



THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

## **The White House Preparatory School**

### **Woodentops and Woodentops Day Nursery**

### **PREP SCHOOL and EARLY YEARS**

### **Remote Learning Policy**

#### **1. Context**

From 23 March 2020 the school provided a blend of remote learning for children learning remotely and F2F provision for CWC, provision for CWC also included joining the remote lessons provided by class teachers and other colleagues.

Various due to further lockdowns and school closures the school has developed a provision for Remote Learning which reaches out to children who cannot attend school for reasons of medical need including self-isolation.

School online/remote learning provision involves Google Classroom and Google Meets which is secure and exclusive to those with @whitehouseschool.com credentials. Zoom is used occasionally to engage others who do not have these credentials e.g. parents, “visiting” speakers etc.. This ensures ongoing education for the children and personal contact to support the children pastorally as well as educationally.

This policy is intended as a response in support of this ongoing but very specific situation and as such must be read in the context of related policies such as:

Access and Storage of Information  
Data Protection



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**Record Retention**

Taking, Storing and Using Images of pupils

Privacy statements for Employees, Parents and Pupils.

Child Protection and Safeguarding Policy including the Addendum specific to the school closure due to Covid-19.

Internet Use and eSafety

Behaviour

Staff Code of Conduct

Additionally this policy provides a basis for consideration of remote learning for a child who is unable to attend school for an extended period for reasons such as medical condition or other.

## **2. Online safety**

The White House Preparatory School and Woodentops Day Nursery will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where children use computers in school, appropriate supervision will be in place.

## **3. Children and online safety away from school**

It is important all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy.

Online teaching must follow the same principles as set out in the school policies such as Behaviour and Staff Code of Conduct.



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The White House Preparatory School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- As a rule 1:1s should not take place and are to be avoided, groups only and a parent must be present for the duration of the lesson. However, at the end of a “teach meet” and pupils may wish to stay on to receive more individual help. This is fine in a small group but if it is just one child then the parents must be in screen and involved in the Meet. The Meet should be recorded provided consent has been received.
- Staff and children must wear appropriate clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be impersonal. Staff are briefed how to manage this situation if it arises and should always inform Tony Lewis as the DSL who will advise. For some households the bedroom is the only alternative but the DSL will advise on how to manage with parents and on protocols should there be no alternative.
- The live class should be recorded so if any issues were to arise, the video can be reviewed. Parents are asked for consent and if consent is withheld classes involving those children will not be recorded. Recorded videos are saved to the school google drive of the host teacher where they should be filed clearly and securely. Other than the host teacher access is only by the System Administrators (Tony Lewis & Laura Randall)
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family ‘getting on’ with their day.



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- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified or agreed by the Headteacher to communicate with pupils. Google Classroom provides the focus for this together with Google Meets with in the Google Education Suite. Zoom may be used for sessions involving large groups if agreed by the Headteacher in advance. Zoom classes will not be recorded.
- Staff should record the time, date and attendance of any sessions held.

### **Recording of live Meets/Teaching**

For remote learning where the member of staff and the child are in their own homes i.e. both remote from school then these meetings should be recorded on Google Meets with the video saved and stored to the staff members Google Drive in a discrete folder. Parental consent is required for this and will be accessed in advance. If parental consent is withheld then staff will be advised and must not record any sessions in which that child is involved. The DSL or senior staff may access the staff member's google drive should there be a need e.g. an allegation against the staff member or a child.

Zoom sessions are never recorded as these are saved to the device or to the Zoom cloud and not accessible to the DSL or senior staff should there be an issue to investigate.

**On Site Meets/Teaching:** Live teaching may be streamed to a child who remains at home using Google Meets. These sessions should not be recorded as parents have not been asked for consent for the recording of these. However, for any individual Meets the same guidelines and rules apply as before – they should be recorded and if 1:1 a parent/carer should be clearly present with their child.

### **Access & Storage of information including personal information**



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Personal information especially about children should never be saved and stored on a personal device, nor should it be stored on a flash drive/USB or other unless it is encrypted and the Headteacher has provided permission in advance.

For Remote Learning personal information, which includes any recording of Live Meets, should be saved to the personal google drive of the member of staff. This can be accessed only by the member of staff who owns that drive and the Administrators (Tony Lewis & Laura Randall) should there be a need (e.g. disciplinary or safeguarding issue). GeTech, as our ICT provider with ongoing service arrangement) also have administrator privileges but will access only with specific permission provided in advance by the School Administrators or School Principals.

Google Servers are covered by GDPR and all appropriate legislation and arrangement for the storage, transfer and processing of data.

### **Retention of digital data**

Digital data is accessed, stored and retained in line with the school policies on Access and Storage of Information and Record Retention which set out that data will be retained as follows:

- For children, 5 years after they leave
- For staff, for 7 years after they leave
- For safeguarding related issues, for 25 years after the child leaves

### **Video/Film:**

- Google Meet recordings will be deleted 6 months after the Meet or conclusion of a remote learning session if due to child absence or school/bubble closure.
- Films of a child sent in by parents will be retained in line with all other children's records i.e. 5 years after the child has left the provision.



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- Films made with in the school in which a child features will be retained in line with all other children's records i.e. 5 years after the youngest child featured has left the provision

Staff and pupils must be aware that all emails sent or received on school systems will be stored, archived or deleted according to our storage policy. Our storage policy is applied to email accounts and contents of a colleague leaving the school. Important information that it is necessary to keep should be held on the relevant personnel or pupil file, not kept in personal folders, archives or inboxes. Hence it is the responsibility of each account user to ensure that important information (or indeed any personal information that they wish to keep, in line with school policy on personal use) is retained in the right place or, where applicable, provided to the right colleague. That way no important information should ever be lost as a result of the school's email deletion protocol.

If you consider that reasons exist for the protocol not to apply, or need assistance in how to retain and appropriately archive data, please contact the Headteacher.

When a member of staff leaves the school their access to the school account is suspended after which details can be accessed only by the School Administrators should there be a need (e.g. for safeguarding reasons).

The school takes appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely, and protected from loss or misuse, and in particular will take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so.

### **Mobiles and live lessons**

Staff should never conduct live remote lessons using their mobiles but should use other devices. This reduces the possibility of other people accessing the sessions whilst live or once recorded.



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<b><i>Policy will be reviewed at least monthly</i></b>			
Policy created:	23 March 2020	By:	Headteacher
Reviewed:	20 April 2020	By:	Headteacher
Revised:	22 May 2020	By:	Headteacher
Revised:	15 June 2020	By:	Headteacher
Reviewed:	26 June 2020	By:	Headteacher
Reviewed:	6 July 2020	By:	Headteacher
Revised:	7 September 2020	By:	Headteacher
Reviewed:	7 October 2020	By:	Headteacher
Revised:	5 November 2020	By:	Headteacher
Reviewed:	2 December 2020	By:	Headteacher
Reviewed:	6 January 2021	By:	Headteacher
Reviewed:	6 February 2021	By:	Headteacher
Reviewed:	8 March 2021	By:	Headteacher
Reviewed:	September 2021	By:	Headteacher
Adopted as a standing policy to be reviewed at least every 2 years or as appropriate to need.			
To be reviewed:	September 2022	By:	Headteacher



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**Privacy Statement – Remote Learning**



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## 1 INTRODUCTION

We are continuously committed to protecting and respecting the privacy of our parents and pupils and our staff. In light of Covid-19, and government mandated school closures, the School's premises were closed. However, we remained fully functioning educationally and transitioned to providing online education via our Google Education Suite (which includes Google Meets) supplemented by some live sessions on Zoom as our remote learning platforms (RLPs). The school partially re-opened on 1 June and moved to full re-opening on 15 June. From 1 June and continuing some children did not return to school therefore remote learning provision using our RLPs continued. Further from 7 September school re-opened for the new academic year with projected occasional absences for some children for self-isolation, potential for closure of bubbles and even the whole school due to local or national edicts. Therefore remote learning provision remains in place and is active where appropriate using our RLPs.

Please read this supplementary privacy notice in conjunction with the Parent and Child Privacy Notice, also consents asked of parents and returned to the School. This supplementary notice (together with the Existing Notices) sets out the basis on which any personal data we collect from parents and pupils is handled by us when taking part in our remote learning using Google Education Suite (which includes Google Meets) and Zoom as our remote learning platforms (RLPs).

## 2 USES MADE OF THE INFORMATION

To ensure that educational content is presented in the most effective manner, and our pupils' online experience is as appropriate as possible, delivery of educational services via our RLPs will involve the processing of personal data, including in the following contexts:

- pupils participating in live, online, face-to-face interactive lessons and tutorials with other pupils and teachers;
- pupils participating in live video calls and tutorials with other pupils and teachers;
- online chat services e.g. chat option on Google Meets;
- one-on-one sessions between teachers and pupils in specific cases for example for SEN, or specific extension work or at the request of a parent consequent to a live teaching lesson;



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- pupil to pupil interaction (e.g. sharing documents);
- peer review: teachers reviewing other teachers' lessons for quality assurance;
- recordings of the remote classes being made by the School and stored on the RLPs (“Recordings”).

### **3 BASIS OF PROCESSING**

The School's processing of personal data via the RLPs is necessary for its legitimate interests, which in this context includes the following purposes:

- to deliver educational services to our pupils and to monitor pupils' progress and educational needs;
- to promote and fulfil the objects and interests of the School and ensure its efficient management and administration; and
- to safeguard our children's welfare and provide appropriate pastoral care whilst they are taking part in the RLPs.
- Some of this activity undertaken via the RLPs the School will need to carry out in order to fulfil its legal rights, duties or obligation – including those under a contract with its staff, or parents of pupils.

### **4 THIRD-PARTY SOFTWARE PLATFORMS**

We use third party software platforms including, but not limited to Google Education Suite and Zoom as our RLPs; please also read the privacy notices, and applicable terms and conditions, provided by any such third parties. The third party notices will set out the data collection, use, and retention for the service they are providing. This notice only sets out how the School uses personal data for its RLP.

### **5 HOW LONG WE KEEP PERSONAL INFORMATION**

The Recordings shall be retained by the School in accordance with the School's Retention Policy and Remote Learning Policy.



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### **6 QUESTIONS**

If you have any questions about this supplementary privacy notice, please contact the School's Data Protection Officer.

### **7 CHANGES TO THIS POLICY**

The School reserves the right to update this supplementary notice at any time. You will be notified of any material change.



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