REMOTE LEARNING POLICY

Contents:

Statement of intent

At Highfields Primary School, we understand the need to continually deliver high-quality education, including during periods of remote education — whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with online lessons, such as: systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure staff, parent and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during online lessons.
- Ensure all pupils have the provisions required to take part in online lessons and complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

[Updated] Legal framework

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

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- [New] The Education (Pupil Registration) (England) Regulations 2006
- [Updated] DfE (2023) 'Providing remote education'
- [Updated] DfE (2022) 'Safeguarding and remote education'
- [Updated] DfE (2022) 'Keeping children safe in education'
- DfE (2015) 'SEND code of practice: 0 to 25 years'
- [New] DfE (2022) 'Working together to improve school attendance'
- [Updated] DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'
- [Updated] DfE (2021) 'Get help with remote education'

[Updated] This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Accessibility Plan
- Special Educational Needs and Disabilities (SEND) Policy
- Attendance Policy
- E-Safety Policy
- Staff Code of Conduct
- Records Management Policy
- Marking Policy
- Curriculum Policy
- [New] Home Visit Risk Assessment

1. Roles and responsibilities

[Updated] The governing board is responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the headteacher.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.
- [Updated] Deciding whether information regarding the school's remote education offering should be published on the school's website.

The Head Teacher/ Deputy Head Teacher is responsible for:

- Ensuring 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 education, including online lessons.

- Ensuring that there are arrangements in place for monitoring incidents associated with remote education provision.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- [New] Ensuring that pupils have access to remote education as soon as reasonably practicable, where appropriate.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing board and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require to support pupils with online lessons.
- Ensuring that the remote education provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired.
- [New] Considering the assignment of overarching responsibility for the quality and delivery of remote education to a member of the SLT.
- Ensuring that appropriate health and safety risk assessments are completed as required

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 regarding remote education.
- Liaising with ICT technician to ensure that all technology used for remote education is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they take part in remote education.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in remote education.
- Identifying the level of support or intervention required while pupils take part in remote education and ensuring appropriate measures are in place.
- Assisting teachers with all remote education lesson planning to ensure the correct safeguarding measures are in place.

The SENCO is responsible for:

- Liaising with the ICT manager to ensure that the technology used for remote education 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 during periods of remote education, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IPPs.
- Identifying the level of support or intervention that is required while pupils with SEND receive remote education.
- Ensuring that the remote education provision put in place for pupils with SEND is monitored for its effectiveness.

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.

[Updated] Pupils are responsible 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 on time and to the best of their ability.
- [Updated] Reporting any technical issues and any safeguarding concerns or incidents to their teachers 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.
- 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 delivering their subject remotely to make sure all work set is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject.

2. Resources

There may be occasions when school leaders decide that it is not possible for their setting to open safely, or that opening would contradict guidance from local or central government **or** occasions when individual pupils, for a limited duration, are unable to physically attend their school but are able to continue learning, for example pupils with an infectious illness

In these circumstances pupils should have access to remote education as soon as reasonably practicable, though in proportion to the length of absence and disruption to their learning.

Teachers will direct children to Oak Academy learning that is appropriate for their year group and matches the learning that would have been completed in school, e.g. History- the Ancient Greeks.

Good practice is considered to be:
- 3 hours a day on average across the cohort for key stage 1, with less for younger children
- 4 hours a day for key stage 2

An appropriate number of Oak lessons, alongside reading, spellings and TT Rockstars will be provided for children to continue to learn while off site.

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

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, supply lap tops and/or apply for technology support through their LA. School will provide paper/ exercise books and stationary to record learning and these will either be sent home with the children if possible or available for collection from the school office.

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.

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

[Updated] **Food provision**

The school will signpost parents via email towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

[Updated] Where possible, the school kitchen will be open during periods of partial school closure and hot meals with be provided to all children attending (including those entitled to FSM.) If this is not possible, the school will work with their catering team and/or food provider to ensure good quality lunch parcels are provided to pupils eligible for FSM who are accessing remote education until they are able to attend school.

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 <u>Technology Acceptable Use Agreement</u> 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 <u>E-Safety Policy</u>.

Pupils not using devices or software as intended will be disciplined in line with the <u>Behaviour Policy</u>.

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. 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 termly to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

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.
- [New] Only take place following the completion of a Home Visit Risk Assessment.

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. [Updated] Pupils with SEND

The school will ensure pupils with SEND receive any additional support with online lessons where needed, e.g. from an additional member of staff via phone call.

[Updated] The school will ensure that the appropriate curriculum, teaching and support will be available to pupils with SEND to ensure they continue to learn effectively. Additional measures will be considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons.

[New] The school will work collaboratively with families to put arrangements in place that allow pupils with SEND to successfully access remote education when necessary.

6. 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 **Schools' Emergency, Business Continuity & Recovery Plan**. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behaviour Policy** or the **Disciplinary Policy and Procedure**.

7. Marking and feedback

- Marking and feedback will be differ depending on the length of time a pupil is absent from school and if this is an individual who is not at school; a partial or a whole school closure.
- In the event of a short absence of school closure, pupils will be asked to return work once they have returned to school and feedback will be provided in line with school's marking policy.
- In the event of a longer whole school closure, SLT will agree with staff, parents and pupils how marking and feedback will be given.
- The school will log participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be shared with parents via formal regular reports or, if there is a concern, individually via telephone.
- 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.

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 any relevant (at their convenience between 9am and 3pm).
- Staff are not expected to answer emails outside the working hours of 9am-3pm.
- If a family has not made any agreed contact with school, teachders 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.

8. 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.

9. Attendance, Absence and the School day

[New] The school will not view remote education as an equal alternative to on-site attendance, and will only consider remote education as a last resort when the alternative would be no education.

[New] Circumstances where remote education will be considered will fit into the following two categories:

- School closures or restrictions on attendance, where school access for pupils is restricted
- Individual cases where a pupil is unable to attend school but is able to learn

[New] The school will continue to record pupil attendance and absence in the register in line with the education regulations and attendance guidance, using the most appropriate code, and in line with the school's Attendance and Absence Policy.

[New] For individual cases where a pupil is unable to attend school but is able to partake in remote education, the school will consider providing remote education on a case-by-case basis as part of a plan to reintegrate the pupil back to school. Remote education will only be provided when it is judged that its provision will not adversely affect the pupil's return to school.

[New] School closures and attendance restrictions

The school will ensure that every effort is made to ensure pupils can be taught in person where possible.

The school will explore all options to ensure the school can remain open to all pupils; however, in circumstances where it is not possible to safely remain open or where remaining open would contradict local or central government guidance, the school will consider providing remote education.

The school will ensure that it has a plan in place outlining remote education procedures for teachers, parents and pupils. The DfE's emergency planning guidance will be consulted in the event of school closures or attendance restrictions.

- 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 Policy**.

10. 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 October 2024.