Remote Learning Policy

Approved by:	Governing Body
Last reviewed on:	September 2020
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Statement of intent

At **Amble First School,** 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.

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'

1.3.   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
- Behavioural Policy
- Teaching and Learning Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy

2. Roles and responsibilities

2.1.   The **governing body** is responsible for:

- Ensuring that the school has a remote learning policy and business continuity plan in place, where required.
- 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.
- 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.
- Conducting reviews of the remote learning arrangements.

2.4. The **DPO\ Headteacher** is responsible for:

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.

2.5. 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 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.

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

- Adhering to this policy during periods of remote learning.
- 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.
- 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.
- Adhering to the Staff Acceptable Use Agreement at all times.

2.7. **Parents** are responsible for:

- Adhering to this policy during periods of remote learning.
- Ensuring pupils engage daily with the year group timetables on our website.
- Reporting any technical issues to the school as soon as possible.
- Reporting any absence\ illnesses to school.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.8. **Pupils** are responsible for:

- Adhering to this policy during periods of remote learning.
- Ensuring they are available to learn remotely, following their daily year group timetable 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.

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- 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. Following parent, staff and pupil feedback we have put timetables for every year group on our school website under the remote learning tab. Just click on the tab and the right year group. Here you will find a daily timetable of lessons\ activities to follow. Just start on week one and the day you are absent. So if you are sent home on a Tuesday. Do the Tuesday lessons for week one. This follows the subjects\lessons they are missing in school.
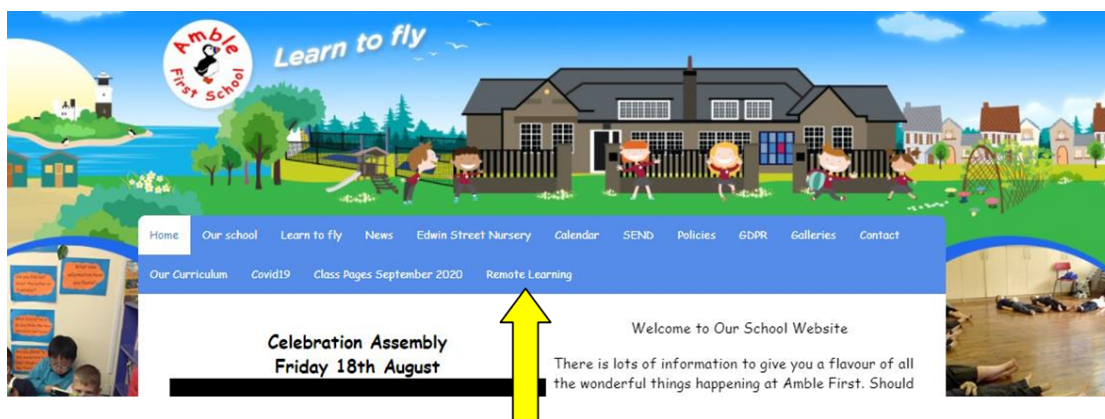
http://www.amblefirst.northumberland.sch.uk/website. We hope this will support your child if they are off for a day, a week or two weeks, due to Covid rules, by:

- Keeping your child in the routine of a school day.
- Re-creating the same subjects they are missing at school in the home.
- Giving the pupils a variety of subjects and therefore a rich curriculum.
- Making it simple\ efficient.The timetables are live- clicking on the blue links should take you to the right website and resource you need for the lesson.
- Giving pupils a mixture of online, practical and paperwork to support different learning needs.

3.2. We have chosen activities which need limited or no resources from your household and we will be happy to provide an exercise book and printed resources if a pupil will be homeschooled for more than a few days.

3.3.If we were to enter an extended period of lockdown, we will send pupils home with resources in advance.

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Food provision

3.4. The school will signpost parents via **letter\ email** towards additional support e.g. food banks.

3.5. Where applicable, the school may provide the following provision for pupils who receive FSM:

- Providing vouchers to families

4. Online safety

4.1. This section of the policy will be enacted in conjunction with the school's E- Safety Policy.

4.2. If staff and pupils use video communication it will be:

- Communicated in groups, if live.
- Pre-recorded.

· If it is a live communication, pupils must be supervised by an adult in the household and the pupil\ family must:

- Maintain the standard of behaviour expected in school.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

4.3. During the period of remote learning parents and school should work together to:

- Reinforce the importance of children staying safe online.
- Set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Share resources to help keep children safe online.

5. Safeguarding

5.1. The DSL will arrange for regular contact to be made with vulnerable pupils during remote learning.

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

5.3. All pupils will be provided with a means of contacting staff to report any incidents.

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

5.5. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting

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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 enacted in conjunction with the school's Data Protection Policy.

6.2.   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.

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

6.4.   Any breach of confidentiality will be dealt with in accordance with the school's GDPR policy.

7. Working from home

7.1.   Pupils are expected to complete their year group timetable daily.

7.2.   Pupils with SEND or additional medical conditions may require more regular breaks, e.g. sensory breaks. Parents are encouraged to email class teachers for individual support or advice.

7.3.   Families- please help your pupils to manage their work by completing the timetabled work on the website and help them if they are stuck.

7.4.   If school absence goes over five days, class teachers will phone or email to support pupils and their families to complete work.

7.5.   Assessment of pupils' understanding of work will be completed on the pupils return to school.

8. School day and absence

8.1.   Pupils are expected to complete their year group timetable daily if they are working from home.

8.2.   Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

8.3.   Parents will inform the school if their child is unwell.

8.4.   The school will monitor absence in line with the Attendance Policy.

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9.   Communication

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

9.2.   The school will communicate with parents via letter, email, the school website or Facebook about remote learning arrangements as soon as possible.

9.3.   Teachers will check in with families once per week to support access to home learning.

9.4.   Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

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

10.   Monitoring and review

10.1.   This policy will be reviewed regularly and updated in line with government\ Department for Education guidelines. It will be reviewed as a whole on an annual basis by the headteacher.

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

10.3.   The next scheduled review date for this policy is September 2021.

Parent Agreement - Remote Learning

If your child is not at school as a result of:

- **isolation due to Covid 19 symptoms**
- **isolation due to bubble closure**
- **isolation due to local lockdown**

We agree to:

> 1) **Support pupils to engage with daily remote learning at home during every school day. (Providing my child is well enough)**

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2) Use the timetable on the school website
http://www.amblefirst.northumberland.sch.uk/website
to complete the daily requirements.

3) Help your child\ children to manage the timetable and support them with completing work, especially if they are stuck on an activity.

4) Keep in contact with school by phone and email.

5) Get in touch with the school immediately if you need support with remote learning.

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