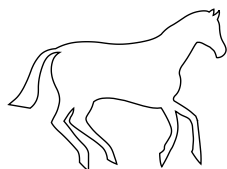


Nursteed Community Primary School

Remote Learning Policy



Policy adopted by the Governors on 11 November 2020

Last amended		
By	When	Main changes
Dawn Farmer Clerk to Gov	08 December 2020	Put in full terms for SEND, SENCO, DSL, EHC and some thoughts about home visits
Kay Vousden	09 December 2020	Final check carried out
Kay Vousden	04.01.21	Additions and updates made to feedback and marking, assessment, registers, the use of TEAMS and the use of TAs to support learning remotely.

Nursted Community Primary School

Remote Learning Policy

Statement of Intent

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns, the closure of a bubble within school, or for individuals needing to self-isolate. In such cases the school will implement provision for remote learning to ensure pupils do not miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy outlines how we will deliver remote education during the pandemic in a variety of scenarios.

At Nursted Community Primary 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. We will be continually reviewing best practice in terms of Remote Learning and will update this policy as needed.

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:

Department for Education (DfE)

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'

- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

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
- Behaviour Policy
- Accessibility Policy
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy.

2. Resources

2.1. During a whole school/class bubble closure the school will use a range of different teaching resources and methods to set work remotely, help explain concepts and address misconceptions. For the purpose of providing remote learning, the school may make use of:

- Communication including work sheets and instructions via Class Dojo
- Work posted on our website in the class folder
- Work set on Purple MASH (all children will be supplied with a username and password)
- Links to other educational websites

- Live lessons via TEAMS (this will be only used if a whole bubble/school closes. All children will be supplied with a username and password)
 - Pre-recorded video or audio lessons (this will only be used if a whole bubble/school closes). These will be posted via Dojo or on the school website.
 - Work booklets, where time is available to produce these before the beginning of the lockdown.
- 2.2. While the teacher themselves are not sick, they will provide daily contact with the class, either via TEAMS meetings for the class or groups, or by posting videos on the website. If the class teacher is unwell, work will be set, but there will be limited live or video contact for this period.
- 2.3. During self-isolation of an individual pupil, the primary means of providing remote learning will be: via Class Dojo.
- 2.4. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 2.5. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 2.6. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, to support pupils with SEND. Where applicable, the Special Educational Needs Coordinator (SENCO) will advise on programmes available to support.
- 2.7. Lesson plans will be adapted to ensure that the curriculum remains as fully accessible and inclusive as possible via remote learning.
- 2.8. 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, e.g. providing work as PDFs which can easily be printed from a mobile device.
- 2.9. Work packs will be made available for pupils who do not have access to a computer or printer when work is set that needs to be completed by hand – these packs can be collected from school if there are members of the family not self isolating or, if needed, they will be delivered to the home. Teachers who are self-isolating will email resources to school to be collected for pupils who do not have access to a printer.
- 2.10. Class teachers will liaise with the SENCO, headteacher and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 2.11. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 2.12. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

- 2.13. 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 tablets.
- 2.14. For pupils who cannot access digital devices at home, the school will provide paper based learning or where possible, loaned technical equipment.
- 2.15. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 2.16. The arrangements for any 'live' classes, e.g. webinars or TEAMS meetings, will be communicated via email or Class Dojo no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session. Live sessions or video session will take place daily while the class teacher is healthy. Live TEAMS session will be recorded and shared with those unable to make the live session.
- 2.17. The school is not responsible for providing technical support for equipment that is not owned by the school.
- 2.18. If you think your child would benefit from borrowing school-owned equipment please email the Headteacher at head@nursteed.wilts.sch.uk to discuss arrangements.
- 2.19. Children should return their work to school via Class Dojo and save it in the child's individual portfolio.
- 2.20. Follow the link to find out how to support your child to post work into their portfolio <https://classdojo.zendesk.com/hc/en-us/articles/115004708883-How-Does-My-Child-Log-into-Their-Student-Account-at-Home-#web>

3. Marking and feedback

- 3.1. All schoolwork completed through remote learning must be:
 - Finished when returned to the relevant member of teaching staff.
 - 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.
 - Marked in line with the Marking and Feedback Policy during a lockdown.
 - Returned to the pupil, once marked. This may be on return to school if due to a two week closure of a bubble, or may be via Class Dojo on a more regular basis.
- 3.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 3.3. Class teachers will keep a spreadsheet of pieces of work completed by each individual child.

- 3.4. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via Class Dojo or telephones if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 3.5. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher as soon as possible, if they have any concerns.
- 3.6. Teaching staff will monitor the academic progress of pupils with Special Educational Needs and Disability (SEND) and discuss additional support or provision with the SENCO as soon as possible, if they have any concerns.
- 3.7. The school will use a variety of formative assessment and feedback methods as appropriate, e.g. through quizzes and other digital tools.
- 3.8. Class teachers will oversee academic progress for the duration of the remote learning period and will mark and provide feedback for work in line with this policy and the Marking and Feedback Policy, as appropriate for the year group. If pupils are not uploading work for feedback, parents will be contacted and expectations of home learning made clear. It is expected that at least one piece of work is uploaded daily. Feedback will be given on at least one piece of work uploaded each day.

4. School Day and Absence

- 4.1. Pupils will be expected to be available for remote learning between 9am and 3pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined below. The class teacher will let parents know the times they will engage directly with the children by 3pm on the day before. Activities and learning will be set as appropriate for children in reception to year 6.
- 4.2. Breaks and lunchtimes will take place at the following times each day:
 - Morning break will take place at **10:30am** until **11:00am**
 - Lunch break will take place between **12:00pm** and **1pm**
 - Afternoon break will take place at **2:00pm** until **2:15pm**
- 4.3. Pupils are not expected to do schoolwork during the times outlined above.
- 4.4. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, should discuss this directly with their class teacher.
- 4.5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 4.6. Parents will inform the school by telephone or email to admin@nursteed.wilts.sch.uk no later than **8:30am** if their child is unwell and give details of the illness to allow the school to make a daily return to the DfE.

- 4.7. The school will monitor absence and lateness in line with the Attendance Policy. The school will monitor engagement of pupils through the Class Dojo and their attendance on arranged TEAMS Meetings.

5. Communication

- 5.1. In the event of a partial or full school closure, the school will communicate with parents via Parent Mail and the school website about remote learning arrangements as soon as possible.
- 5.2. The Headteacher will communicate with staff as soon as possible via email about any need for remote learning arrangements.
- 5.3. 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 and will ensure the Headteacher and Finance and Admin Officer has this up to date number.
- 5.4. 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. Therefore the class teacher will arrange any face to face or telephone communication with the child during the school day of 9am – 3pm.
- 5.5. The school understands that staff teaching remotely have the right to privacy out-of-hours and should be able to separate their school and home lives. Therefore the class teacher will only be expected to communicate with parents between the hours of 8.30am and 4.30pm.
- 5.6. Members of staff will have contact with their line manager at least once per week. The headteacher will call them weekly if this has not already happened.
- 5.7. Pupils will be offered visual or verbal contact with a member of teaching staff at least once per week via either a TEAMS meeting, or a phone call. This may not be their class teacher. Class teachers will inform the Headteacher if they have not had verbal contact with a child so that she can actively pursue contact.
- 5.8. Issues with remote learning or data protection will be communicated to the school as soon as possible via Class Dojo or to the admin team via email admin@nursteed.wilts.sch.uk or the Headteacher via email head@nursteed.wilts.sch.uk so they can investigate and resolve the issue.
- 5.9. The school will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 5.10. 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.
- 5.11. Class teachers will record on the register what contact they have had each day with each child and save this on the server. Codes include:

- D of Dojo contact including work being uploaded.
- TP for telephone call.
- V for any form of video call such as TEAMS.
- PM for work being submitted via Purple Mash.
- O for Other forms of contact.

5.12. Support staff will call or arrange TEAMS meetings with small groups and vulnerable children to offer support during their times of work, when they are not in school.

- **Costs and expenses**

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

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

6.3 The school will not reimburse any costs for childcare.

6.4 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.

6.5 If you think your child would benefit from borrowing school-owned equipment please email the Headteacher at head@nursteed.wilts.sch.uk to discuss arrangements.

7 Online safety

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

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

7.3 All staff and pupils using TEAMS communication must:

- Communicate in groups – one-to-one sessions are not permitted without prior agreement with the Headteacher.
- 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 programs as intended.

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

7.4 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.
- Not record, store, or distribute audio material without permission.
- Always remain aware that they can be heard.

7.5 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 SENCO.

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

7.7 The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues and scope for inappropriate use is limited.

7.8 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.

7.9 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.

7.10 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.

8 Safeguarding

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

- 8.2 The Designated Safeguarding Lead (DSL) at Nursteed Community Primary School is the Headteacher: Mrs Kay Vousden. The Deputy DSLs are Mr Ben Butterfield and Mrs Mandy Dunstone. In the event of none of these members of staff being available, support should be sought from Mrs Catherine Vardy, Headteacher and DSL at Bishops Cannings Primary School.
- 8.3 The DSL will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to or at the beginning of the period of remote learning.
- 8.4 The DSL will arrange for regular contact with vulnerable pupils at least once per week, with additional contact, including home visits, arranged where required.
- 8.5 All contact with the parents/carers of vulnerable pupils will be recorded and stored appropriately.
- 8.6 The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 8.7 Home visits will only be used in extreme cases and must:
- 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.
 - A facemask will be worn inside the home.
 - Hand sanitiser will be used prior to arrival and upon leaving.
 - Will only take place inside while the area is in Tier One. Indoor visits are not allowed while the area is in Tier two, three or higher.
- 8.8 All members of staff will report any safeguarding concerns to the DSL immediately.
- 8.9 The DSL will share any information concerning a child during a period of remote learning with the Class Teacher and any other relevant staff.
- 8.10 Pupils and their parents will be encouraged to contact the DSL/Headteacher 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.

9 Data protection

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

- 9.2 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.
- 9.3 Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 9.4 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.
- 9.5 Parents' and pupils' up-to-date contact details will be collected by the class teacher and any other relevant staff prior to the period of remote learning.
- 9.6 All contact details will be stored in line with the **Data Protection Policy** and retained in line with the **Records Management Policy**.
- 9.7 The school will not permit paper copies of contact details to be taken off the school premises.
- 9.8 Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 9.9 Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 9.10 Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

10 Health and safety

- 10.1 This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 10.2 Class Teachers will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 10.3 If using electronic devices during remote learning, pupils will be encouraged to take a ten-minute screen break every two hours.
- 10.4 Screen break frequency will be adjusted for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- 10.5 If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the Headteacher immediately so that appropriate action can be taken.

11 Roles and responsibilities

11.1 The **Governing Body** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a Business Continuity Plan in place, where required.
- Monitoring and Evaluating the effectiveness of the school's remote learning arrangements.

11.2 The **Headteacher** is responsible for:

- Ensuring that staff 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 regularly and at least 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 reviews on a termly basis of the remote learning arrangements to ensure pupils' education does not suffer due to absence related to Coronavirus.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Resources Committee.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with 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.

11.3 The **DSL** (who in our school is the Headteacher) 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.
- 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 reported.

11.4 Finance and Admin Officer is responsible for:

- 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.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- 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.
- Liaising with the IT support technician to ensure 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.

11.5 The SENCO is responsible for:

- Liaising with the **ICT technicians** to ensure that the technology used for remote learning is accessible to all pupils.
- Liaising with the Class teachers to ensure that reasonable adjustments are made where required for individual's with SEND.
- 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 alternate arrangements for pupils with Education, Health & Care plans (EHC).
- 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.

11.6 Staff members are responsible for:

- Adhering to this policy at all times 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, 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 Finance and Admin Officer or Headteacher.
- Adhering to the Staff Code of Conduct at all times.

11.7 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 out in this policy 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 during the times set out in this policy.
- Reporting any absence in line with the terms of this policy.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

11.8 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 out in this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to the school 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 Policy** at all times.

12 Monitoring and Review

This policy will be updated in line with any updates to government guidance. All changes to the policy will be communicated to relevant members of the school community.

This policy will be formally reviewed by the Governing Board in the Autumn Term of each academic year. Staff will submit their views through the Head teacher.