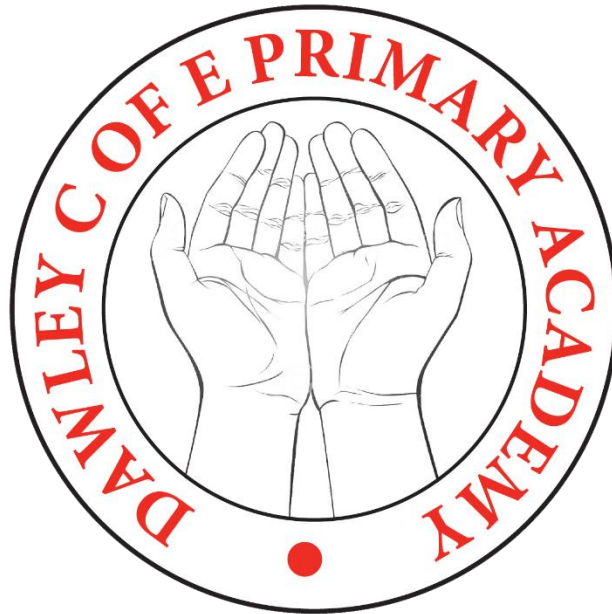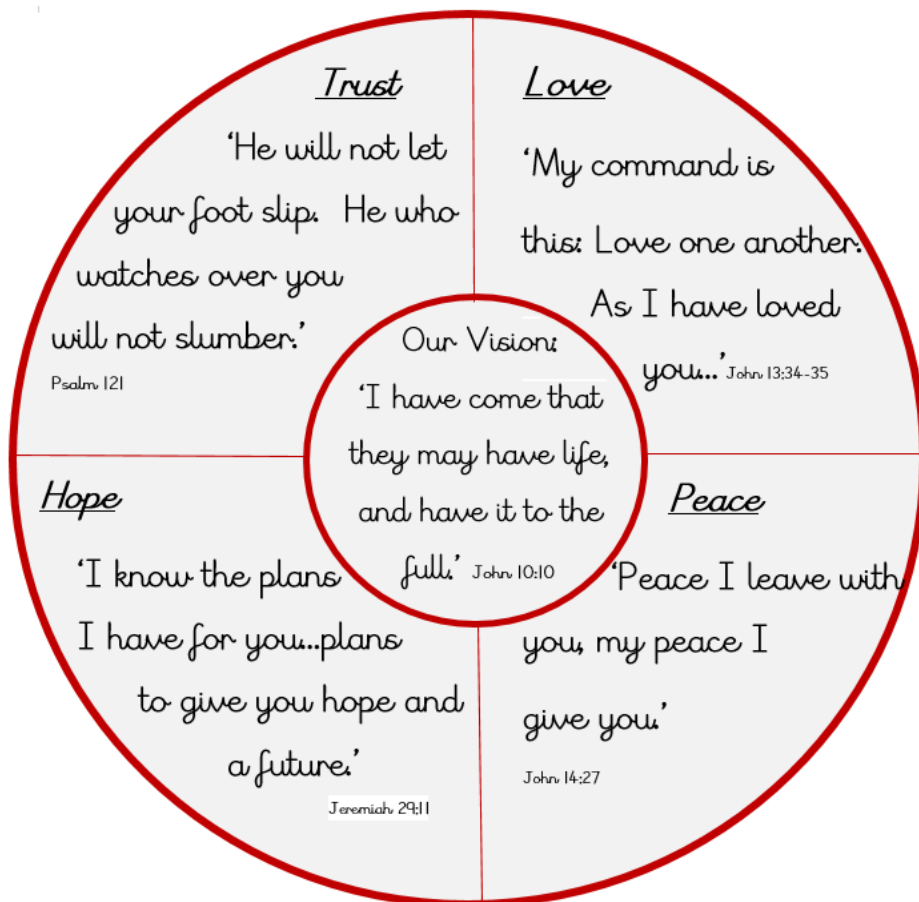# Remote Learning Policy

Created on:	Sept 2020 (Review Jan 2021)

Vision

'I have come that they may have life, and have it to the full. John 10:10

Our vision is to develop flourishing, caring children, equipping them with the skills to reach their potential. We believe in a curriculum that enriches lives, ignites interests, and engages children in real-life experience, as global citizens with an inclusive respect for others, readying them for their future, to live life to the full.

Trust

'He will not let your foot slip. He who watches over you will not slumber.'

Psalm 121

Love

'My command is this: Love one another. As I have loved you...' John 13:34-35

Our Vision: 'I have come that they may have life, and have it to the full.' John 10:10

Hope

'I know the plans I have for you...plans to give you hope and a future.'

Jeremiah 29:11

Peace

'Peace I leave with you, my peace I give you.'

John 14:27

Contents

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1. Aims

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

At Dawley C of E Primary Academy, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with live online lessons, such as: systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:
- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure staff and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all pupils have the provisions required to take part in live online lessons.

The Academy will be offering online a range of lessons to those children at home; having reviewed the access arrangements for the children and discussing provision with parents, the preferred access is via online platforms such as the Academy website, Purple Mash and / or paper copies (matched to the learning offer within the classroom).
Videos are available for access, some produced by Academy staff and others by Oak National Academy. These will be updated regularly.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:
- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2020) 'School attendance: guidance for schools'
- DfE (2020) 'Remote education good practice'

3. Roles and Responsibilities

- Pastoral leads: Julie Beechey, Nick Andrews, Kerri Houlston
- Remote Learning Lead: Kerri Houlston
- SENCO: Kerri Houlston
- English Lead: Emma Woodhouse
- Maths Lead: Kerri Houlston
- Subject Leads: various
- Lead DSL: Nick Andrews
- Deputy DSLs: Kerri Houlston, Julie Beechey, Emma Woodhouse, Fay Astill-Evans

3.1 The Local Academy Committee is responsible for:
- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on a termly basis in conjunction with the Principal.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

3.2 The Principal and Vice Principal are responsible for:
- Ensuring 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 live online lessons.
- Ensuring that there are arrangements in place for monitoring incidents associated with live online lessons.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Reviewing the effectiveness of this policy on a regular basis in conjunction with the Local Academy Committee and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require to support pupils with live online lessons.

- Conducting weekly reviews of the online lesson arrangements to ensure pupils' education does not suffer.

3.3 Staff members are responsible for:
- Adhering to this policy at all times during periods of online lesson usage.
- Reporting any safeguarding incidents and concerns to the DSL and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for online lessons to the ICT technician.
- Adhering to the Staff Code of Conduct at all times.

3.4 The SENDCo is responsible for:
- Liaising with the ICT technician to ensure that the technology used for online lessons 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 during online lessons, and liaising with the Principal 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 take part in online lessons.
- Ensuring that the online lesson provision put in place for pupils with SEND is monitored for its effectiveness while remote learning is undertaken.

3.5 The DSL is responsible for:
- Attending and arranging, where necessary, any safeguarding meetings.
- Liaising with the ICT technician to ensure that all technology used for live online lessons is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk.
- Ensuring that child protection plans are enforced for vulnerable pupils.
- Identifying the level of support or intervention required while pupils take part in online lessons and ensuring appropriate measures are in place.
- Assisting teachers with all online lesson planning to ensure the correct safeguarding measures are in place.

3.6 Teachers
When providing remote learning, teachers must be available between 9:00am and 5:00pm.
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. Contact the Principal by telephone call by 7:30am.

When providing remote learning, teachers are responsible for:
- Setting work, which includes:
  - Work specific to their year group
  - Daily activities for English and Maths
  - Weekly activities for Science and foundation subjects

- Updated on a weekly basis, by 4pm on the Friday
- Work to be uploaded to the Academy website
- Paper copies to be made available by the class teacher for those who have limited or no access to the internet

- Providing feedback on work:
  - Via Purple Mash and / or Padlet
  - Email comments to pupils / comments via Padlet / telephone call
  - To be done on a weekly basis (time to be allocated in school for staff who are currently on rota to provide feedback)

Keeping in touch with pupils who aren't in school and their parents:
- Weekly telephone call (time to be allocated in school for staff who are currently on rota to provide feedback)
- Answer any email queries within 48 hours; no contact to be made outside the allotted working hours (see above)
- Usual safeguard procedures apply – DSL to be contacted by telephone and advice sought;
- Other concerns to be emailed or via telephone call to Principal or Vice Principal for advice, before contacting the parent
- All contact to be made via blocked number in order to protect the privacy of teacher
- If children do not complete set work, teacher to contact via telephone or email to discuss any issues and see if these can be resolved

Attending virtual meetings with staff, parents and pupils:
- Smart/casual dress code – no pyjamas
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

As of January 2021, all staff are in the Academy ensuring the provision for the children in the school is of its usual standard. Time will be allocated during the week to ensure contact is made by either a teacher, teaching assistant or other member of Academy staff. If any teacher is unable to attend, and the absence is not due to illness, they will be expected to make contact with children and parents for follow-ups, check-ups and assessments.

3.7 Teaching assistants
When assisting with remote learning, teaching assistants must be available between 9:00am and 4:00pm.

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. Contact the Principal or Vice Principal by telephone call by 7:30am.

When assisting with remote learning, teaching assistants are responsible for:
- Supporting teachers in gathering and creation of resources for pupils who aren't in school.
- Supporting the teacher with communication to the children and parents

As of January 2021, teaching assistants are in school, and are carrying out their normal duties. If any teaching assistant is unable to attend, and they are not attending due to illness, they will be expected to make contact with children and parents and support the teacher with follow-ups, check-ups and assessments.

3.8 Subject leads

Subject leads will be required to monitor the provision offered by the Academy for their specific subjects. Monitoring forms will need to be completed and these emailed to the teacher and Principal and Vice Principal, as part of the usual monitoring process. The SENDCo will be responsible for ensuring the provision offered to those children with SEN is appropriate and meets their needs.

Alongside their teaching responsibilities, subject leads are responsible for:
- o Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- o Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- o Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- o Monitoring the remote work set by teachers in their subject
- o Alerting teachers to resources they can use to teach their subject remotely

3.9 Pupils and parents

Staff can expect pupils learning remotely to:
- o Be contactable during the school day (however we do need to appreciate that they may not always be in front of a device the entire time)
- o Complete work to the deadline set by teachers
- o Seek help if they need it, from teachers or teaching assistants
- o Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:
- o Make the school aware if their child is sick or otherwise can't complete work
- o Seek help from the school if they need it
- o Be respectful when making any complaints or concerns known to staff

3.10   Pupils with SEND

- o The school will ensure pupils with SEND receive any additional support with online lessons where needed, e.g. from an additional member of staff within the online lesson via phone call.
- o Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during online lessons.
- o The SLT, SENDCo and relevant teacher will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND. Regular contact will be made by the teacher, SENDCo or Teaching Assistant to a pupil with SEND.
- o Additional measures will be considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons.

4. Who to contact

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

- o Issues in setting work – the relevant subject lead or SENCO
- o Issues with behaviour – the Vice Principal
- o Issues with IT – Josh Di Donato (email: josh.didonato@taw.org.uk Tel: 01952 3834444)
- o Issues with their own workload or wellbeing – the Principal or Vice Principal
- o Concerns about data protection – the Principal or Vice Principal
- o Concerns about safeguarding – a DSL

5. Data protection

5.1 Accessing personal data
When accessing personal data for remote learning purposes, all staff members will:

- o Use SIMS via their work laptops – this is a protected network computer
- o Staff not to use their own personal laptops or devices

5.2 Processing personal data
Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

- o Staff will have due regard for the school's Data Protection Policy at all times whilst conducting online lessons.
- o The school will obtain consent from parents to conduct any online lessons via letter.
- o The school will communicate the details of how to access online lessons and any additional information regarding online learning to parents and pupils via email, telephone or letter.
- o The school will provide pupils with a school email address and login for the chosen online lesson platform (e.g. Purple Mash; Oxford Reading Owl) to ensure no personal email addresses or usernames are used by pupils.
- o Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of online lessons, e.g. to report anything serious that has taken place during the online lesson.
- o Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using initials of pupils instead of full names.

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

- o 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)

- o 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
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Installing antivirus and anti-spyware software
- o Keeping operating systems up to date – always install the latest updates

6. Safeguarding

Our safeguarding policy is available on the Academy website.

- o Staff will always have due regard for the school's Child Protection and Safeguarding Policy whilst conducting online lessons.
- o The planning of online lessons will always be carried out in conjunction with the school's DSL.
- o The school will ensure the system used for online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.
- o Pupils will be reminded not to share private information through the online lesson system by the teacher.
- o The teacher will remind pupils not to respond to contact requests from people they do not know when using systems for online lessons.
- o Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during an online lesson, via email and/or telephone and/or class blogs on Purple Mash. Pupils will be provided with the contact details of the DSL to report any concerns.
- o Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly (if this is option of delivery is used going forward).
- o Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.
- o The school will ensure that parents know what pupils are expected to do for an online lesson, including the websites pupils will be asked to use, and the school staff pupils will be in contact with regarding online education.
- o The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents of the government-approved resources on child online safety to support parents further.

7. Monitoring arrangements

- o The Principal and Vice Principal, SENCO and DSL will review the measures outlined in this policy weekly to ensure it reflects the most up-to-date circumstances of the school's online learning provision.
- o The Principal and Local Academy Committee will schedule a review of the effectiveness of this policy termly.
- o Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.
- o The next scheduled review date of this policy is March 2021 (dependent on government advice).

8. Links with other policies

This policy is linked to our:
- o Behaviour policy
- o Child protection policy and coronavirus addendum to our child protection policy
- o Data protection policy and privacy notices
- o Home-school agreement
- o ICT and internet acceptable use policy
- o Online safety policy