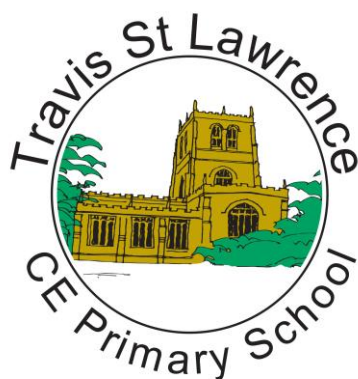


Remote Learning policy



Travis St Lawrence CE Primary School

Approved by:	Philippa Cousins	Date: September 2025
Last reviewed on:	September 2025	
Next review due by:	September 2026	

Vision Statement

At Travis St Lawrence, our vision is that all belong, believe, learn and achieve.

1. Introduction

In the event of a school closure for an extended period, the school is committed to continuing education through online learning platforms. Safeguarding, child protection, and GDPR (General Data Protection Regulation) are central to all planning and practice in this area.

2. Safeguarding Guidelines

To maintain a safe and professional online learning environment, the following must be adhered to:

- Staff must seek permission from the Headteacher before using any personal devices.
- No pupil information should be downloaded or stored on personal devices after a session.
- Staff must not use social media platforms to communicate with pupils.
- Staff must not establish personal systems of communication; all methods must be approved by the Headteacher.
- No direct contact with pupils should be made via personal devices unless express permission is given by the Headteacher.
- All parental communication must go through the official email address@
admin@tsl.dsat.education
Replies to emails sent to individual staff addresses (guessed from the domain) must be sent from the office account with a polite reminder to use the correct contact.
- When pupils are sharing photos of their work:
 - Remind them about key online safety messages.
 - The school's usual photograph policies apply.
- For live/video lessons (e.g., Zoom, Microsoft Teams):
 - Consider background items (e.g., personal belongings, book titles).
 - Ensure teachers and pupils are appropriately dressed.
 - Sessions should be held in living spaces, not bedrooms.

- Prevent background interruptions—no family members should be visible or audible.
 - Keep pre-recorded clips short (ideally under 20 minutes) to maximise pupil engagement.
 - Do not use platforms such as WhatsApp or Facebook Messenger with pupils.
 - Only use school-based accounts or platforms; personal accounts are strictly prohibited.
 - Live sessions with pupils must:
 - Be approved by the Headteacher.
 - Have parental permission.
 - Include a second adult if possible.
 - For one-to-one sessions (e.g., music tuition):
 - Require explicit permission from both the Headteacher and the parent.
 - Begin with a virtual greeting from a parent and end with a virtual goodbye.
 - Reduce background noise by muting microphones for all but the current speaker.
 - Refer pupils to school-provided guidance on online etiquette (see Appendix if available).
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3. GDPR and Data Protection

- Staff must ensure they log out securely, especially on shared devices.
 - No personal data should be left accessible to family members or others.
 - Any data breaches must be reported to the Headteacher immediately.
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4. Work–Life Balance

- Staff are not expected to respond to parents/carers outside of working hours:
 - ▶ *Monday–Friday, 8:30 a.m. – 4:30 p.m., term time only.*
- If staff receive urgent messages outside of these hours:
 - They must refer to Senior Leadership Team.
 - SLT will determine if an immediate response is necessary.

- If parents/carers are persistent, staff should refer the matter to the Headteacher.
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5. Zoom Acceptable Use Policy (Parents and Pupils)

To ensure a safe and respectful environment when participating in live teaching sessions via Zoom, the following rules apply:

1. By joining a Zoom session, parents/carers agree to these terms.
2. Zoom must only be accessed in a communal family space (e.g., kitchen or living room).
3. Treat the session as a classroom:
 - Avoid talking to your child during the lesson.
 - Remove distractions (e.g., pets, toys, loud devices).
 - Children should remain seated unless asked otherwise.
4. Ideally, an adult should supervise the session to help with any technical issues.
5. All participants must be appropriately dressed.
6. Meeting IDs must be kept confidential and not shared.
7. Recording, screenshots, or photos of Zoom meetings by participants are not allowed.
8. Sessions may be recorded by the teacher only, in line with GDPR and school policies.
9. The meeting will be locked 5 minutes after starting. Latecomers will not be admitted.
10. Some Zoom functions will be disabled by the teacher, such as:
 - Screen recording
 - Chat
 - Screen sharing
11. Standard school behaviour expectations apply. Teachers have the right to remove pupils from a session for inappropriate conduct.

6. Policy Monitoring and Review

This policy will be reviewed annually or following any major updates in guidance or technology. Feedback from staff, pupils, and parents will inform changes.