

Remote Learning Policy

Frequency of Review	Every 1 year
Author	Deputy Headteacher
Approved by	Trust Directors
Reviewed	March 2022
Date of Next Review	March 2023 (unless there is a material change)

Background

Rationale in the event of a school closure/partial closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of learners and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

Remote learning may also be appropriate in situations when learners, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion/suspensions from school, or longer term illness, assuming learners are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, learners are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease. The Trust schools' will however do our utmost to support all families with work packs/ online learning in this instance.

Aims

The purpose of this remote learning policy is to ensure the following:

- 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 GDPR
- Reduce disruption to student's education and the delivery of the curriculum, so that every pupil has access to high quality learning resources.
- To promote E-Safety.
- Ensure that safeguarding measures are continued during remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of remote learning.

Roles and responsibilities

Teachers

When providing remote learning, teachers must ideally be available Monday-Friday between normal working hours unless directed otherwise by SLT.

Underpinning this approach is an understanding for flexibility as to when teachers can be available and whether they are required to work from school or home.

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 to the Deputy Headteacher or Headteacher.

When providing remote learning, teachers are responsible for:

- Informing SLT immediately if they do not have access (either occasional or ongoing) to the technology required to facilitate remote learning.
- Setting high quality work uploaded to the school website.
- Setting a quantity of work based on individual pupil learning needs and engagement ability. The Government guidance is the equivalent of 3 hours learning per day for Key stage 1, 4 hours per day for Key stage 2 and 4 hours per day for key stage 4 & 5.
- Provide weekly teaching activities that consist of Maths, English, Science and PSHE activities that parents can work on through the week. It is expected that activities provided will be repeatable and very closely linked to individual learning plans.
- Provide weekly teaching activities for pupils in our Subject led classes that consist of daily activities which are personalised to individuals or groups of pupils or will include project work which is comprehensive and contains enough for 3 activities per day. These will include Maths, English, Science, PE and PSHE together with other subjects or life skill activities.
- Providing activities that focus on the pupils' short term EHCP targets where possible.
- Offering a weekly whole class group meeting via Zoom (a story, assembly, show and tell or look and learn session). Pupils must be supervised by a parent and visible to the teacher.
- Live formal lessons will not be offered.
- Providing activities that where possible are hands on, practical, fun with parents having easy access to resources and not paper based, table top activities unless appropriate to the pupil.
- Creating and posting home paper based activity packs.
- Providing activities that include brief instructions for pupils and parents, and contain enough detail for the pupil to be relatively independent (dependent on the level of the pupil)
- Teachers will monitor, record and report to SLT which pupils are not appearing to access work, particularly those that have been provided with laptops and internet access.

- Upon receipt of returned completed work teachers will acknowledge and provide feedback via telephone or email during the calls home. Work will be marked and used for assessment purposes where appropriate.
- Attending virtual meetings such as IEPs with parents, school and other professionals to ensure pupils EHCP targets are reviewed and sharing of up to date progress and development.

Responding to parents;

- Weekly contact via telephone calls or email is expected to check on pupils well-being, family wellbeing and engagement levels with home learning activities together with any feedback for returned learning packs.
- Respond appropriately to parental concerns of either their own well-being or their child's wellbeing either by offering support themselves or by referring them on to other agencies.
- Acknowledgement and praise for completed and uploaded work should happen regularly.
- Parents should be informed that the Government does not expect parents to perform as teachers nor expect schools to offer education as normal, but from home.

Teaching assistants

Teaching assistants must be available during their normal working hours on the days they normally work in school unless directed otherwise by the SLT.

Underpinning this approach is an understanding for flexibility as to when teaching assistants can be available and whether they are required to work from school or home.

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 to the Deputy Headteacher.

This may include:

- Working in school for specific tasks as required by the Headteacher
- Covering teacher absence as directed by the Deputy Headteacher
- Producing resources for home learning packs or for use in the classroom
- Undertake remote or online CPD training

Senior Leadership Team

Senior Leaders are responsible for:

- Co-ordinating the remote learning approach across school to ensure consistency
- Monitoring and reviewing the coverage and effectiveness of remote learning activities
- Monitoring and reviewing the consistency of feedback to parents, marked work and next steps
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Liaise with teachers to identify which families do not have access to technology or internet and ensure this is provided

- Liaise with teachers to identify which families require learning packs and why
- Liaise with teachers to identify if pupils are disengaged with Remote learning and find solutions
- Overseeing the ongoing well-being of pupils and families to offer support and report concerns to Social Services
- Overseeing the ongoing well-being and CPD of teachers and teaching assistants.

Designated safeguarding lead

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technician to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working ensuring all safeguarding incidents are adequately recorded and reported.
- Ensuring all safeguarding incidents are adequately recorded and reported in line with the school's safeguarding policy.

ICT Technician

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Supporting teachers to assist pupils and parents with accessing the internet or devices
- Working with the Deputy Headteacher to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

Health and Safety Lead (Site Manager)

The Health and Safety Lead is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher and the governing body.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Being proactive in identifying potential risks caused by remote learning

Data Protection Officer

The Data Protection Officer is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Ensuring any data breaches are reported appropriately.

Pupils and Parents/Carers

In conjunction with the home school agreement, parents/carers are responsible for:

Ensuring pupils have the opportunity to learn remotely, pupils will:

- Try their best to complete, join in with, show interest, actively engage with some of the activities set with or without adult support
- Share a book with an adult at least once per week
- Ask for help if they need it and alert teachers if they are not able to complete the work

Parents can:

- Establish routine and structure for each day, including times when learning activities will take place
- Support their child's well-being and positive attitude towards learning
- Support their child as best they can within their own family circumstances, health and work commitments
- Prepare for home learning by reading instructions or watching the teacher model the activities
- Proactively seek help from school if needed
- Respond to emails and telephone calls and share feedback
- Make the school aware if their child is sick or otherwise can't complete work

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

Who to contact

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

- Safeguarding concerns should follow school procedures to contact a DSL
- Concerns with setting remote learning activities, pupils and parents, workload or well-being contact your line manager
- Concerns with data protection or technology contact the IT team
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer

Data protection

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

- Only use their official school laptop or other device
- Only use their official school email account
- Only use parent contact details with permission to contact them directly

Processing personal data:

- Staff members will need to collect and/or share personal data such as parent email addresses as part of the remote learning system whereby permission has first been obtained and retained by the school office. However, staff are reminded to collect and/or share as little personal data as possible online.

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
 - 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

Safeguarding

This section of the policy will be enacted in conjunction with the school's Safeguarding Policy & Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.

The DSL and Headteacher will identify 'vulnerable' pupils (pupils who are deemed vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person. Details of this plan must be recorded, as should a record of contact have made.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

All home visits must:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on CPOMS so that the DSL has access to them.
- Actively involve the pupil.

Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

All members of staff will report any safeguarding concerns to the DSL immediately.

Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

Online Safety

This section of the policy will be enacted in conjunction with the school's E Safety Policy. Where possible, all interactions will be textual and public. All staff and pupils using video communication must:

- Students must not use their personal phones, cameras or webcams.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by SLT and approved by our IT technician to communicate with pupils
- Ensure they can be seen on the screen with the camera on at all times.
- Staff must wear suitable clothing – this includes others in their household.

- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted to be used during video communication.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons or seek support from school to achieve this.
- Always remain aware that they are visible.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with further complex needs or in situations of crisis. This will be decided and approved by the SLT.

The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

The school will communicate to parents via letter, parentmail or telephone about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

Monitoring arrangements

This policy will be reviewed on an annual basis by the Headteacher and approved by the Governing body.

Links with other policies

This policy is linked to our:

Behaviour policy

Child protection policy

Safeguarding Policy (with COVID-19 addendum)

Data protection policy and privacy notices

ICT and internet acceptable use policy

COVID-19 Risk Assessment