



Remote Learning Policy

<u>Review Programme:</u>	
Policy adopted:	January 2021
Date for next review:	January 2022
Signed – Headteacher:	
Date:	

At Sketchley Hill Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection and safeguarding.

1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Equality Act 2010
 - Education Act 2004
 - The General Data Protection Regulation (GDPR)
 - Data Protection Act 2018

2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2020) Keeping children safe in Education
 - DfE (2019) School Attendance
 - DfE (2017) Special Educational Needs and Disability Code of Practice: 0 – 25 years
 - DfE (2018) Health and Safety: Responsibilities and duties for schools
 - DfE (2018) Health and Safety for school children
 - DfE (2016) Children Missing Education

3. This policy operates in conjunction with the following school policies:
 - Child Protection Policy
 - Data Protection Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - Positive Behaviour Policy
 - Accessibility Policy
 - Assessment and Feedback Policy
 - Online Safety Policy
 - Health and Safety Policy
 - Attendance Policy

- ICT Acceptable Use Policy
- Staff Code of Conduct
- Protocols for Live Sessions (**Appendix 1**)

Roles and responsibilities

The Governing Body is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.

The Headteacher and Deputy Headteachers are responsible for:

- Ensuring that staff, parents/carers and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents/carers, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews of the remote learning arrangements to ensure pupils' education does not suffer.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents/carers, 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 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 protocols are in place for all live sessions that take 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 the safety and security of online live sessions and all guidelines are being adhered to.

The SENDCo is responsible for:

- Liaising with the ICT technician to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The ICT technician is responsible for:

- 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.

Staff members are responsible for:

- Setting assignments so that pupils have meaningful and ambitious work each day.
- Delivering a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Providing frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assessing progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjusting the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Planning a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Headteacher and asking for guidance as appropriate.

- Reporting any safeguarding incidents to a DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Reporting any defects on school-owned equipment used for remote learning to the SLT.
- Adhering to the Staff Code of Conduct at all times.
- Ensuring that all Safeguarding protocols and the school's Code of Conduct are being followed by all participants during live sessions online

Parents/carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in this policy, and that the schoolwork set is completed to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during time at home.
- Reporting any absence or children not accessing the online learning platform.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Ensure that their child follows the Live session protocols

Pupils are responsible, where appropriate, for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed to the best of their ability.
- Reporting any technical issues to their Class Teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Positive Behaviour Policy at all times.
- Following the Live session protocols.

Resources

Sketchley Hill Primary School will use the **Seesaw Learning** platform to teach and support pupils at home for remote learning.

For the purpose of providing remote learning, the school may make use of:

- Online Learning Portals, e.g. Oak National Academy, BBC Bitesize, WhiteRose Maths, Zoom
- Other Educational websites
- School based resources

Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from the school office.

Teaching staff will liaise with the SENDCo and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops, iPads.

Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work where appropriate.

Where applicable, the school may provide the provision for pupils who receive FSM.

Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy and Protocols for live sessions.

Where possible, all interactions will be textual and public.

Pupils not using devices or software as intended will be disciplined in line with the Positive Behaviour Policy.

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/carers 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.

During the period of remote learning, the school will maintain regular contact with parents/carers and pupils to:

- Reinforce the importance of children staying safe online.
- Ensure parents/carers are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents/carers to useful resources to help them keep their children safe online.

Safeguarding

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

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

The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

Phone calls made to vulnerable pupils will be made using school phones where possible.

The DSL and Deputy DSL will arrange for regular contact with vulnerable pupils once per week at minimum.

All contact with vulnerable pupils will be recorded.

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

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

Live sessions with pupils will be attended by 2 members of staff for safeguarding purposes. The second member of staff will monitor the chat and be a witness if a concern arises. Separate provision will be made for EHCP and 1:1 pupils and agreed with parents/carers.

Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

Parents/carers' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

Pupils are not permitted to let their family members or friends use any school owned equipment for personal use.

Assessment and feedback

All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff via the Seesaw learning platform or via the hard copy packs.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Assessment and Feedback Policy.
- Feedback to the pupil, once marked.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents/carers via phone call if their child is not completing their schoolwork to offer further support.

Teachers will monitor the academic progress of all pupils, including those with SEND and discuss additional support or provision with the SENCO as soon as possible.

The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

Health and safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff and the ICT technician will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every hour.

If any incidents or near-misses occur in a pupil's home, they or their parents/carers are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

School day and absence

Pupils will be present for remote learning by 8:45am and cease their remote learning at 3:15pm from Monday to Friday, with the exception of breaks and lunchtimes.

Breaks and lunchtimes will be recommended to take place.

Pupils are not expected to do schoolwork outside of normal school hours.

Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

Pupils who are unwell are not expected to partake in remote working until they are well enough to do so.

The school will monitor any child that has not accessed the remote learning after two days.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency.

The school will communicate with parents/carers via email about remote learning arrangements as soon as possible.

The Headteacher will communicate with staff as soon as possible via email or face to face about any remote learning arrangements.

The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

Members of staff will make contact with either the Headteacher, Deputy Headteachers or Business Manager once a week via text, email or phonecall.

As much as possible, all communication with pupils and their parents/carers will take place within the school hours outlined above.

Parents/carers and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

Issues with remote learning or data protection will be communicated to the pupil's Class Teacher as soon as possible so they can investigate and resolve the issue.

The pupil's Class Teacher will keep parents/carers and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

Legal framework

This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

The school will communicate its plan for a local lockdown with parents/carers and carers, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

If there is not a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

Teaching and learning

All pupils will have access to high-quality education when remote working.

The school will use a range of teaching methods to cater for all different learning styles, this includes:

Live, Pre-recorded video or audio sessions/lessons

Current online learning portals, e.g. Oak National Academy

Educational websites

Comprehensions

Quizzes

Work booklets

Reading tasks

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Returning to school

The Headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so.

After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents/carers when their child will return to school.

The Headteacher will listen to all concerns that parents/carers may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Monitoring and review

This policy will be reviewed on an annual basis by the Headteacher and Deputy Headteachers.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

The next scheduled review date for this policy is September 2021.

Appendix 1

Protocols for Live Sessions (Remote Learning Advice)

These protocols have been put in place to protect your child and the class teacher when they are live together on line. Please read the document carefully.

- All digital devices must be used in appropriate areas of the house, for example, not in bedrooms.
- Ensure the background to the home setting is appropriate with no inappropriate images on display (e.g. posters). If possible, find a neutral space in the home.
- Live sessions with pupils will be attended by 2 members of staff for safeguarding purposes. The second member of staff will monitor the chat and be a witness if a concern arises.
- Live sessions will be kept to a reasonable length of time. The live lessons will always fall within the children's normal school hours.
- All language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will be reported and the Zoom accounts will be muted.
- Zoom and Seesaw chat facilities are for the session purposes only. They are not to be used as a social media forum. The private chat will be turned off.
- Children are not permitted to eat during live sessions. The learning platform is a representation of a real classroom, teachers do not permit eating during sessions when they are physically in school so please do not allow your child to eat during live sessions. Having a drink whilst participating is fine.
- During an online live session, your child must wear suitable clothing (e.g. no pyjamas or inappropriate slogan T-shirts) as should anyone else in the household when webcams are switched on. It will be a parent's/carer's responsibility to immediately switch off any webcam (pupils will be asked to leave the online live session if it is felt that a pupil or family members' clothing is inappropriate). Once they have changed into appropriate clothing, they will be permitted to re-join the session.
- To recreate a suitable environment for your child, make sure they can sit at a table for the session (where possible) and be logged into Seesaw.
- When your child is taking part in the live session, please reduce distractions i.e. television, telephone calls, pets etc. in the background.

- Let your child join in independently – do not sit next to them and coach them. Only offer support if there is a technical issue but please be present nearby if possible.
- If a parent/carer has questions, please contact the class teacher or the Deputy Headteachers at school via phone or email.
- Please be aware that the session could be for a whole class and not just for your child. It is an open forum; any distractions will disturb not only your child but many others.
- All children must remember to behave in the same way as they would do at school and follow the school Code of Conduct.
- Please do not screen shot any live sessions.