St Michael and All Angels Church of England VA Primary School

Remote learning policy

Statement of Intent

At St. Michael and All Angels CofE VA 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.

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 safeguarding measures continue to be in effect during the period of remote learning.**

• **Ensure all pupils have access to the equipment 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'**

This policy operates in conjunction with the following school policies:

- **Child Protection and Safeguarding Policy**
- **Data Protection Policy/ GDPR**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behaviour Policy**
- **Accessibility Policy**
- **Marking and Feedback Policy**
- **Curriculum Policy**
- **Assessment Policy**
- **Online Safety and Acceptable Use Policy**
- **Health and Safety Policy**
- **Attendance and Absence Policy**
- **Staff Code of Conduct**

Roles and responsibilities

The Governing body is responsible for:

- Ensuring that the school has risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, (Appendix A)
- Evaluating the effectiveness of the school's remote learning arrangements.

The Headteacher is responsible for:

- Ensuring that staff adhere to the relevant policies at all times.
- Ensuring that parents and pupils are aware of relevant policies.
- 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 as required 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 regular reviews of the remote learning arrangements to ensure pupils' education does not suffer.

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.

- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.

- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.

- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

- 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.

The Data Protection Officer is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate antivirus 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.

The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

- Identifying vulnerable pupils who may be at risk if they are learning remotely.

- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.

- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.

• Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working, ensuring all safeguarding incidents are adequately recorded and reported.

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.

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 HT 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 headteacher.

• Reporting any defects on school-owned equipment used for remote learning to headteacher.

• 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 has somewhere appropriate to work, and that the schoolwork set is completed 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.

• Reporting any absence.

• Ensuring their child uses the equipment and technology used for remote learning as intended and maintains online safety routines and practices.

• Adhering to the Zoom Code of Conduct during live lessons.

Pupils are responsible for:

• Adhering to this policy at all times during periods of remote learning.

• Ensuring they learn remotely every school day, and that their schoolwork is completed and to the best of their ability.

• Reporting any technical issues to their teacher or parent as soon as possible.

• 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 and follow online safety routines and practices.

• Adhering to the Behaviour Policy at all times.

• Adhering to the Zoom Code of Conduct during live lessons.

Resources & Learning Materials

The school will accept 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:

• **Live Zoom Lessons**

• **Work booklets**

• **Assessment papers**

• **Current online learning portals - White Rose**

• **Educational websites**

• **Reading tasks**

• **Pre-recorded video or audio lessons**

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.

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.

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 any technology/ printer or wifi/online 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 work alongside class teachers to arrange additional support for pupils with SEND if required.

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. DfE laptops.

Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

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

The school ICT support is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

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

Where applicable, the school will provide food vouchers via Edenred for pupils who receive FSM

Online safety

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

Where possible, all interactions with pupils be in a written form on the open forum of Zoom lessons. Parent communication will continue via the Class Email address.

All staff and pupils using video / audio content must:

• Wear suitable clothing – this includes others in their household.

• Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.

• Use appropriate language – this includes others in their household.

• Maintain the standard of behaviour expected in school.

• Use the necessary equipment and computer programs as intended.

• Not record, store, or distribute video material without permission.

• Always remain aware that they are visible.

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

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.

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.

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 DSL and backup DSL will identify any '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 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/backup DSL immediately.

Pupils and their parents will be encouraged to contact the Headteacher 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.

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

School-owned equipment which is leant to pupils will not contains personal data.

Any breach of confidentiality will be dealt with in accordance with the school's Data and ESecurity Breach Prevention Management Plan.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

Marking and feedback

Feedback can take many forms and may not always mean written comments for individual children. Teachers are to ensure that feedback is given regularly in these varied formats.

- Feedback for their learning is given via email when work is sent in
- Through parental communication via phone call or email
- Zoom lessons contain verbal feedback
- Tailored 'mini' zoom lessons are offered based on feedback in the main zoom lesson
- Zoom lessons may include quizzes, mini tests ie arithmetic, spelling
- Work completed by children in their exercise books should be kept safe and returned to school when safe to do so.

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 via Class Email if their child is not completing their schoolwork or their standard of work has noticeably decreased.

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.

Teaching staff will monitor the academic progress of pupils 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.

Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency. The school will communicate with parents via text message, Class/School Email and the school website about remote learning arrangements as soon as possible.

As much as possible, all communication with pupils and their parents will take place within normal school hours. 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 pupils' teacher as soon as possible so they can investigate and resolve the issue. The pupils' teacher will keep parents 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 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 headteacher. 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 the Spring term 2027.

Appendix A Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning, so 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.

Contingency planning

•   The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.

•   The school will work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.

•   The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

•   The school will communicate its plan for a local lockdown with parents, 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 implement remote learning immediately 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:**

- Current online learning portals

- Quizzes - Online materials

- Educational Websites

- Live Zoom Lessons

- Pre-recorded video or audio lessons

- Various reading tasks – e.g. comprehension, inference and prediction

- Daily challenges

- Times Table Rock Stars

- Mental Health/ Well-being activities/SCARF

• **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.**

- **When teaching pupils who are working remotely, teachers will:**

  - Set assignments so that pupils have meaningful and ambitious work each day.
  - Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
  - Provide frequent, clear explanations of new content through high quality curriculum resources, including through educational videos.
  - Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
  - Adjust 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.
  - Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

- **All provisions for remote learning will be subject to the class group's age and ability.**

- **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 make the decision lightly.**

- **Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.**

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 when their child will return to school.
  - The headteacher will listen to all concerns that parents 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 annex will be reviewed in line with any updated to government guidance. - All changes to the policy will be communicated to the relevant members of the school community.