



## **Dorothy Barley Junior Academy**

# **Remote Learning Policy**

From 22<sup>nd</sup> October 2020, until the end of the academic year, schools have a legal duty to provide remote education to all pupils who require it. This policy reflects the school approach to ensuring this legal duty is met. More details can be found in [Appendix A](#).

## **Contents:**

[Statement of intent](#)

1. [Legal framework](#)

[Roles and responsibilities](#)

2.

3. [Resources](#)

4. [Online safety](#)

5. [Data protection](#)

6. [Marking and feedback](#)

7. [Health and safety](#)

8. [School day and absence](#)

9. [Communication](#)

10. [Monitoring and review](#)

**Appendix**

- a. [Remote Learning During the Coronavirus \(COVID-19\) Pandemic](#)

## Statement of intent

At **Dorothy Barley Junior Academy**, 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.

Signed by:



Headteacher

January 2021

Date:

## 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 (2018) 'Health and safety: responsibilities and duties for schools'
  - DfE (2018) 'Health and safety for school children'
  - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
  - DfE (2016) 'Children missing education'
- 1.3. This policy operates in conjunction with the following school policies/guidance:
  - **Safeguarding and Child Protection Policy**
  - **Data Protection Policy**
  - **Special Educational Needs and Disabilities (SEND) Policy**
  - **SEND Information Report**
  - **Behaviour Policy – Covid 19**
  - **Accessibility Plan**
  - **Marking, Feedback and Assessment Policy**
  - **Remote Education Contingency Plan**
  - **Curriculum Policy**
  - **Online Safety Policy**
  - **Health and Safety Policy**
  - **Attendance Policy**
  - **ICT Acceptable Use Policy**
  - **Code of Conduct**
  - **Data and E-Security Breach Prevention and Management Plan**
  - **Children Missing Education Policy (CME statement in Attendance Policy)**

## 2. Roles and responsibilities

The governing body is responsible for:

- 2.1.

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school is supporting pupils to resume education, including arrangements for learning at home where needed.
- 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 a termly 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.

**Commented [NC1]:** We do not use the LA 'Office role' most will fall to the HT or DSL. Some have a Champion role appointed so will need the school to ideally review the HT duties and assign them to the correct role.

2.3. The **School Business Manager** is responsible for:

- Ensuring that any 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 any 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 **Data Protection Officer for the Trust** is responsible for advising schools as needed in relation to Data Protection issues. The school is then responsible for local data protection, including:

- 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 where used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

**Commented [NC2]:** This may need reviewing as the Trust is not listed in the policy, such as the role of IT and Central DPO function, Peter will probably add in.

2.5. The **Designated Safeguarding Lead** (DSL) is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with RM Education or the Trust IT team 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.
- Pay due regard to national guidance on safeguarding for online learning, including that published by the DFE and NSPCC.

2.6. The **SENCO** is responsible for:

- Liaising with RM Education and Reach IT 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. Reach IT 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 your line manager 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 School Business Manager, who will inform RM Education or Reach IT as appropriate.
- Reporting any GDPR regulation breaches to the HT/SBM who will report to the DPO.
- 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 times set out in paragraphs [8.1](#) and [8.2](#) 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 [8.1](#) and [8.2](#).
- Reporting any absence in line with the terms set out in paragraph [8.6](#).
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the [Parent Code of Conduct](#) at all times.

**Commented [NC3]:** Is the plan to share this with parents? If so, would it be worth a separate 'Home Learning' guidance doc and we just reference, saves having to update a policy for small updates.

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 [8.1](#) and [8.2](#) 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 **Behaviour Policy** -Covid 19 sections at all times.

### 3. Resources

#### Learning materials

- 3.1. 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:
  - Home Learning Packs
  - Microsoft Teams
  - Educational websites
  - Pre-recorded video or audio lessons
  - Oak National Academy
  - BBC Education
- 3.2. Reasonable adjustments will be made to ensure that all pupils have access to the remote learning provided.
- 3.3. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.4. Home learning packs will be made available for pupils who do not have access to a printer – these packs can be posted to pupils by the school office.
- 3.5. Teaching staff will liaise with the **SENCO** and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.6. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.7. 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.
- 3.8. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through Reach2.
- 3.9. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

- 3.10. 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 [section 7](#) of this policy.
- 3.11. The school are not responsible for providing technical support for equipment that is not owned by the school.

#### **Costs and expenses**

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

#### **4. Online safety**

- 4.1. This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. Pupils not using devices or software as intended will be disciplined in line with the **Behaviour Policy**.
- 4.4. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 4.5. 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.
- 4.6. During the period of remote learning, the school will maintain regular contact with parents to:
- 4.7.
  - 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.
- 4.8. 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.

## 5. Data protection

- 5.1. This section of the policy will be enacted in conjunction with the school and Trust's Data Protection Policy.
- 5.2. 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.
- 5.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching. Sensitive data will not be stored on personal devices at any time.
- 5.4. 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.
- 5.5. All contact details will be stored in line with the **Data Protection Policy** and retained in line with the **Records Management Policy**.
- 5.6. The school will not permit paper copies of contact details to be taken off the school premises.
- 5.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 5.8. Any breach of confidentiality will be dealt with in accordance with the school and Trust's procedures.
- 5.9. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behaviour Policy** or the **Disciplinary Policy and Procedure**.

## 6. Marking and feedback

- 6.1. 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 Contingency Plan.

- Returned to the pupil, once marked in a timely manner.
- 6.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
  - 6.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via telephone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
  - 6.4. Teaching staff will monitor the academic progress of pupils with access to the online learning resources and discuss additional support or provision with their Year Group Leader as soon as possible.
  - 6.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
  - 6.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.
  - 6.7. The school will log participation and pupil engagement with remote education, as well as motivation levels and, if there is a concern, this will be reported to parents individually via telephone.
  - 6.8. The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. posting examples of good work on Class Dojo.

## 7. Health and safety

- 7.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 7.2. The school will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 7.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.
- 7.4. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks. |
- 7.5. If any incidents occur at home that may necessitate a child's absence from education, they must be reported to the school office as soon as possible.

## 8. School day and absence

- 8.1. The school will be providing at least 4 hours of remote learning per day and will provide an advisory schedule for parents to follow to facilitate this.

Commented [ka4]:

- 8.2. Pupils who are unwell are not expected to engage in remote working until they are well enough to do so.
- 8.3. Parents will inform the school office no later than 8:30am if their child is unwell.
- 8.4. The school will monitor absence and lateness in line with the Attendance and Absence Policy.

## **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, Class Dojo school website about remote learning arrangements as soon as possible.
- 9.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 9.4. Members of staff involved in remote teaching will ensure they have a working telephone that is available to take phone calls during their agreed working hours.
- 9.5. 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.
- 9.6. Members of staff will have contact with their line manager or Year Group Leader at least once per week.
- 9.7. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 9.8. 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.
- 9.9. The SLT will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 9.10. 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.

## **10. Monitoring and review**

- 10.1. This policy will be reviewed on a termly 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 1<sup>st</sup> May 2020.

## APPENDIX A:

### Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

#### 1. Legal framework

1.1 This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- 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) 'How schools can plan for tier 2 local restrictions'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'
- [New] DfE (2020) 'Remote education good practice'
- [New] DfE (2020) The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction

1.2 The headteacher, in collaboration with the governing body, will ensure the school follows the legal obligations regarding remote education, as outlined in The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction. This includes:

- Providing remote education to all pupils of compulsory school age.
- Providing remote education where it would be unlawful, or contrary to guidance issued from public authorities, for a pupil to travel to or attend the school.
- Having regard to government guidance issued regarding the delivery of remote education, e.g. the DfE's 'Guidance for full opening: schools'.

#### 2. Teaching and learning

- 2.1 The school will ensure staff and pupils follow the school's Online Safety Policy when working and learning remotely.
- 2.2 All pupils will have access to high-quality education when learning remotely.
- 2.3 The school will prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:
  - Ensuring pupils receive clear explanations.
  - Supporting growth in confidence with new material through scaffolded practice.
  - Application of new knowledge or skills.
  - Enabling pupils to receive feedback on how to progress.
- 2.4 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.
- 2.5 When teaching pupils who are working remotely, teachers will:
  - Set assignments so that pupils have meaningful and ambitious work each day.
  - Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
  - Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
  - Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
  - Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
  - Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- 2.6 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- 2.7 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.
- 2.8 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.
- 2.9 The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations or the use of nationally available resources.
- 2.10 Pupils will be encouraged to take regular physical exercise to maintain fitness.

- 2.11 The school will remain cognisant of families who do not have access to the resources required for remote education, and will ensure that an up-to-date record of which pupils do not have appropriate devices or internet access is maintained.
- 2.12 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.
- 2.13 Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:
- Pupils in Years 3 to 6
  - Clinically extremely vulnerable pupils across all year groups who are shielding or self-isolating in line with government advice
  - Pupils in all year groups who are unable to access remote education whilst attending school on a hospital site
- 2.14 Before distributing devices, the school will ensure:
- The devices are set up to access remote education.
  - Appropriate safeguarding controls and support are in place to help pupils use the devices safely.
- 2.15 Once devices are ready for collection, the school will either arrange for them to be collected by pupils or their parents from school, ensuring infection control measures are adhered to as part of this process.
- 2.16 The school will approach remote learning in a flexible manner where necessary, e.g. ensuring that lessons are recorded to accommodate contexts where pupils have to share a single device within the home.
- 2.17 Where live lessons are recorded, the school will ensure all recording procedures have due regard for the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation. In these instances, before the lesson starts, all participants (and related parents) will be informed that the video is being recorded, including where this is for training and development purposes for use internally within REAch2. It should be made clear that usage will be for training and development purposes only.
- 2.18 The school will maintain good communication with parents to ensure that parents are aided in supporting their child's remote education.

### **3. Returning to school**

- 3.1 The headteacher will work with the Trust to ensure pupils who have been learning remotely only return to school when it is safe for them to do so.

- 3.2 After a period of self-isolation, or the lessening of local restriction rules, the headteacher will inform parents when their child will return to school.
- 3.3 The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

#### **4. Monitoring and review**

- 4.1 This policy annex will be reviewed in line with any updates to government guidance.
- 4.2 All changes to the policy will be communicated to relevant members of the school community.