

Leavening Community Primary School

Remote Learning Policy (during the COVID-19 pandemic)

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Contents:

Statement of intent

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

Statement of intent

Within the ever-changing circumstances brought about by the COVID-19 pandemic, schools have to be prepared for various possibilities, including pupils or classes needing to self-isolate or wider local lockdowns.

At Leavening Community Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil, family or whole class. 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:

- Ensure provision is in place so that all pupils who aren't in school (inc. SEND) have access to high quality learning resources, through use of quality online and offline resources and teaching videos
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Provide clear expectations to all members of the school community with regards to delivery of high quality remote learning
- Support effective communication between the school and families and support attendance
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.

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 Regulations (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'
 - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
 - DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
 - DfE (2020) 'Adapting teaching practice for remote education'
 - DfE (2020) 'Guidance for full opening: schools'
- 1.3. This policy operates in conjunction with the following school policies:
 - Child Protection and Safeguarding Policy
 - Data Protection Policy
 - Special Educational Needs (SEND) Policy
 - Behaviour Policy
 - Accessibility Policy
 - Curriculum Policy
 - Assessment Policy
 - Online Safety Policy
 - Health and Safety Policy
 - Attendance Policy
 - ICT Acceptable Use Policy
 - Staff Code of Conduct

2. Roles and responsibilities

- 2.1. The governing body is responsible for:
 - Ensuring that the school has robust risk management procedures in place.
 - Evaluating the effectiveness of the school's remote learning arrangements.
- 2.2. The Headteacher (and DSL and SENDCo) 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.
 - Overseeing that the school has the resources necessary to implement this policy.
 - Arranging any additional training staff may require to support pupils during the period of remote learning.

- Conducting reviews on a regular basis of the remote learning arrangements to ensure pupils' education does not suffer.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- 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
- 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.
- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.3. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents 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 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.
- Adhering to the Staff Code of Conduct at all times.
- If staff are self-isolating but not experiencing symptoms of COVID-19, they are expected to be available for remote working during their normal working hours
- Teachers self-isolating but not experiencing symptoms of COVID-19 are expected to plan, teach, give marking and feedback and participate in wider school tasks (such as staff meetings) remotely in line with their usual working hours
- During their normal working hours, teaching assistants should complete tasks remotely as directed by the Headteacher.
- If staff are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

2.4. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely during school hours, 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.
- Reporting any absence in line with the terms set out in paragraph 9.3.

2.5. Pupils are responsible for:

- Ensuring their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Adhering to the Behaviour Policy at all times.

3. Teaching and Learning

- 3.1. The school will use a range of teaching methods during remote learning, including:
- Email
 - Oak National Academy
 - Work booklets and printed resources
 - Current online learning portals – Class Dojo and Tapestry
 - Educational websites, including White Rose Maths
 - Reading tasks
 - Pre-recorded video lessons
- 3.2. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.3. Remote learning will be planned to ensure that the curriculum remains in line with school curriculum.
- 3.4. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.
- 3.5. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.6. 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/iPads.
- 3.7. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through the LA.
- 3.8. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.9. When teaching pupils who are working remotely, teachers will:
- Ensure that pupils have meaningful and ambitious work each day.
 - Deliver a planned, coherent and well-sequenced curriculum.
 - Provide frequent, clear explanations of new content through high quality curriculum resources, including through educational videos.
 - Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- 3.10. Where applicable, the school may provide the following provision for pupils who receive FSM:
- Making packed lunches available for delivery or collection
 - Providing vouchers to families or arranging food parcels

4. Online safety

- 4.1. All staff and pupils using video communication must:
- Communicate in groups – one-to-one sessions are not permitted.
 - Wear suitable clothing – this includes others in their household.
 - 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.
- 4.2. 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.

5. Safeguarding

- 5.1. The Headteacher/ 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.
- 5.2. The Headteacher/ DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.3. The DSL will arrange for regular contact with vulnerable pupils twice per week as a minimum, with additional contact, including home visits, arranged where required.
- 5.4. The Headteacher/ DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.5. All home visits **must**:
- Be undertaken by no fewer than two members of staff.
 - Be recorded on paper and the records stored so that the DSL has access to them.
 - Actively involve the pupil.
- 5.6. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.7. 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.

6. Data protection

- 6.1. 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.

- 6.2. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.3. 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.
- 6.4. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning and stored in line with the Data Protection Policy.

7. Marking and feedback

- 7.1. All schoolwork completed through remote learning must be:
 - Returned on or before the deadline set by the class teacher.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked with a positive comment and feedback.
- 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 – teachers will contact parents via the class 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.

8. Health and safety

- 8.1. Teachers will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 8.2. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every hour.

9. School day and absence

- 9.1. Pupils are expected to be present for, and participating in, remote learning during usual school hours from Monday to Friday.
- 9.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.3. Parents will inform their child's teacher no later than 9:30am if their child is unwell.
- 9.4. 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 email, parent mail and the school website about remote learning arrangements as soon as possible.
- 10.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 10.4. 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.
- 10.5. Members of staff will have contact with their line manager once per week.
- 10.6. As much as possible, all communication with pupils and their parents will take place within the school hours.
- 10.7. Pupils and parents will have verbal contact with a member of teaching staff at least once per week via phone call/class chat.
- 10.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.9. 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.
- 10.10. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.11. 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.

11. Monitoring and review

- 11.1. This policy will be reviewed on an annual basis by the Headteacher.
- 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 the Summer term 2021.

Commented [LC1]:

