

Stanley Common Church of England Primary School

Remote Education Policy

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Statement of intent

At Stanley Common C of E Primary School , we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual student 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.

This information is intended to provide clarity and transparency to pupils and parents / carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home. 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.
- To have structured learning opportunities to connect with children across the school week
- 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, parents / carers, and student 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

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’

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Positive Behaviour Policy
- Anti-Bullying Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy Staff Code of Conduct

2. Use of Remote Learning

All pupils should attend school, in line with our attendance policy. Remote education is **not viewed** as an equal alternative to attendance in school. Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations. We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance. This might include:

- Occasions when we decide that opening our school is either:
    - Not possible to do safely
    - Contradictory to guidance from local or central government
- Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:
    - They have an infectious illness
    - They are preparing for or recovering from some types of operation
    - They are recovering from injury and attendance in school may inhibit such recovery
    - Their attendance has been affected by a special educational need or disability (SEND) or a mental health issue

The school will consider providing pupils with remote education on a case-by-case basis. In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision

- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

3. Roles and Responsibilities

4.1 Governing Body

The governing body is responsible for:

- Ensuring that the school has robust risk management procedures in place, for both data protection and safeguarding reasons.
- Evaluating the effectiveness of the school's remote learning arrangements.

4.2 Headteacher

The Headteacher is responsible for:

- 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
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times
- 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 regularly 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 reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer
- 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 GDPR

- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018

4.3 Designated Safeguard Lead

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the IT technician 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 reports.

4.4 Special Educational Needs Coordinator

The SENCO is responsible for:

- Liaising with the IT 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 EHCPs 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 EHCPs and IMPs.
- 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.

4.5 School Business Officer

The SBO 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.

4.6 IT Technician

The IT technician under the direction of headteacher is 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.

4.7 Staff Members

Staff members are responsible for:

- Setting an appropriate amount of work for their class as appropriate:
    - 3 hours a day on average across the cohort for Key Stage (KS) 1, with less for younger children
    - 4 hours a day for KS2
- Uploading any work to Class Dojo or onto the school website by 9am each morning and ensuring that any pupils with limited access to devices can still complete the work.
- Making sure that work provided during periods of remote education is of high quality, meaningful, ambitious and cover an appropriate range of subjects.
    - This includes considering the needs of individual pupils, such as those with SEND or other additional needs, and the level of independent study skills
    - This also includes considering the needs of pupils' families or carers, including how much adult involvement is needed in each activity and whether pupils have a suitable place to study
- Providing feedback on work completed by students through Class Dojo on a weekly basis.
- Keep in touch with pupils who are not in school and their parents using phone calls or Class Dojo during school hours.
- 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 IT technician.
- Adhering to the Staff Code of Conduct at all times.

4.8 Parents

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 by class teachers.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out by class teachers
- Ensuring their child uses the equipment and technology used for remote learning as intended.

4.11 Pupils

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 by their teachers.
- 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 and Anti-bullying Policy at all times.

4. Resources

4.1 Learning materials

- 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
    - Past test papers
    - Educational websites
    - Reading tasks
    - Pre-recorded video or audio lessons
- Resources will be provided to facilitate remote learning for the recommended 3 hours a day for KS1 and four hours a day for KS2. Less than this for younger children.
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Teachers will ensure the programmes chosen for online learning have a range of accessibility features
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats.
- 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.
- The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via phone calls.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 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.
- Pupils and parents 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 and will mark and provide feedback on work in line with school policies.
- The arrangements for any 'live' classes will be communicated to parents and pupils.
- The IT technician is not responsible for providing technical support for equipment that is not owned by the school.

4.2 Food provision

- Where required, The school will signpost parents via letter or posts of Class Dojo towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- Where applicable, the school will provide the following provision for pupils who receive FSM:
    - Providing vouchers to families

- Families that are not in receipt of FSM but may need support with food will receive ‘food bags’ if this is possible to provide.

4.3 Costs and Expenses

- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- The school will not reimburse any costs for travel between pupils’ homes and the school premises.
- The school will not reimburse any costs for childcare.
- If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Borrow a School Laptop Agreement prior to commencing remote learning.

5. Online Learning

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

- The school will consult with parents where possible before the commencement of remote learning about what methods of delivering remote teaching are most suitable.
- 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 via letter or a post on Class Dojo about any precautionary measures that need to be put in place if their child is learning remotely.
- 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
- 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.

- The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the headteacher, in collaboration with the SENDCO.

5.1 Systems and Technology

- Staff will be told to only download software for remote lessons from a trusted source, e.g. Apple App Store, Google Play or the provider's official website.
- The Computing Co-ordinator will research the providers the school will use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they will refer to government-approved resources, e.g. from the National Cyber Security Centre (NCSC) and from the UK Safer Internet Centre, when selecting their recommended providers.
- Teachers will review the DfE's list of online education resources and utilise these resources as necessary.
- Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.
- Staff will ensure their live online lesson service account is protected with a strong password and will not autosave their password on any device.
- Staff will ensure they test and understand the service before conducting their first live online lesson using a 'test' function, where applicable.
- Staff will ensure they understand how to mute the microphone and how to turn off their camera on their device before their first live online lesson.
- The school will ensure all pupils due to attend live online lessons have access to equipment that will enable them to participate, e.g. a laptop and internet access, to ensure they do not fall behind their peers who do have access.
- Staff will ensure streaming and online chat functions are disabled for pupils.
- For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation.
- For live online PE lessons where replicating in-person teaching provision is difficult to achieve, teachers will consider using video demonstrations accompanied by supporting explanation. Pupils will be encouraged to take regular physical exercise to maintain fitness.

5.2 Safeguarding – Live Lessons

- Staff will always have due regard for the school's Child Protection and Safeguarding Policy whilst conducting live online lessons and remote learning.
- The planning of live lessons will always be carried out in conjunction with the school's DSL.
- The school will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.

- Pupils will be reminded not to share private information through the live online lesson system by the teacher.
- The teacher will remind pupils not to respond to contact requests from people they do not know when using systems for live online lessons.
- Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons.
- 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.
- Where possible, Support staff will be on hand to supervise and handle any sudden changes or developments, such disputes between pupils that may occur during the live online lesson.
- 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.
- The school will ensure that parents know what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use.
- 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

5.3 Personal Data – Live lessons

- Staff will have due regard for the school's Data Protection Policy at all times
- The school will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents and pupils via Class Dojo or the school website
- The school will obtain consent from parents if any images or identifying information about any pupil may be used during the live online lesson, e.g. by using video conferencing, via letter/Class Dojo message confirmation.
- Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons, e.g. to report anything serious that has taken place during the online lesson.
- 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.
- When recording a live lesson is necessary, parents will be made aware and all members of the live lesson will be notified before the lesson.

5.4 Staff conduct

- Staff will be aware of the requirements set out in Staff Code of Conduct and will ensure they understand their responsibilities with regard to conduct during live online lessons – this includes wearing suitable clothing, using appropriate language, maintaining the standard of behaviour expected in school and not recording, storing or distributing video material without permission.
- Staff will only use school-provided email addresses and phone numbers to communicate with pupils when conducting live online lessons.
- Staff will only use school-owned devices for conducting live online lessons, where possible.
- Staff will not share personal information whilst conducting live online lessons.
- Staff will ensure they conduct their live online lesson from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background.
- Staff will communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).
- Staff will only communicate and conduct live online lessons through channels approved by school.
- Staff will keep a log of what happens during live online lessons, e.g. behavioural issues or technical glitches, and ensure it is properly documented.

5.5 Pupil conduct

- The school will provide parents with expectations of pupils and parents, to ensure they understand their responsibilities with regards to conduct during live online lessons.
- Pupils will be reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background (‘private’ living areas within the home, such as bedrooms, are not permitted during video communication), wearing suitable clothing and use appropriate language.
- Pupils and parents will be provided with expectations when accessing live lessons and will be expected to adhere to the measures outlined within it.
- Pupils will be reminded not to record live online lessons on their devices.
- Pupils will be reminded not to speak during live online lessons unless they are prompted to do so or have a question about the lesson.
- Pupils will be reminded to adhere to the school’s Behaviour and Anti-Bullying Policy at all times during live online lessons, as they would during a normal school day.
- The school will ensure that any pupils who breach the pupil expectations will be disciplined in line with the school’s Behaviour and Anti-Bullying Policy.

5.6 Pupils with SEND

- The school will ensure pupils with SEND receive any additional support with live online lessons where needed, e.g. from an additional member of staff within the live online lesson via phone call.
- Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons.
- The SLT, SENDCO and relevant teacher will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.
- 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.

6. Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy. At all occasions and in the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. The DSL is contactable via email.

- The DSL 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.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The DSL will arrange for regular contact with vulnerable pupils regularly, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded on individual risk assessments.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 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 paper and the records stored so that the DSL has access to them.
    - Actively involve the pupil.
- Vulnerable pupils will be provided with a means of contacting the DSL or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

- The DSL will meet (in person or remotely) with the relevant members of staff where necessary to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- All members of staff will report any safeguarding concerns to the DSL immediately.
- Pupils and their parents will be encouraged to contact the DSL 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.

7. Data Protection

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

- 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.
- 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.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour and Anti-Bullying Policy.

8. Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via letter, Class Dojo and the school website about remote learning arrangements as soon as possible.
- The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- Members of 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 pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- Members of staff will have contact with the leadership team at least once per week.
- As much as possible, all communication with pupils and their parents will take place within the school hours.
- Telephone calls will be made weekly to families who are not engaging with the teacher in any other way (eg. Class Dojo, live learning, completed workpacks)
- Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 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.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

9. Monitoring and Review

- During a period of remote learning, the headteacher, SENDCO and DSL will review the measures outlined in this policy regularly to ensure it reflects the most up-to-date circumstances of the school's online learning provision.
- The headteacher/head of school and governing board will schedule a review of the effectiveness of this policy every two years.
- Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.