



**Trinity & St Michael's CE & Methodist Primary  
School**

# **Pupil Remote Learning Policy**

## **Contents:**

### Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Resources
4. Online safety
5. Safeguarding
6. Data protection
7. Marking and feedback
8. Health and safety
9. School day and absence
10. Communication
11. Monitoring and review

## Statement of intent

At Trinity & St Michael's 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.

We shall continue to aim to fulfil expectations as defined by Government Guidance.

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.

## 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 (Aug 2020) 'Guidance for full opening: schools'
- 1.3. This policy operates in conjunction with the following school policies:
  - **Child Protection and Safeguarding Policy**
  - **GDPR Data Privacy Notice**
  - **Special Educational Needs and Disabilities (SEND) Policy**
  - **Behaviour Policy**
  - **Online Safety Policy**
  - **Health and Safety Policy**
  - **Attendance Policy**
  - **Staff Code of Conduct**

## 2. Roles and responsibilities

- 2.1. The **Governing Body** 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 the school fulfils government guidance expectations with regard to curriculum and remote learning
- 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 regular reviews of remote learning arrangements to ensure pupils' education does not suffer.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the relevant staff.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Informing staff re permitted access to school premises during periods of 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.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.

2.3. The **Online Safety Lead** is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- 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.
- Liaising with the ICT technician to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.

2.4. The **DSL** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

- 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 vulnerable 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 Computing Lead and ICT technician 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 alternative 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.

2.6. 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. The **ICT technician** is responsible for implementing tasks instigated by the **Computing Lead**:

- 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 SENDCO & Computing Lead to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.8. **Staff members** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- **Class Teachers** plan learning on the basis of the educational needs of pupils which is informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills. Class Teachers are responsible for leading their staff team in providing quality remote learning which results in progress in learning for all pupils.
- **Support Staff** support remote learning as directed by the class teacher.
- Reporting any health and safety incidents to the Headteacher 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 the ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.9. **Parents** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely 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 to the class teacher via the class email any incidences where the child is unable to complete work set
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.10. **Pupils** are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their parent or 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.

### 3. Resources

#### Learning materials

- 3.1. For the purpose of providing remote learning, Trinity & St Michael's school may make use of:
  - Work booklets/learning packs
  - Email
  - Practice test papers
  - Online learning portals
  - Educational websites
  - Reading tasks
  - Live webinars
  - Pre-recorded video or audio lessons (e.g. via Nearpod platform)
- 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. 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.
- 3.5. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.6. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.7. 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.
- 3.8. The **computing lead** will keep abreast of technology support available to support schools delivering remote education. This includes staff training and devices for disadvantaged pupils. The DfE has issued [a list of resources](#) on its website which is updated regularly.
- 3.9. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.



- 3.10. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with usual classroom practice as much as possible.
- 3.11. The arrangements for any 'live' classes, e.g. webinars, will be communicated via email no later than one working day before the allotted time and kept to a reasonable length of no more than one hour per session.
- 3.12. The ICT technician is not responsible for providing technical support for equipment that is not owned by the school.

### **Food provision**

- 3.13. The school will signpost parents via letter (ParentApp) with regard to additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.14. Where applicable, the school may provide the following provision for pupils who receive FSM (depending on specific circumstances of school closure):
  - Keeping the school canteen open during lunchtimes
  - Making food hampers available for delivery or collection
  - Providing vouchers to families

### **Costs and expenses**

- 3.15. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.16. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.17. The school will not reimburse any costs for childcare.
- 3.18. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the **Acceptable Use of Equipment Agreement** prior to commencing remote learning.

## **4. Online safety**

- 4.1. This section of the policy will be implemented in conjunction with the school's Online Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication must:
  - Wear suitable clothing – this includes others in their household.
  - Use a custom background option as much as possible. When this is not feasible ensure that video communication is 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.
- Limit the recording, storing, and distribution of video material to agreed school platforms only eg Nearpod, Teams. Specific permission must be obtained from the Leadership Team for the use of alternative platforms.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

4.4. 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.
- Record, store, or distribute audio material using only agreed school platforms. Specific permission must be obtained from the Leadership Team for the use of alternative platforms.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

4.5. The school will consider one-to-one sessions in some limited circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the **Leadership Team**, in collaboration with the **SENDCO**.

4.6. Pupils not using devices or software as intended will be disciplined in line with the **Behaviour Policy**.

4.7. 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.

4.8. The school will consult with parents giving as much notice as possible prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternative arrangements will be made where necessary and feasible.

4.9. 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.

4.10. The school will remind 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.

4.11. 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.
- 4.12. 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

- 5.1. This section of the policy will be enacted in conjunction with the school's **Safeguarding & Child Protection Policy**.
- 5.2. 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.
- 5.3. The **DSL** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made with regard to vulnerable pupils will be made using school phones where possible. (When this is not possible, the personal number must be withheld and staff costs will be reimbursed)
- 5.5. The **DSL** will arrange for regular contact with vulnerable pupils (at least once per week for the most vulnerable) with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable pupils will be noted and a weekly report of main content provided to the Leadership team and relevant staff.
- 5.7. The **DSL** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8. All home visits **must**:
- Have at least **one** suitably trained individual present.
  - Be undertaken by 2 members of staff when necessary.
  - Be suitably recorded electronically so that the Leadership team and relevant staff and agencies have effective access to the information
  - Actively involve the pupil except in exceptional.
- 5.9. Vulnerable families 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.

- 5.10. The **DSL** will communicate (in person or remotely) with the relevant members of staff to discuss any specific new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.11. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.12. Pupils and their parents will be encouraged to contact their class teacher if they wish to report safeguarding concerns with regard to remote learning, e.g. instances of 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

- 6.1. This section of the policy will be implemented in conjunction with the school's **GDPR Data Privacy Policy**.
- 6.2. Staff members will be responsible for adhering to General Data Protection Regulation (GDPR) when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. Any data that is transferred between devices will be suitable data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.
- 6.5. Parents are regularly reminded to ensure that pupils' contact details are up-to-date, especially prior to a period of remote learning.
- 6.6. All contact details will be stored in line with the **GDPR Data Privacy Policy**.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

## 7. Marking and feedback

- 7.1. All schoolwork set through remote learning must be:
  - Complete when returned to the relevant member of teaching staff.
  - Returned 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 usual classroom practice as much as possible
  - Returned marked or with alternative feedback provided to the pupil, by an agreed date.

- 7.2. The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via the class email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Teaching staff will monitor the academic progress of pupils and provide feedback to the leadership team on request. Additional learning support or provision for pupils will be discussed and implemented if required.
- 7.5. Teaching staff will monitor the academic progress of all pupils and discuss with the SENDCo any additional support or provision for pupils with SEND as soon as possible.

## **8. Health and safety**

- 8.1. This section of the policy will be implemented in conjunction with the school's **Health and Safety Policy**.
- 8.2. 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.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take screen breaks.

## **9. School day and absence from learning**

- 9.1. Remote learning will be set in a manner that allows flexibility to families, taking into account the varying home circumstances, e.g. childcare arrangements, working parents etc.
- 9.2. Pupils who are unwell are not expected to take part in remote learning until they are well enough to do so.
- 9.3. Parents will inform their **child's teacher** via email if their child has been unable to complete home learning due to being unwell or due to other circumstances.
- 9.4. Prolonged pupil non-engagement with learning or parental failure to respond to communication from school will be referred to the Headteacher who will take appropriate steps to investigate the issue, eg home visit; referral to appropriate external agency if a potential safeguarding issue or possibility of neglect.

## **10. Communication**

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

- 10.2. The **Computing lead** is responsible for re-activating the relevant class emails for the period when remote learning is required.
- 10.3. The school will communicate with parents via letter (ParentApp or class email) and the school website about remote learning arrangements as soon as possible following notification of school closure or the requirement for a class to self-isolate and switch to remote learning.
- 10.4. In the event of long-term closure, learning letters will be issued via ParentApp and posted to the school website each Monday morning.
- 10.5. The headteacher will communicate with staff as soon as possible about any remote learning arrangements. Urgent messages may be communicated via the official staff group message.
- 10.6. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls from staff colleagues and make calls to families if it is not possible to use the school telephone. Personal numbers are withheld and any additional costs incurred as a result of the use of personal devices will be reimbursed by school.
- 10.7. The school understands that families and staff have the right to privacy out-of-hours and should be able to separate their school and home lives. Communication between school and families during periods of remote learning is therefore only permitted during agreed working hours (8.30am- 5.00pm).
- 10.8. Members of staff will have regular contact with their line manager.
- 10.9. Verbal contact will be made with parents and pupils by a relevant member of staff when helpful and appropriate.
- 10.10. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.11. 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.
- 10.12. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.13. The headteacher will review the effectiveness of communication on a regular basis and ensure measures are put in place to address gaps or weaknesses in communication.

## **11. Monitoring and review**

- 11.1. This policy will be reviewed on an annual basis by the leadership team, or when changes in technologies result in required modifications to practice and procedure.

- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is **September 2021**.

*Kay Beatty*

*August 2020*