

## **William Austin Infant School**

### **Remote Learning Policy**

**January 2021**

In the event of a school closure, the school is committed to providing continuity of education to its children and will do so through a process of remote learning. Extensive remote learning would apply in a situation whereby the school is closed for an extended period of time, but a high proportion of children and teachers are healthy and able to work as normal from home. This policy does not normally apply in the event of short term closures (e.g. as a result of adverse weather) or a short term learner absence which is not linked to COVID.

There is no obligation for the school to provide continuity of education to children who do not attend school for reasons such as taking leave of absence during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to remove their child from school 'as a precaution', against official Government guidance, in the event of an outbreak of an infectious disease.

At William Austin Infant School, we understand the need to deliver immediate access to remote learning to pupils who are self-isolating as a result of the COVID-19 pandemic. Through 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.

#### **The policy aim to:**

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all children have access to high quality learning resources.
- Ensure that continuous delivery of the school curriculum is provided to children who are self-isolating.
- Ensure consistency in the approach to remote learning for all pupils who are not in school through the use of quality online and offline resources and teaching.
- Provide clear expectations of members of the school community with regards to delivery of high-quality 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.
- Enable pupils and/or parents to raise questions and comment around their home learning.
- Ensure effective communication between the school and families and support virtual engagement with learning.
- 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 place and effective during the period of remote learning.

#### **Remote Learning for individual children who are self-isolating**

The school will provide activities via Google Classroom that follow the curriculum the children would be following in class. This will usually consist of English, Maths, Phonics and/or Spelling and Foundation Curriculum subjects.

#### **Remote Learning in the event of an extended school closure**

The school will provide continuity of education in the following ways:

- Regular instructions from the teachers, with the ability for children and parents to ask questions online via Google Classroom or the class email address. The main online platform the school will use to deliver continuity of education is Google Classroom.

- Teachers will use a range of online resources to support learning which could include 'Oak Academy, White Rose, YouTube and BBC Bitesize.
- Teachers will deliver content in a variety of ways. This may include audio or visual. There is no expectation of teachers to carry out 'live' lessons.
- Children will be provided with instructions on how to complete the work and teachers will be able to respond.
- Children's responses will either be completed in writing, drawing or photographs.
- For those children who are unable to access Google Classroom, paper based copies will be provided.

We realise that the circumstances that cause our school to close will affect families in a number of different ways. A need to adopt an understanding and willingness to adapt to these difficulties on all sides is essential. In our planning and expectations, we will take into consideration and be aware of the need for flexibility at all times as a result of:

- Parents trying to work from home so access to technology as a family may be limited.
- Parents who have two or more children trying to access technology.
- Teachers who may be trying to manage their home situation and the learning of their own children.
- Technological issues which mean that systems may not always function as they should.

## **Feedback**

Providing timely and helpful feedback will support the progress children are able to make. Whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to children on pieces of work they are required to submit. Under normal circumstances, not all pieces of work are formally marked by teachers and this would continue to be the case should our school action the Remote Learning Policy. Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking a piece of work in school. Teachers are encouraged to ensure that the work they set is designed in such a way that meaningful feedback may be provided. Google Classroom enables teachers to review work that is submitted by children and comment on the work; providing encouragement, praise and suggestions for improvement.

## **Roles and Responsibilities**

Teachers will be available from Monday to Friday during usual working hours (8.30 a.m. – 4.00 p.m.). If they are unable to work for any reason during this time, for example, due to sickness or caring for a dependent, they should report this using the normal absence procedure. Teachers within that year group will cover for the member of staff who is unwell to ensure that activities are uploaded and shared with parents. Teachers will be expected to take regular breaks away from the computer or iPad. If teachers have any questions or concerns about Remote Learning, they should speak to their Team Leader or a member of the Senior Management Team. Teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between children, teachers and parents. In that policy, there are specific prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school.

Teachers are responsible for:

- **'Live' registration sessions**
  - Teachers will complete 'live' registration sessions with their class. Details about the frequency of these and the timings will be communicated to parents via email.
- **Setting work**
  - Providing differentiated work at a suitably challenging level for children which is in line with the curriculum.
- **Recorded lessons**
  - Teachers will provide pre-recorded lessons which can be accessed via Google Classroom.
- **Providing feedback on work**
  - Regularly checking school emails to see when work has been completed and handed in by pupils.

- Ensuring that work is 'marked' within a timely manner (this will usually be within 24 hours of the work being submitted)
- **Keeping in touch with pupils who are not in school**
  - Contacting the school office to arrange for parents to be contacted if a child is not engaging with remote learning.
  - Responding to emails from parents or pupils using the class email address within three days but ideally as soon as possible. Staff should not answer emails after 9pm and should not respond to any emails at weekends.
  - Referring any complaints or concerns shared by parents or pupils to their Team Leader to advise on next steps

**Teaching Assistants are responsible for:**

- Teaching Assistants should be available during their normal working hours on the days they are normally required in school.
- If they are unable to work or any reason during this time, for example, due to sickness or caring for a dependant, they should report this using the normal absence procedure.
- Teaching Assistants may be required in school for specific tasks as required.
- Teaching Assistants will be required to undertake remote and/or online CPD training and attend virtual meetings with colleagues.
- Checking their school email account at least twice per day (morning and afternoon)
- Reporting any safeguarding incidents to the DSL or Deputy DSL and asking for guidance as appropriate
- Reporting any dangers, or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher or Deputy Headteacher
- Reporting any defects on school-owned equipment used for remote learning to the ICT technician

**The Senior Leadership Team are responsible for:**

- Coordinating the remote learning approach across the school.
- Ensuring staff's well-being and mental health is maintained during the process of 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 including data protection and safeguarding.
- 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.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Monitoring the effectiveness of remote learning by conducting reviews of the remote learning arrangements to ensure pupils' education does not suffer. This monitoring will include discussion with staff, reviewing work set and seeking feedback from parents/pupils.

**The Designated Safeguarding Lead 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 and ensure support is in place during the period of remote working and/or ensure that they are attending school.
- Ensure all safeguarding incidents at school or home are adequately recorded reported and actioned.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations to make alternative arrangements for pupils who are at a high risk, where required.
- Liaising with outside agencies regarding vulnerable pupils whenever appropriate to follow up any concerns or risks and take action as required.
- Contacting and touching base with parents of vulnerable pupils to offer support during the remote learning period.

### **The Inclusion Manager is responsible for:**

- Ensuring that pupils with EHC plans continue to have their needs met whilst learning remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Ensuring all Risk Assessments for EHCP pupils are undertaken and updated as necessary.
- Supporting SEND families during the period of remote learning as required through school email or telephone contact.

### **The governing board is responsible for:**

- Ensuring the school has a plan in place for remote learning.
- Monitoring the school's approach in providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

### **Children and parents**

Teachers will expect children to:

- Try their best to complete the remote learning activities that will be set daily.
- Take part in physical activities every day.
- Do some reading (or listen to some reading) every day.
- Log on to their online accounts such as Bug Club.
- Seek help if they need it from adult(s) at home or their teacher through Google Classroom.

Pupils will be required to use their own or family-owned equipment to access remote learning. It is the responsibility of parents to ensure that children are suitably supervised when undertaking remote learning. The school will not accept responsibility for any damage caused to devices whilst children are undertaking remote learning.

### **Online safety**

This section of the policy should be read in conjunction with the school's Online Safety Policy.

Messages are to only be sent to the school staff member by a parent via school email addresses

All staff when using video communication whether live or pre-recorded must:

- 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 programmes as intended.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

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 email 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.

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.

## **Safeguarding**

This section of the policy should be read in conjunction with the school's Safeguarding Policy.

To ensure that we continue to keep our children safe from harm:

- All members of staff will report any safeguarding concerns to the DSL or Deputy DSLs immediately.
- The DSL will identify 'vulnerable' pupils (pupils who are deemed vulnerable or are at risk of harm) via risk assessment.
- The DSL will arrange for regular contact to be made with vulnerable pupils during the period of remote learning.
- Phone calls to vulnerable children should only be made using school phones.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote learning.
- Contact details for the DSL will be available on the school website.
- The DSL will meet (in person or remotely) with relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

## **GDPR and data protection**

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

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

All contact details will be stored in line with the Data Protection Policy.

Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.

## **Security**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Close laptop lids when temporarily not in use as webcams may stay on without a user realising.
- Ensure computers are stored securely, out of view and shut down every night.
- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Protect any sensitive data that you might have on your screen, if others are in the room.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Beware of scams – fraudsters have been quick to take advantage of the latest crisis.

## Legal Framework

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

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

- DfE (2020) Keeping Children Safe in Education
- DfE (2020) School attendance
- DfE (2020) 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

This policy operates in conjunction with the following school policies and guidance documents:

- Safeguarding Policy and related Covid 19 Addendums
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy and related Addendum
- Online Safety
- Accessibility Policy
- Planning and Monitoring the Curriculum Policy
- Assessment Policy
- Marking Policy
- Learning Support Policy
- Children Missing Education Policy
- Staff Code of Conduct Policy
- Health and Safety Policy
- Internet and Email Acceptable use Policy

This policy will be reviewed in September 2021