



Remote Learning Policy

Review Period	Recommended Annually		
Date of next review	September 2021	Author	D Cleugh
Type of Policy		Approval Status	Governing body
Signed by:			
Head Teacher		Date	
Chair of Governors		Date	

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Resources](#)
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](#)

Appendix

- a. [Remote Learning During the Coronavirus \(COVID-19\) Pandemic](#)

1. Legal framework

1.1. This policy has due regard to 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 (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) 'Safeguarding and remote education during coronavirus (COVID-19)'

2. Roles and responsibilities

2.1. The Governing Body is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a learning continuity plan in place, when required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The Head Teacher is responsible for:

- Ensuring that staff, parents and pupils adhere to all 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 on an annual basis and communicating any changes to staff, parents, and pupils.
- Conducting interim reviews of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The Deputy Head Teacher is responsible for:

- Planning and implementing the whole-school remote learning strategy.
- Identifying any additional training staff may require to support pupils during the period of remote learning.
- 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.

2.4. The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the network manager 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 are robustly in place while the pupil is learning remotely, liaising with the Head Teacher 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.

2.5. The SENCO is responsible for:

- Liaising with the network 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 continue to have their needs met while learning remotely, and liaising with the Head Teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- 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.

2.6. The Digital Learning Coordinator is responsible for:

- Arranging the procurement of any equipment or technology required for pupils and/or staff to learn/teach remotely.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Planning and delivering relevant staff training.
- Identifying and sharing best practice.
- Supporting staff with the delivery of remote learning.

2.7. The Bursar 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.

2.8. The Network Manager is responsible for:

- Setting up and ensuring that all school-owned devices used for remote learning are fully secure.
- Providing advice and guidance on best practice.
- Ensuring that the network is fully operational and all learning platforms can be accessed.
- Supporting staff and pupils with any access issues.
- Ensuring that all platforms meet the required standards of security.
- Troubleshooting and resolving any issues with remote learning platforms.
- Supporting and leading on aspects of CPD.

2.9. Staff members are responsible for:

- Adhering to this policy during periods of remote learning.
- 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/Deputy Head Teacher.
- Reporting any issues with remote learning technology to the network manager.

- Adhering to professional standards at all times.

2.10. Parents are responsible for:

- Adhering to this policy during periods of remote learning.
- Ensuring their child is available to learn remotely during school hours, where possible, 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 their child uses the equipment and technology for remote learning as intended.

2.11. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring that they are available to learn remotely during school hours, where possible and that all schoolwork set 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 it is intended.
- Adhering to the Behaviour and Rewards Policy at all times.

3. Resources

Learning materials

- 3.1. The school will use a range of resources during periods of remote learning to deliver curriculum content and help to explain key concepts and address any misconceptions. **Please note that the school will not be delivering 'live' lessons. We are adopting the best practice approach published by Ofsted, using pre-recorded content, as well as the resources set out below. The pre-recorded content may be in-house or from a remote learning platform, such as Oak Academy. Current evidence is showing that 'live' lessons are not the most effective way of delivering lessons. Teachers will be providing work that is aligned to the National Curriculum and GCSE programmes of study and will giving pupils feedback on their progress.**

- Microsoft Teams – the live 'chat' function can be used during lesson time to provide explanations and offer support.
- Pre-recorded content, either by video or voiceover
- Paper-based work booklets
- Past and mock exam papers

- A range of online learning portals
 - Educational websites
 - Reading tasks
 - Webinars
 - Pre-recorded video or audio 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. Teachers will ensure the programmes chosen for online learning have a range of accessibility features to support pupils with SEND.
 - 3.4. When staff are self-isolating, and are feeling well, they may wish to deliver an in-school lesson in a 'live' manner (this will be done via Teams in conjunction with a cover supervisor in the classroom). However, staff should not deliver 'live' lessons during periods of school closure. Instead, staff should pre-record videos and upload them to Teams, following the protocols set out in the staff guide.
 - 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
 - 3.6. 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.
 - 3.7. 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.
 - 3.8. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
 - 3.9. 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.
 - 3.10. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
 - 3.11. Teaching staff will oversee academic progress for the duration of the remote learning period and will mark and provide feedback on work in line with [section 7](#) of this policy.

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

- 3.12. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the ICT 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 E-Safety Policy.
- 4.2. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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. This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL 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.
- 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 and suitably stored in line with the Records Management Policy.
- 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 will:
- Have at least one suitably trained individual present.
 - Be suitably recorded on paper and the records stored so that the DSL has access to them.
- 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. All members of staff will report any safeguarding concerns to the DSL immediately, using the in-school protocols.
- 5.11. 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 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 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 GDPR policies
- 6.10. 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. Key assessment tasks, completed through remote learning, should be:
 - Returned to the relevant member of teaching staff, on completion
 - 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.
 - Returned to the pupil, once marked, by an agreed date.
 - Set on a regular basis
- 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/pupils 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 SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.5. 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.
- 7.6. The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. using social media to show exemplary work and reward engagement.

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. If using electronic devices during remote learning, pupils will be encouraged to take regular breaks

9. Communication

- 9.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 9.2. The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.
- 9.3. The Head Teacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 9.4. 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.

- 9.5. As much as possible, all communication with pupils and their parents will take place within the school hours.
- 9.6. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 9.7. The school will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10. Monitoring and review

- 10.1. This policy will be reviewed on a regular basis.
- 10.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

