must be available between 9am – 3pm, Mon to Fri. During this time they are expected to check work emails and be available when called upon to attend 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.

Teaching assistants are responsible for:

➤ Supporting pupils with learning remotely:

- When requested by teachers

➤ Attending virtual meetings with teachers, parents and pupils:

- Teaching Assistants are to use Microsoft Teams when providing synchronous learning or attending meetings.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)
- It is to be expected that all parties are suitably dressed.

2.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

➤ Co-ordinating the remote learning approach across the school – SLT

➤ Monitoring the effectiveness of remote learning – weekly reviewing work set by teachers, monitoring online reading, monitoring email correspondence between parents and teachers

➤ Monitoring the security of remote learning systems, including data protection and safeguarding considerations

- Keeping up to date with Welsh Government and local authority guidance relating to remote learning

2.4 Designated safeguarding lead/Deputy designated safeguarding lead

The DSL/DDSL are responsible for:

Maintaining contact, collating, passing on information and responding to any concerns.

See the COVID-19 amendments to the Safeguarding Policy

2.5 IT Team

IT team are responsible for:

- Creating Hwb accounts
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.6 Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- 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 to:

- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.7 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Hybrid Learning

Occasionally, individuals or bubbles, may need to self-isolate. Under these circumstances, remote learning (based on class learning) will be available to individuals/groups. Remote learning rules and expectations will apply.

4. Who to contact

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

- Issues in setting work – talk to the relevant subject lead/SLT
- Issues with behaviour – talk to HT/DHT
- Issues with IT – talk to S Birchall who can contact Vale support if needed
- Issues with their own workload or wellbeing – talk to their line manager/SLT
- Concerns about data protection – talk to the data protection officer Jane Psarelis

Concerns about safeguarding – talk to the DSL/DDSL

All staff can be contacted via the school email addresses or Hwb emails

5. Data protection

5.1 Accessing personal data

- Teachers are able to access parent contact details via SIMS using a secure password. Do not share any details with third parties and ensure SIMS is in logged off.
- HT has the ability to locate personal details of families when required through securely accessing SIMS. HT is not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

5.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

5.3 Keeping devices secure

Talk to your data protection officer for more help, and your IT technical support (ITeach) if you want to include details on how to put these measures in place.

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. Safeguarding

Please see the following for updates concerning safeguarding in relation to home learning.

COVID-19 amendments to the Safeguarding Policy also details reference to remote learning curriculum and risks online.

This policy is available on our website.

7. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the government by S Sibert (Headteacher). At every review, it will be approved by SLT.

8. Links with other policies

This policy is linked to our:

- Relationships policy
- Safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Social Media Policy



Policy – Remote Home Learning Policy

This is to confirm that the Governing Body of

**Cogan Primary School
Ysgol Gynradd Cogan**

has accepted the attached policy at the Governing Body meeting held on

February 2026

Signed: K John

Chair of Governing Body

Date: 04/02/26