

Evelyn CP School



Remote Learning Policy

(Also referred to as 'Blended Learning' or
'Distance Learning')

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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the school’s approach to remote learning
- › 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 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

2. Roles and responsibilities

In the event of full or partial school closure, the school is committed to providing continuity of education to its students and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of children and teachers are healthy, and able to work as normal from home.

Remote learning may also be appropriate in situations when children, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness, assuming students are able to complete school work at home. Another relevant instance would be in, following an infectious disease outbreak, students are self isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to children who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take children on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absence their children from school ‘as a precaution’, against official guidance, in the event of an outbreak of infectious disease.

Remote Learning in the event of school closure

In the event of an extended school closure, the school will provide continuity of education in the following ways:

- The school will use SEESAW (Y1 – Y6) and Tapestry (EYFS) as their online remote learning systems. Access to this will be through a unique code provided by the school. Please note, that in Nursery and Reception, the normal platform is Tapestry. Parents are not expected to be able to access SEESAW in these year groups.

- Regular direct instruction from teachers, with the ability of students to ask questions online
- The setting of work that students complete, written responses (if relevant) completed electronically
- The assessment of specific pieces of work that are submitted to teachers electronically and on which feedback is provided

Children and teachers are expected to have access to the internet whilst at home; the school recognises that many families may not have home printers and will, therefore, not require the printing of material.

Class teachers will provide work broadly in line with children's class timetables. Tasks will be set in accordance with existing schemes of work, and tasks will be designed to allow children to progress through schemes of work at the same pace as if they were in school, where possible. Naturally, remote learning will require children and teachers to take a different approach to working through content, but tasks should ensure the pace of content coverage is as close as possible to in-school teaching. The nature of tasks set should allow students to learn independently, without the specific support of an adult at home.

Unless there is a good reason not to, tasks will be set for individual classes.

Academic subject areas may also arrange for teachers to deliver content in a 'live' manner. This will be done through Zoom or Microsoft Teams.

Assessment

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to children on pieces of work.

Teachers and children should keep accurate records of all work completed, submitted and assessed.

Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Expectations of children

Assuming that a student is healthy and well enough to work, children will be expected to participate as fully as possible in the remote learning process.

In the event of an extended school closure, teachers will continue to deliver content in line with existing schemes of work once the school is reopened; if any child misses significant parts of the content, the school will support them on return.

Teachers must work on the assumption that students will not necessarily have the full range of books and equipment that they would usually have in school. However, if advance notice is possible, teachers will provide the necessary equipment to take home.

2.1 Teachers

Teachers must be available between 9am and 3pm. 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

Teachers are responsible for:

➤ Setting work :

- Teachers will set work for their class.
- See weekly examples provided by the Leadership Team

- Families without a device or access to the internet, will be asked to inform the school, so they can be provided with one if the need arises. The school has a list of these children.

➤ Providing feedback on work :

- Children from Y1 – Y6 will receive feedback via SEESAW
- Children in Nursery and Reception will receive feedback via Tapestry
- Teachers should set and mark assessed work promptly

➤ Keeping in touch with pupils and parents:

- Teachers are expected to keep in regular contact with children via online learning platform, Zoom video calls, telephone or email
- Teachers will be available during school hours to answer phone calls or emails from parents
- All vulnerable children will be contacted on a weekly basis by the headteacher or SENCO. Any concerns regarding children should be directed to the headteacher or SENCO

➤ Attending virtual meetings with staff, parents and pupils :

- The usual Dress Code for Staff should be adhered to when taking part in video calls with parents or pupils

Teachers will be provided with the necessary CPD to operate SEESAW effectively. Good practice ideas have been shared.

2.2 Teaching assistants

Teaching assistants must be available between 9am and 3.00pm. 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.

Teaching assistants are responsible for:

Supporting pupils with learning remotely:

- Specialist TAs to keep in regular contact with their allocated pupil, via Zoom or SEESAW
- Support and assistance with resources should be provided

➤ Attending virtual meetings with teachers, parents and pupils :

- The usual Dress Code for Staff should be adhered to when taking part in video calls with pupils or parents

2.3 SENCO

In the event of a school closure, pupils, parents and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specific prohibited behaviours and reporting obligations to which teachers must adhere, whether or not they are at home, in the community or at school.

➤ Support for pupils with SEND, EAL and other specific learning enhancement needs –

- teachers should ensure that work is differentiated as required for all learners when setting online tasks. Profiles are available for SEND pupils and advice can be sought from the SENCO or headteacher.

The SENCO is responsible for:

- Liaising with SLT, class teachers and ICT subject leader to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required for all SEND pupils
- Ensuring that pupils with an EHCP continue to have their needs met while learning remotely, and liaising with the Headteacher, class teachers and other organisations to make any alternative arrangements for pupils with EHC plans and Individual Health 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.

In addition, the Headteacher or SENCO will maintain contact with pupils on the SEND register requiring regular support, either by email or phone.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning – such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.5 Designated safeguarding lead

The DSL is responsible for:

The DSL ensures that the welfare and interests of children are paramount in all circumstances. The aim is to ensure that, regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of activities at school in a safe child centred environment.

In addition, ensuring the protection of children from abuse whilst participating in education wherever such learning/activity takes place.

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.
- The DSL will arrange for regular contact with vulnerable pupils once per week at a minimum, with additional contact arranged where required.
- All contact with vulnerable pupils will be recorded and suitably stored in line with school policy.
- 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
- The DSL will meet (in person or remotely) with the Headteacher and / or 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 Headteacher and DSL immediately.

- Pupils and their parents will be encouraged to contact the Headteacher and DSL or class teacher should 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

2.6 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 systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

Staff can expect pupils to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or specialist teaching assistants
- Alert teachers if they're not able to complete work
- Adhere to this policy at all times during periods of remote learning.
- Ensure they are available to learn remotely at the designated times and that their schoolwork is completed on time and to the best of their ability
- Report any technical issues to their teacher as soon as possible
- Ensure they have access to remote learning material and notifying a responsible adult if they do not have access
- Notify a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set
- Ensure they use any equipment and technology for remote learning as intended
- Adhere to the school Behaviour Policy at all times

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff
- Be contacted via ParentPay with updates
- Adhere to the policy during periods of remote learning
- Ensure their child is available to learn remotely at designated times and that the school work 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
- Ensure that their child always has access to remote learning material during designated times for learning
- Report any absences in line with the school policy

- › Ensure that their child always has access to remote learning material during the times set out and is in a suitable 'public' living area within the home
- › Adhere to the Home/ School Agreement at all times

When invited to attend a Zoom lesson by the class teacher, parents must ensure that their child:

- › Is working in an environment free from noise and distractions e.g. TV, games consoles, siblings, household appliances
- › Has a suitable background behind them that won't cause offence, distress or distract classmates on Zoom
- › Is using a device that is charged and will last for 40 minutes
- › Tries to find a suitable room with a good WiFi signal that won't result in the Zoom lesson buffering or dropping completely
- › If using your mobile 4G data try and find a suitable room with a good signal, at least 2 bars.
- › If using a mobile phone or tablet such as an iPad, enable 'Do not disturb' mode. Notifications or phone calls will distract from the lesson
- › Joins a few minutes before the scheduled time and has equipment ready
- › Uses the chat box on Zoom only for questions to the Teacher
- › Is dressed in clothes appropriately for a Zoom lesson and talks appropriately as you would in the classroom.
- › Try to use headphones instead of the device speaker so that the Teacher can be heard clearly
- › Please respect times when the Teacher will mute all participants while they are delivering the lesson.

2.8 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 systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns, they should contact a member of the Leadership Team.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- › Access the data, such as on a secure cloud service or a server in your IT network
- › Access data via laptops provided by school, with a secure internet connection, and not on personal devices

- All school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection
- 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
- Ensure that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work and allow for audio and visual material to be recorded, where required
- Ensure that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff

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.
- 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 and retained in line with the Records Management Policy.

- 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.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as names, addresses, email addresses or telephone numbers, as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

Information relating to the closure of school, and Remote Learning for vulnerable children has been updated on our Child Protection Policy and Safeguarding Policy, including safeguarding procedures in relation to remote working.

This section of the policy will be enacted in conjunction with the school's Child Protection. It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education. It is especially important for parents and carers to be aware of what their children are being asked to do, including:

- Sites they will be asked to use.
- School staff their child will interact with.

Where pupils are required to remain at home, helping parents, carers and pupils to make a weekly plan or structure is important. These plans will be supported by the class teacher and should include time for education, playing and relaxing to reduce stress and anxiety. One-to-one sessions can be appropriate in some circumstances, for example, to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND). Such one to one sessions should be discussed and approved by the senior leadership team to assess any risks. There may be helpful solutions, such as including a parent or additional staff member in the call.

Where education has to take place remotely due to coronavirus (COVID-19), it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, schools should:

- Communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- Communicate through the school channels approved by the senior leadership team
- Use school email accounts (not personal ones)
- Use school devices over personal devices wherever possible
- Advise teachers not to share personal information

Health and Safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

- Teaching staff will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.
- Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the Health and Safety Officer or other relevant member of staff immediately so that appropriate action can be taken

6. Monitoring arrangements

This policy will be reviewed annually by the Governing Board. At every review, it will be approved by the Full Governing Board.

7. Links with other policies and procedures

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Guidance on reducing health risks of working with display screen equipment (dse), such as pcs, laptops, tablets and smartphones.
- Risk Assessment for using Zoom calls
- Remote Learning – Monitoring and Engagement policy
- Risk Assessment for Remote Learning using Zoom

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