

St George's
Church of England Primary School

Children are a Gift from God



Remote Learning Policy

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At St. George's Church of England 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.

Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- 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 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.

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.30 am and 4.30 pm.

If they're 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.

When providing remote learning, teachers are responsible for:

Setting work

- Setting work each day for their class/any children who are isolating.
- This work needs to be set by 6.00am each day (allowing working parents to access it).
- If an individual child is self-isolating, the class teacher will provide two weeks' worth of work within 24 hours of notification if they require paper packs.
- Work will be loaded onto Microsoft Teams each day for the majority of pupils (either isolating or during lockdown). This will be loaded by 6.00am each day.
- The work will be a mixture of the PowerPoints that would have been used in class, Power Maths Home Learning, lessons from Oaks Academy, live lessons, pre-recorded videos, letters and Little

Wandle phonics videos, Learning by Questions, reading books, online quizzes, 1:1 remote reading sessions, Numbots, Timestables Rockstars and Charanga.

- The lessons provided must follow the 'normal' curriculum as closely as possible
- For children who do not have access to electronic devices at home, paper copies of work will be provided. Families will be expected to send someone who isn't isolating to collect this work. Children will be expected to collect and return this work weekly. The class teacher will provide feedback. Teachers will also phone daily to see if the child requires any help with their work. For Health and Safety reasons, teachers will leave the work for 5 days before marking.
- Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources
- Teachers will make sure that reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning
- Teachers will ensure that lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning
- Younger children in Key Stage 1 or Reception often require high levels of parental involvement to support their engagement with remote education, which makes digital provision a particular challenge for this age group. Where appropriate, teachers will provide live lessons to support the children's understanding and learning.

Live streaming of lessons

- When teachers are live streaming lessons, they need to send out a timetable to parents that stipulates when these lessons are taking place and what activity they are covering (this will be done via Microsoft Teams)
- Live lessons will always have two adults involved. One leading the lesson and one monitoring the chat and providing feedback.
- If teaching is taking place from their place of living, teachers must teach with a blurred background on their screen
- Where teachers pre-record lessons, they will ensure they will have a blurred or blank background.

Providing feedback on work

Feedback can take many forms and may not always mean extensive written comments for individual children. Our approach to feeding back on pupil work is as follows:

- Staff will feedback to children via Microsoft Teams. This will be a combination of individual / group feedback.
- Automatic feedback from digital platforms, e.g. quizzes.
- Through whole class discussions.
- Verbally via Microsoft Teams or during live lessons.
- Staff will load resources for children / parents to self-mark where applicable.
- The teachers are also available online throughout the day to answer questions.

Each teacher will ensure that feedback is provided for all work that is presented to them.

Keeping in touch with pupils who aren't in school and their parents

- Daily live lessons
- Weekly phone calls home
- Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via telephone if their child is not completing their schoolwork or their standard of work has noticeably decreased
- Teachers will respond to queries between 8.30 am and 4.30 pm. They will aim to respond to all queries on the day that they are sent
- If a parent/carer makes a complaint this will be dealt with by the teacher initially and only escalated to a member of the SLT if they are not able to deal with it. If parent/carers want to take the complaint further they will be referred to the complaints policy on the website.

Attending virtual meetings with staff, parents and pupils

- All staff will dress appropriately following the school's dress code
- If staff are holding virtual meetings or recording videos, they will make sure that they are in an appropriate place, avoiding background noises and in front of a blank background.
- All meetings will be recorded.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between 8.30 am and 3.30 pm (Full time). Teaching Assistants who work part-time should be available during their working hours.

If they're 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.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely

- Teaching assistants will contact pupils whilst the teacher is teaching to support them with their learning
- Teaching assistants will be directed by the class teacher or SLT to contact pupil's that require support
- Support will be provided via both Microsoft Teams and telephone

Attending virtual meetings with teachers, parents and pupils

- All staff will dress appropriately following the school's dress code
- If staff are holding virtual meetings or recording videos, they will make sure that they are in an appropriate place, avoiding background noises and in front of a blank background.
- They will ensure that all meetings are recorded.

Subject Champions

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely.

SENCo

The SENCo is responsible for:

- Liaising with the ICT technicians 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 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
- SENCo – will co-ordinate and set work for children with SEND and on the continuum across the school.

The Headteacher and Senior Leadership Team

Alongside any teaching responsibilities, the headteacher and senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the remote learning weekly
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- 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
- Reviewing the effectiveness of this policy on an annual basis 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.

2.7 Designated Safeguarding Lead

The DSL is responsible for:

- Contacting children who are identified as vulnerable and are not in school
- Dealing with any safeguarding concerns
- Keeping in touch with external agencies
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Liaising with the ICT technicians 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 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
- See also Safeguarding Policy with addendum.

IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices.

The Data Protection Officer

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.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Take regular screen breaks
- Only communicate through approved school portals or platforms (Microsoft Teams) and do not discuss personal matters
- Use classroom language
- Always conduct video learning in an open space at home
- Seek help if they need it, from teachers or teaching assistants
- Do not share passwords or other sensitive information online
- Look after their mental health and wellbeing
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick and/or can't complete work
- Seek help from the school if they need it. For example – reset passwords/links
- Be respectful when making any complaints or concerns known to staff
- To take an active interest in their child's learning and help support them whenever they need help
- Monitor their child's communication and online activity. Encourage them to remain polite, remember their manners and not to post or send any negative comments
- Establish a daily schedule and routine
- Ensure their child's learning device is in a public space in the home (not in a bedroom)
- Ensure their child only uses official school communication channels.
- Maintain feedback with teachers

- Encourage screen breaks away from devices - keep a check on their time online or encourage them to get some fresh air/exercise
- Implement safety controls and privacy restrictions on apps and software
- Familiarise themselves with relevant school – the Remote Learning Policy
- Monitor their child’s wellbeing and mental health. Remote learning will likely mean that your child won’t get the same level of social interaction and might not see their friends for a while
- Pupils are expected to engage in lessons posted by their teacher on Microsoft Teams.
- Lessons will be available from 9 am each day, and allowing the children to return the work until 9 pm on the same day
- To support parents and pupils with remote learning, each class has an allocated time for a daily Microsoft Teams meeting with their class teacher and classmates. This is an opportunity for the teacher to explain the lessons and expectations of the day and answer any questions the pupils have. We ask parents to support their children to attend these daily meetings and set routines to support their child’s education. Meeting deadlines for submitting work.
- Sign the terms and agreements document to allow their child/ren to attend the live lessons and then abide by the rules.

Governing board

The governing board is responsible for:

- Monitoring the school’s approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Online safety

This section of the policy will be enacted in conjunction with the school’s Online Safety Policy. Where possible, all interactions will be textual and public

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
- Ensure they have a stable connection to avoid disruption to lessons
- Always remain aware that they are visible

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

Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the behaviour leads
- Issues with IT – follow procedures for reporting issues to the IT department
- Issues with their own workload or wellbeing – talk to the Headteacher

- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL team

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.
- Staff will collect and/or share as little personal data as possible online.
- 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.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security 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.
- Staff must inform parents and pupils at the beginning of every live streaming session that the session is being recorded. Consent is not required from adults to record these lessons.
- The reasons for recording are so children who missed the live session for any reason can access the learning and so that the School leaders can randomly sample recorded lessons in order to safeguard pupils and staff and to ensure policies are being followed.

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 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.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible. Where not possible the person making the call will use 141 or no caller ID.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded on CPOMs.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

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 CPOMs and the records stored so that the DSL has access to them
- Actively involve the pupil.
- 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. Via school email address.
- 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.
- All members of staff will report any safeguarding concerns to the DSL immediately.
- 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.

Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via Arbor and the school website about remote learning arrangements as soon as possible.
- The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 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.

- 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 during school hours.
- Members of staff will have contact with their line manager once per week.
- 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 weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring arrangements

This policy will be reviewed by the SLT. At every review, it will be approved by the LAB.

Links to other documents/policies

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)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

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

- DfE (2019) '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'
- 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'

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
- Remote Education Provision: Information for Parents