Remote Learning

Simms Cross Primary School





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| **Written by** | Paula Warding |
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| **Signed by chair of Governors**  | Matt Jones |
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**Statement of intent**

At Simms Cross 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 robust safeguarding measures continue to be in effect during the period of remote learning.

• 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.

**1. Resources Learning materials**

1.1. 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:

• Work booklets

• Email

• Past and mock test papers

• Current online learning portals – Seesaw/Teams/School website

• Educational websites

• Reading tasks

• Live webinars

• Pre-recorded video or audio lessons

1.2. Teachers will review the DfE’s list of online education resources and utilise these tools as necessary, in addition to existing resources.

1.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

1.4. 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.

1.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

1.6. 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.

1.7. Work packs will be made available for pupils if requested – these packs can be collected from school. Any such packs will be accessible to the child without the need for teacher input.

1.8. 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.

1.9. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

1.10. 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/iPads. 1.11. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA. In case of a full lockdown, school can apply for laptops and Wi-Fi dongles for Pupil Premium children age 3-11.

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

1.13. 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 5 of this policy.

1.14. The arrangements for any ‘live’ classes, e.g. webinars, class chats will be communicated via Deesaw no later than two days before the allotted time and kept to a reasonable length.

1.15. The ICT technician or teaching staff are not responsible for providing technical support for equipment that is not owned by the school.

**Food provision**

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

1.17. 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

1.18. The school will not contribute to any household expenses incurred while pupils learn remotely.

1.19. The school will not reimburse any costs for travel between pupils’ homes and the school premises.

1.20. The school will not reimburse any costs for childcare.

1.21. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Acceptable Use Agreement prior to commencing remote learning.

**2. Online safety**

2.1. This section of the policy will be enacted in conjunction with the school’s Online Safety Policy.

2.2. Where possible, all interactions will be contextual and public.

2.3. 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.

• 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.

2.4. 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.

• Always remain aware that they can be heard.

2.5. 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 SLT, in collaboration with the SENCO and parents. This will only be approved in exceptional circumstances

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

2.7. 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.

2.8. 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.

2.9. The school will communicate to parents via Seesaw 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.

2.10. 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.

• Direct parents to useful resources to help them keep their children safe online.

2.11. 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.

**3. Safeguarding**

3.1. 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.

3.2. The DSL and headteacher 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.

3.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

3.4. Phone calls made to vulnerable pupils will be made using school phones where possible.

3.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

3.6. All contact with vulnerable pupils will be recorded on the CPOMS and suitably stored in line with the Data Protection Policy.

3.7. The DSL will keep in contact with vulnerable pupils’ social workers or other care professionals during the period of remote working, as required.

3.8. 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.

3.9. 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.

3.10. 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.

3.11. All members of staff will report any safeguarding concerns to the DSL immediately.

3.12. 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.

**4. Data protection**

4.1. This section of the policy will be enacted in conjunction with the school’s Data Protection Policy.

4.2. 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.

4.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

4.4. 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.

4.5. Parents’ and pupils’ up-to-date contact details will be collected prior to the period of remote learning.

4.6. All contact details will be stored in line with the Data Protection Policy.

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

4.8. Pupils are not permitted to let their family members or friends use any school owned equipment which contains personal data.

4.9. Any breach of confidentiality will be dealt with in accordance with the school’s Data and E-Security Breach Prevention Management Plan.

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

**5. Marking and feedback**

5.1. All schoolwork completed through remote learning must be:

• Finished and 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 according to school policy and within the limitations of remote learning.

• Returned to the pupil, once marked before the next lesson (provided it was submitted on time).

5.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

5.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via Seesaw if their child is not completing their schoolwork or their standard of work has noticeably decreased.

5.4. 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 SLT as soon as possible.

5.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.

5.6. 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.

**6. School day and absence**

6.1. Pupils are expected to submit their work by 5pm on the day set for feedback. Work submitted after this time may not be formally marked. Teachers will make it clear which pieces need to be submitted by this deadline.

6.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

6.3. If a child is isolating at home, parents will inform their child’s teacher no later than 8:30am if their child is unwell and won’t be accessing live lessons.

6.4. The school will monitor absence and lateness in line with the Attendance Policy.

**7. Communication**

7.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

7.2. The school will communicate with parents via Seesaw about remote learning arrangements as soon as possible.

7.3. SLT will communicate with staff as soon as possible via email about any remote learning arrangements.

7.4. Members of staff involved in remote teaching from home will ensure they have a working mobile device that is available to take phone calls from school during their agreed working hours.

7.5. Members of staff working from home will have contact with the head, deputy or team leader once per week. This will usually be during a pre-arranged staff meeting.

7.6. Staff should endeavour to set work online only between the hours of 8am and 6pm. When resources need printing these should be added to T EAMS as early as is practicably possible before the start of the meeting (ideally an hour before).

7.7. Pupils at home will have verbal contact with a member of teaching staff at least once per week via group phone call/class chat/live lessons.

7.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

7.9. 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.

7.10. The pupils’ teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

7.11. 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.

**8. Monitoring and review**

8.1. This policy will be reviewed on an annual basis or if changes to guidance is made by the government or WPAT by the headteacher.

8.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

8.3. The next scheduled review date for this policy is the Summer term 2021.

**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, or if a pupil is isolating at home 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.

**1. Contingency planning**

1.1 The school will work closely with the LA and WPAT to ensure the premises are ‘COVIDsecure’, and will complete all necessary risk assessments which will be published on the school’s website.

1.2 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.

1.3 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.

1.4 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.

**2. Teaching and learning**

2.1 All pupils will have access to high quality education when remote working.

2.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:

• Current online learning portals – Microsoft Teams/Seesaw

• Quizzes

• Online materials

• Educational Websites

• Live webinars

• Pre-recorded video or audio lessons

• Various reading tasks – e.g. comprehension, inference and prediction/Lexia

• Daily challenges

• Times Table Rock Stars

• Mental Health/ Well-being activities

2.3 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.

2.4 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 of 3 – 4 hours remote learning per day, this will be reviewed and amended in line with latest government guidance.

2.5 All provisions for remote learning will be subject to the class group’s age and ability.

2.6 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.

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

**3. Returning to school**

3.1 The headteacher will work with the LA and WPAT to ensure pupils only return to school when it is safe for them to do so.

3.2 After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will discuss with parents when their child will return to school.

3.3 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.

**4. Monitoring and review**

4.1 This policy annex will be reviewed in line with any updated to government guidance.

4.2 All changes to the policy will be communicated to the relevant members of the school community.