



<b>POLICY TITLE</b>	<b>Remote Learning Policy</b>
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<b>Policy Area</b>	Academic
<b>Author</b>	Deputy Head, Academic
<b>Relevant Statutory Regulations</b>	DfE (2021) 'Keeping children safe in education' 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'
<b>Senior Team Lead</b>	Deputy Head, Academic
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## Remote Learning Policy

### 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)
- Data Protection Act 2018

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education'
- 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:

- Safeguarding Policy
- Data Retention Policy
- Data Protection and ICT Acceptable Use Policy
- Special Educational Needs and Disability and Learning Support Policy
- Promoting Good Behaviour Policy
- Accessibility Policy
- Marking and Assessment Policy
- Curriculum Policy
- ICT Acceptable Use Policy (Pupil and Staff versions)
- ICT Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- Staff Code of Conduct
- Data Breach Policy and Procedure
- Teaching and Learning Policy
- Children Missing Education Policy

## 2 Roles and responsibilities

### 2.1. The Council 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 Head is responsible for:

- 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.
- 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.
- Ensuring the review of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Ensuring staff have additional training they may require to support pupils during the period of remote learning.
- Ensuring reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

### 2.3. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the relevant member of Senior Team.
- 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.

2.4. The Data Protection Officer 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.

2.5. The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Ensuring regular liaison with the Head of IT 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 and pupil support plans are enforced while the pupil is learning remotely, and liaising with the Deputy Head: Pastoral 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.

2.6. The Head of Learning Support (SENCO) is responsible for:

- Liaising with the IT Manager 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 and learning support plans continue to have their needs met while learning remotely, and liaising with the Deputy Head Pastoral and Deputy Head, Academic and other organisations as necessary to make any alternate arrangements for pupils with EHC plans and learning support 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.

2.7. The Director of Finance and Administration is responsible for:

- Overseeing the procurement through the IT Manager 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.

2.8. The IT Manager and IT 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 Head of Learning Support (SENCO) to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9. 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 of School, Deputy Head, Pastoral or Deputy Head, Academic, as appropriate.
- Reporting any defects on school-owned equipment used for remote learning to the IT Helpdesk.
- Adhering to the Staff Code of Conduct at all times.

2.10. 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 as comprising the school day according to UK timings 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 as comprising the school day according to UK timings.
- Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.11. 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 as comprising the school day according to UK timings, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to the IT helpdesk and the Head of Year as soon as possible.
- Ensuring they have access to remote learning material and notifying their Head of Year if they do not have access.
- Notifying a Head of Year 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 Promoting Good Behaviour Policy at all times.

### 3 Resources

#### Learning materials

3.1. 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 lessons
- Work booklets
- Email
- Past and mock exam papers
- Current online learning portals

- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons (where appropriate)
- Online textbooks

- 3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.4. 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.
- 3.5. Lesson planning will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.6. 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.
- 3.7. Teaching staff will liaise with the Assistant Head: Director of Teaching and Learning and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.8. The Head of Learning Support (SENCO) will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 3.9. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.10. 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.
- 3.11. For pupils who cannot access digital devices at home, the school will, where possible, provide suitable technology
- 3.12. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.13. 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 section 7 of this policy.
- 3.14. The ICT technicians may provide technical support for equipment that is not owned by the school on request.

#### **Costs and expenses**

- 3.15. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.16. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.17. The school will not reimburse any costs for childcare.

3.18. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the ICT Acceptable Use Policy 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 in a shared online location and recorded.

4.3. All staff and pupils using video communication must:

- Communicate in groups where possible and practicable
- One-to-one sessions to take place in a shared online location and recorded
- 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.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible and can be heard unless camera and microphone settings are expressly changed.

4.4. All staff and pupils using audio communication must:

- 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 audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible and can be heard unless camera and microphone settings are expressly changed.

4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the ST, with the advice of the Head of Learning Support (SENCO). One-to-one sessions will be necessary for the continuation of private music, LAMDA and language tuition.

4.6. The behaviour of pupils not using devices or software as intended will be dealt with in accordance with the Promoting Good Behaviour Policy.

4.7. 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.

4.8. 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.

4.9. 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.

4.10. 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 and harmful content.
  - Direct parents to useful resources to help them keep their children safe online.
- 4.11. 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 Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL 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.
- 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, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on paper and suitably stored.
- 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 home visits **must**:
- Have at least **one** suitably trained individual present.
  - Be undertaken by no fewer than **two** members of staff.
  - Be suitably recorded on paper and the records stored so that the **DSL** has access to them.
  - Actively involve the pupil.
- 5.9. 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.
- 5.10. The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.11. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.12. 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.

## 6 Data Protection

- 6.1. This section of the policy will be enacted in conjunction with the school's Data Protection and ICT Acceptable Use 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. 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.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the Data Protection and ICT Acceptable Use Policy and retained in line with the Records Management Policy.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Promoting Good Behaviour 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 Assessment 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 and/or Heads of Year will contact parents 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 Deputy Head, Academic 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 Head of Learning Support (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 Health and Safety

- 8.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 8.2. The Deputy Head, Academic is responsible for ensuring that teaching staff and ICT technicians provide guidance to pupils on how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break at least once every two hours.
- 8.4. Screen break frequency will be adjusted to a minimum of five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- 8.5. If any incidents 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 School Day and Absence

- 9.1. Pupils will be present for remote learning at the beginning of the school day and cease their remote learning at the end of the school day from Monday to Friday, with the exception of breaks and lunchtimes. Specific timings will vary depending on whether the school is closed, or whether we have had to instate remote learning for individuals or cohorts whilst the majority of the school remains open.
- 9.2. Breaks and lunchtimes will take place each day, and there will be at least a five minute break between each lesson.
- 9.3. Pupils are not expected to do schoolwork during the times outlined in paragraph 9.2.
- 9.4. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 9.5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.6. Parents will inform the school office no later than **8:00am** if their child is unwell.
- 9.7. The school will monitor absence and lateness in line with the Attendance Policy.

## 10 Communication

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents via letter or email and the parent portal about remote learning arrangements.

- 10.3. The Head or designated Deputy will communicate with staff via letter or email about any remote learning arrangements.
- 10.4. Members of staff involved in remote teaching will ensure they have a working device that is available their agreed working hours.
- 10.5. 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 between 7am – 7pm.
- 10.6. Members of staff will have contact with their line manager once per week.
- 10.7. As much as possible, all communication with pupils and their parents will take place within the normal school day and certainly not after 7pm.
- 10.8. Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call.
- 10.9. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.10. Issues with remote learning or data protection will be communicated to the pupil's Head of Year as soon as possible so they can investigate and resolve the issue.
- 10.11. The pupil's teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.12. The Senior Team will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

## 11 Monitoring and Review

- 11.1. This policy will be reviewed on an annual basis by the Head or nominated Deputy Head.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is shown on the front page of this document.

## Remote Learning during the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

### 1 [Updated] Legal Framework

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

- DfE (2021) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- [New] DfE (2020) 'How schools can plan for tier 2 local restrictions'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- [New] Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'

### 2 [Updated] Contingency Planning

- 2.1 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.
- 2.2 The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.
- 2.3 The school will communicate its contingency plans for local restrictions 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.
- 2.4 If local restrictions are **not** applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.
- 2.5 The level of remote learning provision required will be based on government guidance and school need (for example, in the event of pupils in a year-group having to self-isolate due to close contact with a case)

### 3 Teaching and learning

- 3.1 All pupils will have access to high-quality education when remote working.
- 3.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:

- Live lessons
- Work booklets
- Email
- Past and mock exam papers
- Current online learning portals
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons where appropriate
- Online textbooks

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.

3.3 When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver live lessons and provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- 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, including daily contact with teachers.

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

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

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

3.7 Where relevant and possible, the school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

3.8 Before distributing any devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

3.9 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

## 4 Returning to School

4.1 The Head will ensure pupils only return to school when it is safe for them to do so.

- 4.2 After a period of self-isolation, or the lessening of local lockdown rules, the Head or nominated Deputy Head will inform parents when their child will return to school.
- 4.3 The Head 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.

## 5 Monitoring and Review

- 5.1 This policy annex will be reviewed in line with any updates to government guidance.
- 5.2 All changes to the policy will be communicated to relevant members of the school community.