

# Featherstone Primary School

## Remote Learning Policy



Aspire, Believe, Succeed

**Governing Board approval date:** 25.01.23

Monitoring, evaluation and review: every two years

### 1. Legal framework

- 1.1. 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)
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - Data Protection Act 2018
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE (2020) 'Keeping children safe in education'
  - (2020) Coronavirus Act Provision of Remote Education (England)
  - DfE (2019) 'School attendance'
  - DfE (2017) 'Special educational needs and disability code of practice: 0 to 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'
- 1.3. 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
  - Behavioural Policy
  - Accessibility Policy
  - Marking and Feedback Policy
  - Curriculum Handbook
  - Assessment Policy
  - eSafety Safety Policy
  - Health and Safety Policy
  - Attendance Policy
  - ICT Acceptable Use Policy
  - Staff Code of Conduct
  - Data and E-Security Breach Prevention and Management Plan
  - Children Missing Education Policy

### 2. Roles and responsibilities

- 2.1. **The Governing Board is responsible for:**
  - Ensuring that the school has robust risk management procedures in place.

Ensuring that the school has a business continuity plan in place, where required.

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

**2.2. The Headteacher is responsible for:**

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- That all staff have the necessary equipment and resources needed to carry out the live online lessons.
- Ensuring, in collaboration with the Governing Board, that the school's live online lesson arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning (including arrangements in place for identifying, evaluation and managing the risks associated with live online lessons).
- Knowing the timetable of live online lessons.
- 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, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- 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.

**2.3. The DSLs are 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 and live online lessons is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they are learning remotely and during live online lessons.
- Ensuring that child protection plans are enforced while the pupil is learning remotely and in live online lessons, 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.

**2.4. The SENCO is responsible for:**

- 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.
- 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.

**2.5. 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.

**2.6. Staff members are responsible for:**

- 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 safeguarding incidents to the DSL and asking for guidance as appropriate.
- 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 an ICT technician.
- Reporting any behavioural concerns to SLT.
- Using school-provided email addresses and phone numbers to communicate with pupils when conducting live online lessons.
- Using school-owned devices for conducting live online lessons.
- Ensuring that no personal information is shared, whilst conducting live online lessons.
- Ensuring they conduct their live online lesson from school site, i.e. their own classrooms or another appropriate room such as the library.
- Communicating with pupils within school hours.
- Conducting live online lessons through channels approved by the SLT and in-line with this policy.

**2.7. Parents 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 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 always has access to remote learning material during the times set out.
- Reporting any absence or unable to complete the work.

- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

**2.8. Pupils are responsible for:**

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues 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 Behavioural Policy at all times.

**2.8.1 Pupils will be reminded:**

- that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background.
- not to record live online lessons on their devices.
- not to speak during live online lessons unless they are prompted to do so or have a question about the lesson.

**3. Resources**

**Systems and technology**

- 3.1. Staff will be told to only download software for live online lessons from a trusted source, e.g. Apple App Store, Google Play or the provider's official website.
- 3.2. The ICT lead will research the providers the school will use for live online lessons, considering ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they will refer to government-approved resources, e.g. from the National Cyber Security Centre (NCSC) and from the UK Safer Internet Centre, when selecting their recommended providers.
- 3.3. Teachers will review the DfE's list of online education resources and utilise these resources as necessary.
- 3.4. Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 3.5. Staff will ensure their live online lesson service account is protected with a strong password, and will not autosave their password on any device.
- 3.6. Staff will ensure they test and understand the service before conducting their first live online lesson using the 'test' function, where applicable.
- 3.7. Staff will ensure they understand how to mute the microphone and how to turn off their camera on their device before their first live online lesson.

## **Learning materials**

- 3.8. The school will use a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:
  - Work booklets
  - Email
  - Past practice test papers
  - Educational websites
  - Online Reading tasks – Bug Club
  - Pre-recorded video or audio lessons through National Oak Academy and Microsoft PowerPoint
- 3.9. Teachers will review the DfE’s list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 3.10. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.11. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
- 3.12. 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.
- 3.13. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.
- 3.14. 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.
- 3.15. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual’s needs, e.g. via weekly phone calls.
- 3.16. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.17. 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.
- 3.18. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through available funding (i.e. BEP funding).
- 3.19. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.20. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work.
- 3.21. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

## **Costs and expenses**

- 3.22. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, broadband or council tax.
- 3.23. The school will not reimburse any costs for travel between pupils’ homes and the school premises.
- 3.24. The school will not reimburse any costs for childcare.

- 3.25. 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.

#### **4. Online safety**

- 4.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.
- 4.4. 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.
- 4.5. The school will consult with parents at least one week prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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, 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 to useful resources to help them keep their children safe online.
- 4.9. 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.

#### **5. Safeguarding**

- 5.1. 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.
- 5.2. The DSLs and Headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessments prior to the period of remote learning.
- 5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum.
- 5.6. Weekly telephone checks will be made with vulnerable pupils and these will be logged on CPOMs.
- 5.7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.9. 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.
- 5.10. The school will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.
- 5.11. Pupils will be reminded not to share private information through the live online lesson system by the teacher.
- 5.12. The teacher will remind pupils not to respond to contact requests from people they do not know when using systems for live online lessons.
- 5.13. The teacher will not enter the live lesson until at least two children are in the lesson; this means that the teacher is not alone online with a single child.
- 5.14. Pupils will be told how to report concerns; this will be with their class teacher in the first instance.
- 5.15. Staff will ensure all video and phone calls are not set to public, and meetings are by e-invite only, protected with passwords if needed. Meeting links/invites and passwords will not be published publicly.
- 5.16. Support staff, and/or member of SMT, will be on hand to supervise and handle any sudden changes or developments that may occur during the live online lesson.
- 5.17. Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.
- 5.18. The school will ensure that parents know what the pupils are expected to do for a live online lesson, including when on line, follow-up work, other websites pupils will be asked to use and the school staff pupils will interact with online.
- 5.19. The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.
- 5.20. Where possible, parents to supervise their children during the live sessions.

## **6. Data protection**

- 6.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
- 6.2. 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.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.5. All contact details will be stored in line with the Data Protection Policy
- 6.6. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.8. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 6.9. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

## **7. Marking and feedback**

- 7.1. All schoolwork completed through remote learning must be:
  - Finished when returned to the relevant member of teaching staff.
  - 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 Marking and Feedback Policy.
  - Returned to the pupil, once marked, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.6. 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.

## **8. Communication**

- 8.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 8.2. The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.



- 8.3. 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.
- 8.4. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 8.5. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 8.6. 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.

## **9. Monitoring and review**

- 9.1. This policy will be reviewed on an annual basis by the headteacher.
- 9.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.