Asterdale Primary School
Pupil Remote Learning Policy

Approved by the Governing Board : May 2023

Next Review Date   : May 2024

Signed   : …………………………………………….

Aims

This policy has been developed to outline how we intend to deliver quality remote learning. 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. Much of the Policy is underpinned by Government Guidance, research led by the Education Endowment Foundation (EEF) along with the Ofsted document 'What's working well in remote education' (Published 11 January 2021)
This policy aims to identify how we will:

- 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.
- How the school will ensure a level of continuity within the curriculum where pupils receive learning that supports all ability ranges and builds on their current learning in class.
- Use interactive platforms such as Class Dojo, so that pupils receive teacher instruction via recorded video tuition.
- Communicate with parents and pupils and monitor the learning progress of students.

Statement of intent

At Asterdale Primary School, we understand the need to continually deliver high quality education, 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 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)
- Data Protection Act 2018

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

- DfE (2022) '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'

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

- Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Accessibility Policy
- Marking Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- Technology Acceptable Use Agreement – Staff
- Technology Acceptable Use Agreement - Pupils
- Staff Code of Conduct
- Children Missing Education Policy

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place for the delivery of remote learning.
- Ensuring that the school has a business continuity plan in place, where required.
- Monitoring the school's approach to remote learning to ensure quality provision is available for all pupils.

2.2. The headteacher is responsible for ensuring that:

- There are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- The school has the resources necessary to action the procedures in this policy. The effectiveness of this policy is reviewed, and any changes are communicated to staff, parents, and pupils.
- Appropriate training is provided for staff allowing them to support pupils during the period of remote learning.
- Procedures and safe systems of learning are put into practice, which are designed to eliminate or reduce the risks associated with remote learning.

2.3.   The DSL is 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.
- Ensuring any vulnerable pupils are monitored during remote learning working with any Social Workers who support the pupils.
- Liaising with professionals to ensure vulnerable pupils receive the support required during the period of remote learning.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Ensuring all safeguarding incidents are adequately recorded and reported.

2.4.   The SENDCO 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.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that any pupils with EHC plans are contacted at least weekly during any periods of remote learning where they are not attending school.

2.5.   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.

2.6.   The ICT technicians are 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 SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.7. Staff members are responsible for:

- Implementing quality learning provision for all remote learners
- Responding to and addressing parental and pupil enquiries/queries via email or school phone.
- Reporting any concerns regarding safeguarding incidents to the Headteacher 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.

2.8. Parents are responsible for:

- Following 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 appropriately.

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 and complete given tasks that are completed to the best of their ability.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Ensuring they use any equipment and technology for remote learning as intended.
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3. Quality of Teaching

Learning materials

3.1. The school will ensure the elements of effective teaching are present – for example clear explanations, scaffolding and feedback. Teachers will upload tasks for pupils to complete, individualising the learning needs of all pupils within their allocated groups. Those pupils using work packs will receive clear teacher instruction and explanations on how to complete tasks. Such activities correspond to what pupils would be learning in class and content is the same for both online learners and those using work packs. The school are aware of offering too much new subject matter at once. Teachers will ensure that the key building blocks have been understood fully first. Assessments of pupils' knowledge will inform such provision. The most important knowledge or concepts will be prioritised.

3.2. 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:

- Work booklets

- Email
- Current online learning portals
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons

3.3. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.

3.4. 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.

3.5. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

3.6. 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 other digital devices

4. Amount of teaching

4.1. When being taught remotely, the school will provide the equivalent length to the core teaching pupils would receive in school. As a minimum that is: 3 hours a day for KS1 & 4 hours a day for KS2 (includes time for pupils to complete tasks independently). EYFS pupils will receive daily activities in line with all areas of learning.

4.2. Pupils will be expected to work daily for the above times (other than those pupils eligible to be in school.)

4.3. Staff will monitor online attendance daily. Where there is a pattern emerging, that pupils are not logging on to the tasks, the parents will be contacted. Fortnightly phone calls with parents where pupils are not attending school will also assess the progress of pupils with work packs (weekly calls for vulnerable/critical worker/EHCP pupils not attending school). During such calls, advice will be given to support parents in setting routines and supporting their child's education.

5. Engagement and Feedback

5.1. Online learners can send their work to staff using digital/online methods: for example, uploading photographs of their work from smart phones to their teacher (providing they have digital access). Online learners will be given assessments/quizzes to complete which will be uploaded onto Class Dojo.

5.2. Those pupils with work packs will record their assessments in books - results will be collated through telephone calls. The quality of work in work packs can be reviewed when this is returned to school and new work packs collected.

6. Access to technology

6.1. Paper booklets will be allocated to families for remote learning. Pupils will be provided in advance with books in which to complete the tasks. In addition to

providing access to technology, teachers and pupils will be provided with support and guidance on using and accessing digital platforms.

6.2. Daily instructions linked to the remote learning will be provided through the 'Class Dojo' app. This will be further supported by telephone calls from school to home and/or email usage. The school will contact parents and assess their capacity to access different technologies, if required. The school will strive to provide devices to those families unable to access online learning.

7. Costs and expenses

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

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

7.3. The school will not reimburse any costs for childcare.

7.4. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

8. Online safety

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

8.2. Where possible, all interactions will be textual and public.

8.3. Pupils will treat each other with respect at all times when using a device. Any information uploaded will always be polite and sensible.

8.4. 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.

8.5. 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.

8.6. 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.

9. Safeguarding

9.1.   This section of the policy will be enacted in conjunction with the school's Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

9.2.   The DSLs and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm).

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

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

9.5.   All contact with vulnerable pupils will be recorded and suitably stored.

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

9.7.   All members of staff will report any safeguarding concerns to the DSLs immediately.

9.8.   Pupils and their parents will be encouraged to contact the DSLs 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.

10.   Data protection

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

10.2.   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.

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

10.4.   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.

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

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

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

10.8.   Any breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or Staff Code of Conduct.

11.   Marking and feedback

11.1.   All schoolwork completed through remote learning must be:

- 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.
- Parents and pupils may contact their teacher via Class Dojo/school telephone/email so that any misconceptions regarding learning/tasks can be supported. Teachers will be available to respond during the working day- 9am- 3.15pm.
- Pupils' books will be marked on their return.

11.2.   The school will log participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be reported to parents via formal regular reports or, if there is a concern, individually via telephone.

12.   Communication

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

12.2.   The headteacher will communicate with staff as soon as possible via Class Dojo, website, text to parents and newsletter email about any remote learning arrangements.

13.   Monitoring and review

13.1.   This policy will be reviewed initially at the end of February 2021 and then on an annual basis.

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