Wallsend Jubilee Primary

Pupil Remote Learning Policy

Written: 24 April 2020

Updated : 4.2.2021

Contents:

Statement of intent

At Wallsend Jubilee Primary Schhol, 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.

Signed by:

R.Hawkins   25.4.2020

**DeputyHead
Teacher**   Date: 4.2.2021

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)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 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'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DFE (2021) Restricting attendance during the national lockdown

1.3. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy

- Data Protection Policy

- Special Educational Needs and Disabilities (SEND) Policy

- Behavioural Policy

- Accessibility Policy

- Marking and Feedback Policy

- Curriculum Policy

- Assessment Policy

- Online Safety Policy

- Health and Safety Policy

- ICT Acceptable Use Policy

- Staff Code of Conduct

- Data and E-Security Breach Prevention and Management Plan

2. Roles and responsibilities

2.1.   The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place. Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Ensuring the school has published their remote education offer

2.2.   The Deputy headteacher is responsible for:

- 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.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3.   The deputy head teacher is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4.   The Head teacher 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.

2.5. The DSL and DSLL are responsible for:

- 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.

2.6. 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 and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.7. The SBM is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.8. The Deputy Headteacher is responsible for:

- Ensuring 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.

- Ensuring 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.

2.9.   Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the deputy headteacher.
- Reporting any defects on school-owned equipment used for remote learning to the deputy head teacher.
- Adhering to the Staff Code of Conduct at all times.

2.10.   Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning..
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.11.   Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behavioural Policy at all times.

3. Resources

Learning materials

Learning opportunities will be delivered in line with DFE expectations:

The amount of remote education provided should be, as a minimum

: • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children

• Key Stage 2: 4 hours a day

• Key Stages 3 and 4: 5 hours a day

3.1. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past exam papers
- Online learning portals
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons
- Tapestry
- Google classroom/google meet

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. Teachers will teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum.

3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.

3.6. Remote provision will meet DFE expectations:

- providing frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources

  • providing opportunities for interactivity, including questioning, eliciting and reflective discussion

  • providing scaffolded practice and opportunities to apply new knowledge

  • enabling pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate

                 • using assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge

- o 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.

- o Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

- o 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 or dongles for WIFI.

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

- o Teaching staff will oversee academic progression for the duration of the remote learning period.

- o The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

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

- o Where applicable, the school may provide the following provision for pupils who receive FSM:

  - Keeping the school canteen open during lunchtimes
  - Making food hampers available for delivery or collection
  - Providing vouchers to families

Costs and expenses

- o The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

- o The school will not reimburse any costs for travel between pupils' homes and the school premises.

- o The school will not reimburse any costs for childcare.

4. Online safety

- o This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

- o Where possible, all interactions will be textual and public.

o All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Have 2 members of staff present
- 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.
- Where clothing appropriate for a non uniform day

See addendum 1 for further information:

o 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.

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

o 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.

o The school will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

o 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.

o The school will communicate to parents 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.

- o 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.

- o 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

- o 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.

- o 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.

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

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

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

- o All contact with vulnerable pupils will be recorded on CPOMs and suitably stored in line with the Records Management Policy.

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

- o 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.

o 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.

o 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.

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

o 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

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

o 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.

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

o 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.

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

o All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

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

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

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

   o Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

- o   The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

- o   Pupils will be provided with feedback and next steps for learning on submitted work

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

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8. Health and safety

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

- o   If using electronic devices during remote learning, pupils will be encouraged to take a five minute screen break every two hours.

- o   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.

  - o   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.

9. Communication

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

- o   The school will communicate with parents via parent mail and the school website about remote learning arrangements as soon as possible.

- o   The Deputy head teacher will communicate with staff as soon as possible via email about any remote learning arrangements.

- o   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.

  - o   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.

- o   Members of staff will have regular contact with their line manager.

- o As much as possible, all communication with pupils and their parents will take place within the school hours.

- o 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.

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

- o 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.

- **Complaints**

If parents feel their children's school is not providing remote education of a suitable quantity and quality, they are encouraged in the first instance to raise their concerns with the teacher or headteacher and, if the concerns are not resolved, to report the matter to Ofsted. Ofsted will consider the complaint and take action where appropriate. This could involve inspectors discussing the concerns with the school or if appropriate inspecting.

10. Monitoring and review

- o This policy will be reviewed on an annual basis by the deputy headteacher.

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

- o The next scheduled review date for this policy is 24.4.2021. Reviewed 2.2.2021

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Addendum 1:

Conduct/Preparation for class video calls.

The following is an outline of the expectations to be able to successfully participate in the online live meeting.

Accessing the lesson:

Five minutes before the time of the meeting, a link will be delivered to your child's NTLP account.

Pupils need to click on this link then click on Join Now. That will then place pupils in the online lesson (Google meet)

The online lesson will be attended by the class teacher and another member of staff and may be recorded to ensure the safety of all involved. These will only be accessible to school staff and will be deleted at the end of each half term.

Session

The sessions will vary in time but will be an opportunity for the class teacher to talk through work that is set, relevant topics and check in on students learning from home. There will be an opportunity for pupils, who wish to, to ask questions and share their ideas with the rest of their class.

Conduct/Preparation:

● Only the pupil whose lesson it is should be visible or audible during the lesson.

● Parents/carers/siblings need to be aware that your child is participating in a live online lesson, but it is not appropriate for them to take part in a video call unless invited to do so.

● The device used for the lesson should be, where practical, in an area of the house where it is conducive to work, but not isolated (try to use a quiet room downstairs if possible)

● The background needs to be as neutral as feasibly possible.

● Pupils should be dressed in the same way as they would on a non-uniform day in school

● Students/parents/carers should not take photos, screenshots, record any video, or audio, from these conference sessions or attempt to live stream it from their mobile phones.

● Do not use any other facilities in Google meets other than the ones your teacher has indicated you can use.

● If a pupil wishes to speak in a call, they must indicate this in the Chat section or by using the 'hands up' function in Google Meet. If it is appropriate and timely the teacher will then ask them to unmute their microphone. Do not unmute the microphone unless instructed to do so by the teacher. This will prevent everyone trying to speak at the same time.

● Normal school rules apply, be sensible, kind and respectful

During the video call :

● Microphones need to be on mute

● Any questions pupils have, may be posted in the chat section of Google Meet during demonstrations

● Anything typed into the Chat section of Google Meet is visible to all participants, and forms part of the transcript of the whole session

● These questions will be addressed either during the demonstration or taken one by one at the end if they have not been naturally covered

● Answers to any questions will be audible to the whole class

End of the session:

At the end of the session the teacher will notify the class that the session is now closing. At that point all pupils must leave the Google Meeting. The teachers will be the last participants to leave the session.