



## Remote Learning Policy

<b>Date established by governing body</b>
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Autumn Term 2023
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<b>Date for full implementation</b>
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Immediately
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<b>Date for review</b>
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Autumn Term 2025
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### Statement of intent

At Cleaswell Hill School, we understand the need to continually deliver high quality education, including during periods of remote learning.

We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

Remote learning will apply to those students who are absent from education due to medical issues or conditions and also those who have been identified as being absent from school due to emotionally-based school avoidance.

A period of remote learning may be undertaken at times as directed by the Head Teacher. This could include periods of local or national lockdown.

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 students' education and the delivery of the curriculum
- Ensure provision is in place so that all students have access to high quality learning resources
- Protect students from the risks associated with using devices connected to the internet
- Ensure staff, parent / carer and pupil data remains secure and is not lost or misused
- Ensure robust safeguarding measures continue during the period of remote learning
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain confident, independent learners prepared for adulthood
- Prepare staff and students for the possibility of a school closure due to an outbreak or pandemic lockdown
- Schools are expected to demonstrate how they continue to operate educating students remotely so that the curriculum plans continue and students continue to make progress.

### Legal framework



## **Remote Learning Policy**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- The General Data Protection Regulation (GDPR)

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

- DfE (2023) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'

This policy operates in conjunction with other school policies including, but not limited to, Attendance Policy; Safeguarding and Child Protection Policy.

### **Roles and responsibilities**

#### **The Governors are responsible for:**

- Ensuring that the school has robust risk management procedures in place
- Ensuring that the school has a business continuity plan in place
- Evaluating the effectiveness of the school's remote learning arrangements

#### **The Head Teacher is responsible for:**

- Ensuring that staff, parents / carers and students 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 and communicating any changes to staff, parents, and students
- Arranging any additional training staff may require to support students during the period of remote learning
- Reviewing the remote learning arrangements in place to ensure students' education does not suffer
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents



## **Remote Learning Policy**

- Liaising with the School IT Technician to ensure that the technology used for remote learning is accessible to students and staff and that reasonable adjustments are made where required
- Ensuring that all students continue to have their needs met while learning remotely
- Identifying the level of support or intervention that is required while students learn remotely
- Ensuring that the provision put in place for students is monitored for effectiveness throughout the duration of the remote learning period via a quality assurance procedure
- Management of incidents via remote learning

### **The School IT Technician is responsible for:**

- Overseeing that all school owned electronic devices used for remote learning have adequate anti-virus software and malware protection and are PAT tested
- Ensuring all staff, parents / carers and students 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
- Liaising with the Local Authority to arrange the procurement of any equipment or technology required for staff to teach remotely and for students to learn from home
- Ensuring that the school has adequate insurance to cover all remote working arrangements
- Ensuring that any programs or networks used for remote learning can effectively support a number of users at one time, where required, e.g. undertaking 'stress' testing
- Working with the Head Teacher to ensure that the equipment and technology used for learning remotely is accessible to all students and staff

### **The Designated Safeguarding Lead is responsible for:**

- Completing a risk assessment during a lockdown
- Liaison with Multi Agency Key Workers to attend and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Liaising with the School IT Technician to ensure that all school or Local Authority owned technology used for remote learning is suitable for its purpose and will protect students online
- Identifying students 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 Head Teacher and other organisations to make alternate arrangements for students who are at a high risk, where required
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place

## **Remote Learning Policy**

- Liaising with relevant individuals to ensure students receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately actioned, recorded and reported

### **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 Head Teacher and asking for guidance as appropriate
- Reporting any safeguarding incidents to the Designated Safeguarding Lead 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 Head Teacher
- Reporting any defects on school or Local Authority owned equipment used for remote learning to the School IT Technician
- Adhering to the Staff Code of Conduct at all times
- Ensuring that outcomes from EHCPs are delivered through online learning

### **Parents / carers are responsible for:**

- Adhering to this policy at all times during periods of remote learning
- Encouraging their child to be available to learn remotely as detailed on the class timetable on the Remote Learning section of the website 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
- Where possible, encouraging their child to have access to remote learning material during the times set out
- Reporting any absence to the school (illness)
- Ensuring their child uses the equipment and technology supplied by the school or Local Authority used for remote learning as intended

### **Curriculum & Resources**

When teaching students who are working remotely, teachers will:

- Set lessons in line with the subject curriculum and Schemes of Work for each subject
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos if appropriate

Provide parents with the Knowledge Organisers used by subject teachers



## **Remote Learning Policy**

- Provide parents with the Knowledge Organisers used by subject teachers
- 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 students' understanding
- Plan a programme that is equivalent to the timetable
- Be creative in teaching and utilise their preferred remote learning platform

### **Learning materials**

The school will accept a range of different teaching methods during remote learning.

For the purpose of providing remote learning, the school may make use of (but not limited to): work packs, online learning portals, educational websites, reading tasks, live lessons via online portals, and pre-recorded video lessons. Resources will be provided to support progress towards EHCP targets, particularly for those students who are non-subject specific learners within the Engagement Pathway.

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

Teachers will review the existing online education subject resources (eg BBC Bitesize, The Oak Academy) and utilise these tools as necessary

Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning, whilst following the agreed Scheme of Work wherever possible

The school will review the resources students have access to and adapt learning to account for all students' needs by using a range of different formats

Work packs will be made available for students who do not have access to a printer

Teaching staff will liaise with the Designated Safeguarding Lead to ensure all students remain fully supported for the duration of the remote learning period

All staff involved with a pupil will be available to offer support for students via phone calls

Any issues with remote learning resources will be reported as soon as possible to the School IT Technician

Students will be required to use their own or family owned equipment to access remote learning resources, unless the school or Local Authority agrees to provide or loan equipment, e.g. laptops

Students and parents / carers will be required to maintain the upkeep of any equipment they use to access remote learning resources

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

The arrangements for any 'live' classes will be communicated



## **Remote Learning Policy**

The school is not responsible for providing technical support for equipment that is not owned by the school or Local Authority

### **Food provision**

- The school will signpost parents towards additional support for ensuring their children continue to receive the food they need, e.g. food banks
- Where applicable, the school may provide the following provision for students who receive FSM: making packed lunches available for delivery or collection. If a voucher scheme is introduced by the Government, the school will provide these vouchers to families.

### **Costs and expenses**

- The school will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting or council tax
- The school will not reimburse any costs for childcare

### **Online safety**

All staff and students using video communication should adhere to these guidelines:

- Where possible, students should be in the vicinity of a responsible adult (ie parent / carer)
- 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 the "background blur" function on video conferences, where available
- Use appropriate language – this includes others in their household
- Maintain the standard of behaviour expected in school
- Use the necessary equipment and computer programs as intended
- Not record, store or distribute video material without permission
- Always remain aware that they are visible

### **All staff and students 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

## **Remote Learning Policy**

- The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide additional support for students in need
- Students not using devices or software provided by school or the Local Authority as intended will be dealt with in line with the school policies
- The school will risk assess the school or Local Authority owned technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use
- 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
- The school will communicate to parents / carers 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. anti virus software

During the period of remote learning, the school will maintain regular contact with parents / carers to:

- Reinforce the importance of children staying safe online
  - Ensure parents / carers are aware of what their child is 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 / carers 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 or Local Authority

## **Safeguarding**

- All students at Cleaswell Hill School are considered vulnerable students due to their diagnosis of additional need. Regular contact must be made with all students, during the period of remote learning
- The Designated Safeguarding Lead will identify students who are considered extremely vulnerable and these students will be contacted on a more regular basis
- Details of all contact with students will be recorded
- The Designated Safeguarding Lead will keep in contact with students' social workers or other care professionals during the period of remote working, as required
- Details of all home visits must be suitably recorded and actively involve the pupil
- The Designated Safeguarding Lead will meet regularly to discuss the needs of identified students
- All members of staff will report any safeguarding concerns to the Designated Safeguarding Lead immediately via CPOMS

## **Remote Learning Policy**

- Students and their parents / carers will be encouraged to contact school if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying.

### **Data protection**

- Staff members will be responsible for adhering to 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
- The school will not permit paper copies of contact details to be taken off the school premises
- Students are not permitted to let their family members or friends use any school or Local Authority owned equipment
- Any breach of confidentiality (intentional or otherwise) will be dealt with in accordance with the school's policies.

### **Marking and feedback**

All schoolwork completed through remote learning should be:

- Finished and returned to the relevant member of teaching staff
- Completed to the best of the pupil's ability
- The pupil's own work
- The school expects staff to maintain a good work ethic during the period of remote learning
- The school will encourage students to maintain a good work ethic during the period of remote learning
- Teachers will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the Head Teacher as soon as possible
- The school accepts a variety of formative assessment and feedback methods and will support with implementing these measures for remote learning where possible

### **Health and safety**

If using electronic devices during remote learning, students will be encouraged to take a break between lessons (as per remote learning timetable implemented)

### **School day and absence**

- Students will be encouraged to be present for remote learning as per the class timetable in the Remote Learning section of the website
- Students who are unwell are not expected to be present for remote working until they are well enough to do so. Parents / carers must inform the school if their child is ill





## **Remote Learning Policy**

- The school will monitor attendance of lessons via the school log and digital platforms

### **Communication**

- The school will ensure adequate channels of communication are arranged in the event of an emergency
- The school will communicate with parents / carers about remote learning arrangements as soon as possible
- The Head Teacher will communicate with staff as soon as possible via email about any remote learning arrangements
- 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 students learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – where possible, communication should only be undertaken during school hours
- Parents / carers will inform the Teacher as soon as possible if school work cannot be completed
- Issues with remote learning or data protection will be communicated to the school as soon as possible so they can investigate and resolve the issue. Any data breaches will be reported to the Head Teacher
- Teaching and support staff will keep parents / carers and students informed of any changes to the remote learning arrangements or the work set
- The Head Teacher will review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication

### **Control of infectious disease contingency planning**

- School will be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure students never miss out on education. We will ensure that our curriculum is inclusive and accessible to all
- The school will work closely with the LA to ensure the premises is infection-secure and will complete all necessary risk assessments – results of the risk assessment will be published on the school's website
- The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan
- In the event of a lockdown, the school will communicate its contingency plans with parents / carers, including whether it will remain open to students identified as extremely vulnerable and children of critical workers, or emergency workers, or if remote working will be applicable for all
- If local restrictions are not applied, but a single class or 'bubble' needs to self-isolate, the school may, at the Head Teacher's discretion, implement remote learning for that group



## **Remote Learning Policy**

- In exceptional circumstances, the school may reduce its curriculum offering to enable students to cope with the workload – the Head Teacher will assess this need, keeping students' best interests in mind
- Teachers will continue to make use of formative assessments throughout the academic year
- Where students are isolating due to testing Covid positive, students will be marked ill on the register and no work or remote learning will be provided.

Free school meals will not be provided in these instances.

Chair of Governors Tim Chrisp

Head teacher Mike Jackson

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