



REMOTE LEARNING POLICY

This policy has been written to be used alongside Highfields' Contingency/ Outbreak Management Plan 2021-22, which has been written in line with the latest government advice regarding contingency planning as set out in the DfE's 'Contingency framework: education and childcare settings' and 'Schools COVID-19 operational guidance' documents. The government has made it a national priority that education and childcare settings should continue to stay open as much as possible during the coronavirus (COVID-19) pandemic.

Written By: Maria Lewis
Reviewed: September 2021
Next Review: September 2022

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Resources
4. Online safety
5. Safeguarding
6. Data protection
7. Marking and feedback
8. Health and safety
9. School day and absence
10. Communication
11. Monitoring and review

Appendix

- a. Remote Learning During the Coronavirus (COVID-19) Pandemic

As a Rights Respecting School, our policies are all developed and reviewed taking into account UN conventions and the rights of every child. Articles that relate to our English policy are:

- Article 3- The best interests of the child must be a top priority in all decisions and actions that affect children.
- Article 28- Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Statement of intent

At Highfields Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – 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 learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Legal framework

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

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 (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'
- DfE (2020) 'Get help with remote education'
- DfE (2021) 'Contingency framework: education and childcare settings'
- DfE (2021) 'Schools Covid-19 operational guidance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour and Behaviour Recovery Policy
- Accessibility Plan
- Marking Policy
- Assessment Policy
- E-Safety Policy
- Health and Safety Policy
- Attendance Policy

I. Roles and responsibilities

The governing body is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

The Head Teacher/ Deputy Head Teacher is responsible for:

- To co-ordinate the remote learning approach across school.
- Ensuring that staff, parents 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 including safeguarding and data protection issues.
- 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 a regular basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
- To moderate the content and pitch of work to ensure consistency and quality across year groups.
- To be in school throughout the week supporting the staff in key worker 'year group' bubbles.

The DPO 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.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

The Safeguarding Team (SG, ML, SE, EA) is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians 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 Head Teacher 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.

The SENCO is responsible for:

- Liaising with the ICT technicians 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 Head Teacher 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.
- To provide weekly provision for children with EHC plans and to maintain weekly contact with their families.

The Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

The ICT technicians are 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.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the 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 Head Teacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely between the times of 9am and 3pm and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material between the times of 9am and 3pm and emails work asked for by the school.
- Reporting any absence in line with current school policy.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely between the times of 9am and 3pm and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues or issues with their work to their 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 Behaviour Policy at all times.

Teaching assistants are responsible for:

- In liaison with the SENDCo offering advice and supporting the provision for children with SEND.
- Maintaining their CPD.
- Supporting the 'love of reading' approach by completing tasks in liaison with the English Subject Champion.
- Being available to work on a rota system in school as required (for the duration of their normal working hours and between the hours of 9am and 3pm when working from home.)
- Reporting any reason that they are unable to attend work through the usual procedures.

Subject Champions are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject.
- Alerting teachers to resources they can use to teach their subject remotely.

2. Resources

In event of restrictions to on-site learning:

3 pre-recorded daily Looms will be provided for parents. (1 English, 1 Maths, 1 Topic lesson. 1 Topic lesson each week will be PE and this will be a session where the children are encouraged to think about their wellbeing; to be active and to be away from the screen.) Children will also be encouraged to use their online logins for TT Rockstars and SPAG.com where appropriate. The curriculum delivered will be coherent; well sequenced and will allow skills to be developed incrementally.

Exercise books will be provided to all pupils to complete their work in. Spellings will be provided on the school website and systems for changing reading books shared with parents.

In circumstances where engagement using technology is proving difficult and the pupils cannot attend school, paper packs will be provided to families. These packs can be collected from school.

The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of interactivity, e.g. recording lessons with questioning, varying pace, and allowing time for reflective discussion, to the best of their ability. Tasks will be carefully scaffolded and designed to be meaningful and ambitious.

- The school will review the DfE's [guidance](#) on where schools can source educational resources to assist with the delivery of remote education, and utilise these as appropriate.
- 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.
- Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone call session for parents and SEND email address.
- 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, unless the school agrees to provide or loan laptops. ICT technicians are not responsible for providing technical support for personally owned devices.
- For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA

- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with the feedback section of this policy

In event of a child being unable to attend school due to self-isolation because of Covid-19:

if a child has to isolate due to Covid-19, resources will be provided by school. Teachers will set this, and resources may include Oak Academy or lesson materials emailed home.

School recognises that the child may be unwell and so unable to work at home so understands if not all set work is completed.

Food provision

Where possible, the school kitchen will be open during periods of partial school closure and hot meals will be provided to all children attending (including those entitled to FSM.) If this is not possible, sandwich packs will be made available for children entitled to FSM to be collected from the school office.

Whilst the government's voucher scheme is running, school will use this to provide weekly vouchers for FSM children not attending school via Edenred. During the holidays, school will access the Local Authority voucher scheme and issue vouchers via Wonde.

In the event of self-isolation or closure, sandwiches will be delivered to any child entitled to FSM in need of this.

Costs and expenses

- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- The school will not reimburse any costs for travel between pupils' homes and the school premises.
- The school will not reimburse any costs for childcare.
- If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the **Technology Acceptable Use Agreement** prior to commencing remote learning.
- Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3. Online safety

This section of the policy will be enacted in conjunction with the school's **E-Safety Policy**.

Pupils not using devices or software as intended will be disciplined in line with the **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 consult with parents as early as possible prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

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 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 to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

4. Safeguarding

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

The DSLs and Head Teacher 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 Safeguarding Team 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 Safeguarding Team will arrange for regular contact with vulnerable pupils **once** a fortnight at minimum, with additional contact, including home visits, arranged where required.

All contact with vulnerable pupils will be recorded on CPoms.

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

All home visits will:

- Have at least **one** suitably trained individual present.
- Be undertaken by no fewer than **two** members of staff.
- Be suitably recorded on Cpoms.
- Actively involve the pupil.

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

Pupils and their parents will be encouraged to contact the Safeguarding Team 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.

5. 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. Devices must be kept in secure locations and not leave them in cars.

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' 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.

The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

6. Marking and feedback

- In event of a restriction to on site education, while children are at home, staff will ask parents to email a copy of the work completed in 2 of the weekly English, Maths and Topic Looms in to the year group email address. (The teacher will state on the Loom recording which work is required to be emailed in.)
- Teachers will respond to the 6 pieces of work provided each week with a feedback comment emailed back to parents. Feedback will be written in parent friendly language (avoiding teacher jargon) and will give an indication of what the pupil needs to do to improve further. (Please see Highfields Primary School Marking Policy addendum in relation to this.) Teachers will use marking to assess progress and to ensure teaching is responsive to pupils' needs.
- Individuals isolating due to Covid-19 will be asked to return completed work to their teacher when they return to school.

Keeping in touch with pupils who aren't in school and their parents during an extended school closure:

- Year group email addresses (not phases addresses) will be used for parents to correspond with staff about school work.
- Staff will be asked to respond to queries about work from parents and to provide feedback to work emailed in (at their convenience between 9am and 3pm).
- It is expected that parents will email in at least once a week.
- Staff are not expected to answer emails outside the working hours of 9am-3pm.
- If a family has not made contact during the week, teachers will be asked to let SLT know so that they can make contact with the family.
- If any safeguarding concerns are raised, these should be logged on CPoms and a member of the safeguarding team will follow these up accordingly. Any parental complaints should be forwarded to phase leaders/ SLT. It is not teachers' responsibility to respond to these.

All schoolwork completed through remote learning must be:

- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking Covid Addendum
- The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and pupils which displays exemplary work and rewards engagement or outcomes.

7. Health and safety

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

- Teaching staff and ICT technicians 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 screen breaks regularly.
- If any incidents or near-misses occur in a pupil's home, they or their parents 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.

8. School day and absence

- Pupils will be present for remote learning by 9:00am and cease their remote learning by 3pm from Monday to Friday, with the exception of breaks and lunchtimes.
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. Parents will inform school via the absence line if their child is unwell.
- The school will monitor absence and lateness in line with the Attendance and Absence Policy.

9. Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via email and the school website about remote learning arrangements as soon as possible.
- The Head Teacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
- The school understands that pupils learning remotely and staff 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.
- As much as possible, all communication with pupils and their parents will take place within the school hours of 9am and 3pm.
- Parents 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 school as soon as possible so they can investigate and resolve the issue.
- The Senior Leadership Team will review the effectiveness of communication on a regular basis and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring and review

This policy will be reviewed on an annual basis by the Deputy Head Teacher

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 2022**