



Overleigh St Mary's CE Primary School

Pupil Remote Learning Policy

Last updated: 17.12.20

Statement of intent

At Overleigh St Mary's CE Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Equality Act 2010
 - Education Act 2004
 - The General Data Protection Regulation (GDPR)
 - Data Protection Act 2018
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (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:
 - Safeguarding Policy
 - Data Protection Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - Good Behaviour
 - 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
 - Data and E-Security Breach Prevention and Management Plan
 - Children Missing Education Policy

2. Roles and responsibilities

- 2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place. Ensuring that the school has a 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 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 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 weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- 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.

2.4. The DPO 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.

2.5. The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.

- 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. The SENCO is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- 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 EHC plans and IHPs.
- 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.

2.7. The School Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.8. The ICT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9. 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 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 ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.10. 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 periods set out in paragraphs [9.1](#) and [9.2](#) of 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 paragraphs [9.1](#) and [9.2](#).
- Reporting any absence in line with the terms set out in paragraph [9.6](#).
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.11. 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 paragraphs [9.1](#) and [9.2](#) of this policy, 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.
- 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 Behavioural Policy at all times.

3. Learning materials

We always aim to teach the same curriculum remotely as we do in school. However, some subjects or specific units may require adaptations due to ensure they can be accessed e.g. where the class may have been playing hockey in PE, the teacher will provide a different form of physical education for remote learning as the hockey would require specialist equipment that many children will not have access to at home.

We aim to provide continuity of education for all children having to work remotely regardless of if this is for individuals that are self-isolating or larger groups / classes. In almost all

circumstances we can provide this from the first day of self-isolation, but situations may arise there is a 24 hour delay e.g. the teacher themselves is too ill to set work and we need to allocate this to another member of staff or we have late notice of the need to access work.

All work will be shared with the children via our See-Saw Learning Platform. It will be adapted in an age appropriate manner and aligned with the study units the child would have been accessing at school. The work will be a combination of teacher audio recorded input, may include filmed sections to demonstrate / support teaching points, power points and include activities that the children are expected to complete and then return to their teacher.

In order to plan for these sessions the teacher will use their curricular planning from Overleigh as well as access a variety of online materials, including the Oak Academy to ensure the best and most accessible materials are used in a personalised manner for our children.

Each day the teacher will set Reading, Writing and maths lessons as well as an average of two Foundation Subjects a day e.g. Geography and Music. We would expect the learning and associated work to take around four hours each day with additional expectation to reading and complete ongoing activities such as times tables and spelling rehearsal.

4. Additional Support For Children With Particular Needs

We recognise it may be more challenging for children with SEND or other additional needs to fully engage with their remote learning. However, we will ensure reasonable adjustments are made to secure accessibility for all. Where children have specific learning plans e.g. EHC plans, their the TAs who support them will liaise with the teacher and the family to increase accessibility and engagement to ensure continuity of learning. This may include the TA adapting materials, providing additional explanation and increased online contact. The SENDCO will liaise with the teacher and TAs to provide additional advice and support and can be contacted via the school office by parents if required.

TAs will aim to speak to the child / their family where there is an additional need or vulnerability at least twice a week and where possible on a daily basis.

5. Assessment

Teachers will ensure children know what work must be completed each day and how this should be done and submitted to the teacher via the Learning Platform.

Teachers will check the completed work on a daily basis and keep a log of who has returned work.

Feedback will be provided individually if appropriate or to the group as a whole via the work / teaching for the following day / unit of work. This will ensure the teacher swiftly identifies and addresses misconceptions as well as recognising where additional challenge is required or learning can move more swiftly than was initially planned.

The teacher / TAs will check in with the children completing remote learning at least weekly to address any concerns about learning and or anxiety about being away from school. The teacher will track pupil's response and completion of work and where they are not engaging seek ways forward through these phone calls so that all children are securing continuity of education.

6. Accessing Remote Education

Our Digital Platform, See-Saw ensures the online learning will be accessible for all families. It can be accessed on a phone as well as via a tablet or computer.

In addition we have a number of school laptops and equipment to access the internet for children to loan for the period of remote learning to remove any barrier to remote learning. These items will be signed out to the family concerned at the start of the period they are required and it is then their responsibility to ensure appropriate use of the equipment in their home. The equipment must be returned to school once the period of remote learning ends. We are sorry but our IT technician cannot be responsible for supporting with use of IT equipment that is not owned by the school.

7. Food Provision

We will provide weekly food parcels for children who are entitled to FSM during their period of remote learning.

In addition we can signpost to other organisations that may provide additional food and provisions and can refer into the Food Bank for an emergency allocation for a two week period.

Where the whole school was locked down then we may reintroduce a Food Voucher system for provision for FSM pupils only.

8. 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.

9. Online safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy. Where possible, all interactions will be textual and public.

Live lessons will not be used with pupils, however when video communication is being used (parents evening sessions etc), staff, pupils and families using video communication 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 programs as intended.

- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

9.1. 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.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

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

9.3. 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.

9.4. The school will communicate to parents via Parentmail 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.

9.5. During the period of remote learning, the school expects 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.

9.6. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school. However where the family cannot access internet at all the school has devices that can be loaned to a family for the period of remote learning.

10. Safeguarding

10.1. The DSL and headteacher 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.

- 10.2. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 10.3. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 10.4. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- 10.5. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 10.6. Vulnerable pupils and families will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- 10.7. The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 10.8. All members of staff will report any safeguarding concerns to the DSL immediately and record on CPOMs system.
- 10.9. Pupils and their parents are 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.

11. Data protection

- 11.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
- 11.2. 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.
- 11.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 11.4. 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.
- 11.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 11.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

- 11.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 11.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 11.9. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 11.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

12. School day and absence

- 12.1. Work for pupils will present each day on the online learning portal by 9:00am.
- 12.2. Four activities will be set each day (+ additional reading or phonics activity on some days). These will be in the format of a Maths and an English activity for the morning and two foundation subject activities for the afternoon.
- 12.3. We would recommend at least a 15min break between the two morning activities and the two afternoon activities. A longer break should take place half way through the day for the children to eat lunch and relax before restarting their learning activities.
- 12.4. Once completed activities will be submitted electronically for the class teacher to provide feedback. All activities for the day should be completed and submitted before 3.30pm to allow for the teacher to review them before setting the next set of work.
- 12.5. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, should not be expected to do schoolwork during their breaks.
- 12.6. Pupils who are unwell are not expected to complete for remote working until they are well enough to do so.
- 12.7. Parents will inform their child's teacher no later than 8:30am if their child is unwell.
- 12.8. The school will monitor absence and lateness in line with the Attendance and Truancy Policy. In addition the school is required to complete attendance and absence returns to the LA and DFE for children with an EHC Plan or who are vulnerable and have a TAF or Social Care involvement.

13. Communication

- 13.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 13.2. The school will communicate with parents via Parentmail and the school website about remote learning arrangements as soon as possible.

- 13.3. The headteacher / school office / SLT will communicate with staff as soon as possible about any remote learning arrangements that need to be commenced for pupils within their classes.
- 13.4. 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. They will use their school lap top and or ipad to manage remote learning.
- 13.5. 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.
- 13.6. Members of staff will have contact with their team leader at least once per week. Any concerns will then be reported to Headteacher as required.
- 13.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9 of 9:00am and 3:30pm.
- 13.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 13.9. 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.
- 13.10. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

14. Monitoring and review

- 14.1. This policy will be reviewed on an annual basis by the headteacher.
- 14.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 14.3. The next scheduled review date for this policy is September

