Blacklow Brow

Pupil Remote Learning Policy

Last updated: D. Kenny

15th January 2021

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Statement of intent

At **Blacklow Brow**, we understand the need to continually deliver high quality education, including during periods of remote learning – 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 learning, 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.
- Educate pupils about 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.

Signed by:

_____ **Headteacher**

Date: _____

_____ **Chair of governors**

Date: _____

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 (2020) '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:

- **Child Protection and Safeguarding Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behaviour Policy**
- **Marking and Feedback Policy**
- **Assessment Policy**
- **Attendance Policy**
- **Acceptable Use Policy**
- **Staff Code of Conduct**

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the school has risk management procedures in place in regards to remote learning.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.

- Safeguarding concerns that are highlighted during periods of remote learning will be recorded using Cpoms.
- 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.
- Conducting regular reviews 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.

2.3. The Dean Trust IT Director is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Liaising with the IT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.

2.4. The IT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed and are in good working order.
- Ensuring that they respond to technical issues reported to the IT Helpdesk in a timely manner so remote learning can take place.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- The IT technicians are **not** responsible for providing technical support for equipment that is not owned by the school.

2.5. The DSL is responsible for:

- 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, and liaising with the headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.

- Ensuring that staff are aware of their responsibilities for safeguarding pupils during periods of remote learning.
- Ensure staff record safeguarding incidents in line with school procedures during periods of remote learning (e.g. via Cpoms).
- 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 SENCO is responsible for:

- Liaising with the IT 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.

2.7.   Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any safeguarding incidents to the DSL/Safeguarding Officer and asking for guidance as appropriate.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an IT technician via the IT Helpdesk.
- Adhering to the Staff Code of Conduct at all times.
- Adhering to the staff expectations for remote learning.

2.8.   Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring that any digital devices provided by the school are only used for school work.
- Ensuring their child is available to learn remotely at the times set out in their class timetable, 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 in their class timetable.

- Reporting any absence in line with the attendance policy.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Providing supervision and guidance (as required) to help pupils access and complete their school work.
- Monitoring the use of digital devices.
- Adhering to the parent expectations for remote learning.

2.9. 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 in their class timetables, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher/parent 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 intended.
- Adhering to the Behaviour Policy at all times.
- Adhering to the pupil expectations for remote learning.

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:

- Google Classrooms
- Work booklets
- Past test papers / questions
- Current online learning platforms
- Educational websites
- Reading tasks
- Worksheets / Question sheets
- Pre-recorded video or audio lessons
- BBC Teach & BBC Bitesize
- Live lessons

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. The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity, e.g. live lessons with questioning, eliciting and reflective discussion, to the best of their ability.

3.5. Lesson plans 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 (e.g. by using a range of different formats).

3.7. Work packs will be made available for pupils who do not have access to appropriate IT. These packs can be collected from school.

3.8. 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.

3.9. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via phone calls.

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

3.11. 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.

3.12. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support and loan the equipment to households. If this is not possible, paper-based alternatives will be offered for the same lesson.

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

3.14. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in a timely manner.

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 Acceptable Use Agreement prior to commencing remote learning.

4. Online safety

4.1. Pupils will be taught online safety in line with our school curriculum.

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

4.3. Staff must only use school-owned devices to access, set and respond to remote learning.

4.4. 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.**

- **Remind them to set (and check) 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.**

- **To support parents and pupils with remote learning.**

- **To provide feedback to parents and pupils on completed remote learning activities.**

4.5. 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 Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

5.2. The DSL and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via prior to the period of remote learning.

5.3. The DSL will arrange for regular contact to be made with vulnerable pupils.

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 at minimum, with additional contact, via door step visits, arranged where required.

5.6. All contact with vulnerable pupils will be recorded on Cpoms.

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 door step visits for safeguarding **must**:

- Have at least one suitably trained safeguarding individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on Cpoms.
- Actively involve the pupil.

5.9. Vulnerable families 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 update members of staff on 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 via Cpoms.

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 Policy.

6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure confidentiality at all times.

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.

6.5. All contact details will be stored in line with the Data Protection Policy and retained in line with the Pupil Records Retention Schedule.

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

6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment.

6.8. Any intentional breach of confidentiality will be dealt with in accordance with the school's 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.
- Given feedback via school planners or digitally/remotely

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 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 plan additional support or provision as required.

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

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.

7.7. The school will monitor participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be reported to parents as required.

8. School day and absence

8.1. Pupils will be given a timetable/plan for the remote learning for the week ahead if their class/bubble is sent home.

8.2. In cases of illness or absence, parents should report this as normal to the school. Refer to the Attendance Policy.

9. Monitoring and review

9.1. This policy will be reviewed on an annual basis by the headteacher.

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

9.3. The next scheduled review date for this policy is October 2021.

Appendix

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. 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 (2020) '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)'**

- **DfE (2020) 'How schools can plan for tier 2 local restrictions'**

- **DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'**

- **Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'**

- **DfE (2020) 'Remote education good practice'**

2. Contingency planning

2.1   The school will ensure risk assessments are completed and implemented. The risk assessments will be published on the school's website.

2.2   The school will ensure that remote learning expectations are regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed.

2.3   If a class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

2.4   If an individual pupil needs to self-isolate, the school will immediately implement remote learning for that child.

2.5 The level of remote learning provision required will be adjusted according to the latest guidelines.

3. Teaching and learning

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

3.2 The school will prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:
- Ensuring pupils receive clear explanations.
- Supporting growth in confidence with new material through scaffolded practice.
- Application of new knowledge or skills.
- Enabling pupils to receive feedback on how to progress.

3.3 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.

3.4 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.
- 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.

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

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

3.7 The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes.

3.8 Pupils will be encouraged to take regular physical exercise to maintain fitness, and time will be allocated within the school week for pupils to focus on this.

3.9 The school will remain cognisant of families who do not have access to the resources required for remote education, and will ensure that an up-to-date record of which pupils do not have appropriate devices or internet access is maintained.

3.10 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme (where necessary).

3.11 Before distributing 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.

3.12 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.

3.13 The school will approach remote learning in a flexible manner.

3.14 The school will maintain good communication with parents to ensure that parents are aided in supporting their child's remote education.

4. Returning to school

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

4.2 After a period of self-isolation, the headteacher will inform parents when their child will return to school.

4.3 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.

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.