

St Benedict's C. of E. VA Junior School

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St Benedict's C of E VA Junior School

Remote Learning Policy

Agreed by:		
NAME/ROLE	SIGNED	DATE
Mrs Jo Boughen-Hunt		27.04.2021

Next review due on or before:	
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Statement of intent

At St Benedict's, we understand the need to continually deliver high quality education and our broad and balanced curriculum, 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.
- Protect pupils from the risks associated with using devices connected to the internet.
- 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.

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
- [Updated] The UK General Data Protection Regulation (UK 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 (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'
- DfE (2020) 'Get help with remote education'

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- 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.
- 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.

2.3. The ICT co-ordinator 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 UK GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the UK GDPR and the Data Protection Act 2018.

2.4. The DSLs are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT co-ordinator 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 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.

2.5. The SENDCO is responsible for:

- Liaising with the ICT co-ordinator 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.

2.6. The School Business Manager 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.

2.7. 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 headteacher.

- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.8. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in this policy, 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.
- Reporting any absence in line with the terms set out in paragraph 9.4.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

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 this policy, and that their schoolwork is completed on time and to the best of their ability.
- 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 Behaviour Policy at all times.

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:

- Class Dojo
- Google Classroom
- Work booklets or photocopied resources
- Educational websites (Accelerated Reader, Sumdog, Spelling Shed, TTRockstars)
- Reading tasks
- Live Zoom or Google Meet teaching sessions
- Pre-recorded videos

- 3.2. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.
- 3.3. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through Somerset CC or central government.
- 3.4. St Benedict's school is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.5. The school will signpost parents via Class Dojo/Google Classroom towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.6. Where applicable, the school may provide the following provision for pupils who receive FSM:
- Continuing to provide FSM to applicable children who are in school.
 - Making food hampers available for delivery or collection.
 - Providing vouchers to families.

4. **Online safety**

- 4.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- 4.2. All staff and pupils using video communication must:
- Communicate in groups – one-to-one sessions are not permitted.
 - 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.
- 4.3. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- 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.
 - 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.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy

5.2. The DSLs 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.

5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to (if possible) and during the period of remote learning.

5.4. All contact with vulnerable pupils will be recorded on our CPOMS recording site.

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

5.6. All home visits will:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on CPOMS or on paper and the records stored so that the DSL has access to them.

5.7. The DSLs 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.

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

6. Data protection

6.1. Staff members will be responsible for adhering to the UK GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

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

6.3. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy.

7. Marking and feedback

7.1. All schoolwork completed through remote learning should be:

- Returned when finished 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.
- Marked in line with the Feedback Policy.

- Returned to the pupil, once marked, within 2 working days.

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 via Class Dojo/Google Classroom/phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.

7.4. The school will log participation and pupil engagement with remote education, as well as motivation levels and progress. Any concerns will be reported to parents via Class Dojo/Google Classroom or telephone.

8. Health and safety

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

8.2. Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

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

9. School day and absence

9.1. We expect that remote education will take pupils broadly between 4 and 5 hours a day.

9.2. Teachers will upload a recommended daily timetable, which we strongly suggest pupils follow in order to structure their day, and complete all their learning.

9.3. Every child will be expected to attend a daily Zoom or Google Meet with their teacher. This is a different time for each Year Group to avoid clashes with siblings.

9.4. Pupils who are unwell are not expected to be present for remote learning until they are well enough to do so. Parents will inform their child's teacher no later than 9am if their child is unwell.

10. Communication

10.1. The school will communicate with parents via letter, Class Dojo, Google classroom or the school website about remote learning arrangements as soon as possible.

10.2. As much as possible, all communication with pupils and their parents will take place within the school hours of 08:45 to 15:15.

10.3. Pupils will have verbal contact with a member of teaching staff at least once a day via Google Meet or Zoom.

10.4. 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.

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

11. Monitoring and review

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

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