

Remote Learning Policy

Statement of intent

At Epina School, we understand the need to continually deliver high quality education, including during periods of remote learning. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed. A period of remote learning will be undertaken at times as directed by the Head Teacher – this could include (but not limited to) periods of local or national lockdown.

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 students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parent / carer and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue during the period of remote learning.
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain confident, independent learners prepared for adulthood.
- The government has made it very clear that schools need to prepare staff and students for the possibility of a school closure due to an outbreak or lockdown.
- Schools are expected to demonstrate how they continue to operate educating students remotely so that the curriculum plans continue and students continue to make progress.

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 (2023) 'Keeping children safe in education'
- DfE (2022) 'Working together to Improve 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'

This policy operates in conjunction with other school policies.

Roles and responsibilities

The Governors are responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

The Head Teacher is responsible for:

- Ensuring that staff, parents / carers and students 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 and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Reviewing the remote learning arrangements in place to ensure students' education does not suffer.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Head's PA.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Liaising with the School Business Manager to ensure that the technology used for remote learning is accessible to all students and staff and that reasonable adjustments are made where required.
- Ensuring that all students continue to have their needs met while learning remotely.
- Identifying the level of support or intervention that is required while students learn remotely.
- Ensuring that the provision put in place for students is monitored for effectiveness throughout the duration of the remote learning period via a Quality Assurance procedure.
- Management of incidents via remote learning.

The School Business Manager is responsible for:

- Overseeing that all school or Local Authority owned electronic devices used for remote learning have adequate anti-virus software and malware protection and are PAT tested.
- Ensuring all staff, parents / carers and students 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.
- Liaising with the Local Authority to arrange the procurement of any equipment or technology required for staff to teach remotely and for students to learn from home.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.
- 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 Head Teacher to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

The Designated Safeguarding Lead and Multi Agency Key Worker is responsible for:

- Completing a risk assessment during a lockdown.
- Managing the Multi Agency Key Worker to attend and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the School Business Manager to ensure that all school or Local Authority owned technology used for remote learning is suitable for its purpose and will protect students online.
- Identifying students 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 Head Teacher and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure students receive the support required during the period of remote working.
- Ensuring all safeguarding incidents are adequately actioned, recorded and reported.

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 Head Teacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the Designated Safeguarding Lead 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 Head Teacher.
- Reporting any defects on school or Local Authority owned equipment used for remote learning to the School Business Manager.
- Adhering to the Staff Code of Conduct at all times.
- Ensuring that outcomes from EHCPs are delivered through online learning.

Parents / carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.

- Encouraging their child to be available to learn remotely as detailed on the class timetable on the Remote Learning section of the website 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.
- Where possible, encouraging their child to have access to remote learning material during the times set out.
- Reporting any absence to the school (illness).
- Ensuring their child uses the equipment and technology supplied by the school or Local Authority used for remote learning as intended.

Students are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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 supplied by the school or Local Authority for remote learning as intended.
- Whilst remote learning, adhering to the Behaviour Policy at all times.
- Sharing any concerns with a member of staff.

Curriculum & Resources

When teaching students who are working remotely, teachers will:

- Set lessons in line with the curriculum and Schemes of Work for each subject.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess understanding 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 students' understanding.
- Plan a programme that is equivalent to the timetable.
- Be creative in teaching and utilise their preferred remote learning platform.

Learning materials

The school will accept a range of different teaching methods during remote learning. For the purpose of providing remote learning, the school may make use of (but not limited to):

Work packs, online learning portals, educational websites, reading tasks, live lessons via online portals, and pre-recorded video lessons

- Teachers will review the existing online education resources (eg BBC Bitesize, The Oak Academy) and utilise these tools as necessary, in addition to other resources. Reasonable adjustments will be made to ensure that all students have access to the resources needed for effective remote learning.
- Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning, whilst following the agreed Scheme of Work wherever possible.

- The school will review the resources students have access to and adapt learning to account for all students' needs by using a range of different formats.
- Work packs will be made available for students who do not have access to a printer – where possible, these packs will be hand delivered by school staff.
- Teaching staff will liaise with the Designated Safeguarding Lead and Multi Agency Key Worker to ensure all students remain fully supported for the duration of the remote learning period.
- All staff involved with a pupil will be available to offer support for students via phone calls.
- Any issues with remote learning resources will be reported as soon as possible to the School Business Manager.
- Students will be required to use their own or family owned equipment to access remote learning resources, unless the school or Local Authority agrees to provide or loan equipment, e.g. laptops. For students who cannot access digital devices at home, the school or Local Authority will, where possible, will provide this on loan.
- Students and parents / carers will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- Teaching staff will oversee academic progression for the duration of the remote learning period.
- The arrangements for any 'live' classes, e.g. Google Classroom, will be communicated.
- The school is not responsible for providing technical support for equipment that is not owned by the school or Local Authority.

Food provision

- The school will signpost parents towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- Where applicable, the school may provide the following provision for students who receive FSM:
 - Making packed lunches available for delivery or collection.
 - If a voucher scheme is introduced by the Government, the school will provide these vouchers to families.

Costs and expenses

- The school will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting or council tax.
- The school will not reimburse any costs for childcare.

Online safety

Where possible, all interactions will be textual and public.

All staff and students using video communication must:

- Where possible, students should be in the vicinity of a responsible adult (ie parent / carer).
- 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 the “background blur” function on video conferences, where available.
- 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.

All staff and students 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.
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- The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide additional support for students in need.
 - Students not using devices or software provided by school or the Local Authority as intended will be dealt with in line with the Behaviour Policy.
 - The school will risk assess the school or Local Authority owned technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
 - The school will ensure that all school or Local Authority 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 / carers 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. anti virus software.
 - During the period of remote learning, the school will maintain regular contact with parents / carers to:
 - Reinforce the importance of children staying safe online.
 - Ensure parents / carers are aware of what their child is 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 / carers to useful resources to help them keep their children safe online.
 - 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 or Local Authority.

Safeguarding

- All students at Epinay School are considered vulnerable students (students who are deemed to be vulnerable or are at risk of harm). Regular contact must be made with all students, prior to the period of remote learning.

- The Designated Safeguarding Lead will identify students who are considered extremely vulnerable and these students will be contacted on a more regular basis.
- Details of all contact with students will be recorded on the school's system.
- The Designated Safeguarding Lead and the Multi Agency Key Worker will keep in contact with students' social workers, the virtual school or other care professionals during the period of remote working, as required.
- Details of all home visits must be suitably recorded on the school's system and actively involve the pupil.
- The Designated Safeguarding Lead and the Multi Agency Key Worker will meet regularly to discuss the needs of identified students.
- All members of staff will report any safeguarding concerns to the Designated Safeguarding Lead immediately via a Cause for Concern form or by email.
- Students and their parents / carers will be encouraged to contact the Multi Agency Key Worker 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.

Data protection

- 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.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching. 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.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Students are not permitted to let their family members or friends use any school or Local Authority owned equipment.
- Any breach of confidentiality (intentional or otherwise) will be dealt with in accordance with the school's policies.

Marking and feedback

All schoolwork completed through remote learning should be:

- Finished and returned to 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 associated risk assessment (if the remote period is related to control of infection).
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- The school expects staff to maintain a good work ethic during the period of remote learning.
 - The school will encourage students to maintain a good work ethic during the period of remote learning.
 - Students are accountable for the completion of their own schoolwork – teachers will contact parents / carers if their child is not completing their schoolwork or their standard of work has noticeably decreased.

- Teachers will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the Head Teacher as soon as possible.
- The school accepts a variety of formative assessment and feedback methods and will support with implementing these measures for remote learning where possible.

Health and safety

If using electronic devices during remote learning, students will be encouraged to take a break between lessons (as per remote learning timetable implemented).

School day and absence

- Students will be encouraged to be present for remote learning as per the class timetable in the Remote Learning section of the website.
- Students who are unwell are not expected to be present for remote working until they are well enough to do so. Parents / carers must inform the school if their child is ill.
- The school will monitor attendance of lessons via the school log and digital platforms.

Communication

- The Head Teacher has presented the Remote Learning Plan to all staff. The video of this meeting and the presentation itself was made available via email, this will be repeated/updated for each period of remote learning.
- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents / carers about remote learning arrangements as soon as possible.
- The Head Teacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 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.
- The school understands that students learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – where possible, communication should only be undertaken during school hours.
- Parents / carers will inform the Teacher as soon as possible if schoolwork cannot be completed.
- Issues with remote learning or data protection will be communicated to the school as soon as possible so they can investigate and resolve the issue. Any data breaches will be reported to the Head Teacher.
- Teaching and support staff will keep parents / carers and students informed of any changes to the remote learning arrangements or the work set.
- The Head Teacher will review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

Control of infectious disease contingency planning

- Within the ever-changing circumstances, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure students never miss out on education. We will ensure that our curriculum is inclusive and accessible to all.
- The school will work closely with the LA to ensure the premises is infection-secure and will complete all necessary risk assessments – results of the risk assessment will be published on the school's website.
- The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.
- In the event of a lockdown, the school will communicate its contingency plans with parents / carers, including whether it will remain open to vulnerable students and children of critical workers, or if remote working will be applicable for all.
- If local restrictions are **not** applied, but a single class or 'bubble' needs to self-isolate, the school may, at the Head Teacher's discretion, implement remote learning for that group.
- In exceptional circumstances, the school may reduce its curriculum offering to enable students to cope with the workload – the Head Teacher will assess this need, keeping students' best interests in mind, and will not take the decision lightly.
- Teachers will continue to make use of formative assessments throughout the academic year.
- The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme or any other infectious disease scheme.
- **From September 2021** – Where students are isolating due to testing Covid positive, students will be marked ill (I02) on the register and no work or remote learning will be provided. Free school meals will not be provided in these instances.
- **From April 2022** - people are no longer required to isolate if they test positive for Covid 19, if students are too unwell to attend school students will be marked ill (I02) on the register and no work or remote learning will be provided. Free school meals will not be provided in these instances.

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|---|--|
| I confirm I have read the content of this policy and agree to abide by its content: | |
| Signed: | |
| Name: | |
| Date: | |
| Please circle which is applicable to you: | <input type="checkbox"/> Staff <input type="checkbox"/> Parent / carer * <input type="checkbox"/> Governor |
| * If you are signing as a parent/carer you are also signing on behalf of your child (pupil) and you will ensure they abide by the contents of this policy | |

Policy approved by Governors: Nov 2023

Date of next review by Governors: Nov 2024



What does a good home learning space look like?

Space



Have a comfortable workspace with no distractions. This could be a desk or a table. Try to find somewhere quiet but where an adult can see you.



Remove all distractions.

Make sure that all mobile phones, TVs and games consoles are switched off. Anything you couldn't have in class shouldn't be in your home learning space. This also includes your brothers and sisters.

Be

prepared

Make sure you have everything you might need before the begins. This could include work books, paper, pens, and the computer.



lesson



Be on time

Make sure you have checked your timetable for the day so you know when each session is. Set an alarm for ten minutes before each one so you have enough time to log on.

Imagine you are in the classroom

Behave how you would in the classroom. Put your hand up to speak, respect everyone else in the meeting and engage fully within the lesson. Any work you complete should be as good as you would produce if you were in school. Make sure you're wearing suitable clothes too.





Remote learning – key points for parents, carers and students.

These key points have been taken from the Remote Learning policy and set out what is expected of parents, carers and students and also identifies what they can expect from staff.

Parents/carers will;

- Ensure they are familiar with their child's timetable for remote learning.
- Report and technical issues or illness to the school as soon as possible.
- Encourage their child to fully engage with remote learning.
- Ensure their child uses equipment provided by the school as intended.
- Ensure that they have adequate online security.
- Make sure children have a quiet and safe place to work.
- Use the guides on the school website to ensure they are familiar with Google Classroom.

Students will;

- Ensure that they know their timetable for online learning.
- Ensure they log on for each remote session.
- Ensure they are prepared for the session and have resources they may need at hand.
- Engage fully in online lessons and ensure their behaviour follows the school behaviour policy.
- Use any equipment provided by school as intended and treat it with respect.
- Complete each task to the best of my ability.
- Ensure that my environment meets the requirements set out on the 'best remote learning' poster.

Staff will;

- Provide engaging lessons that follow the school's schemes of work.
- Ensure children are aware of when work needs to be handed in.
- Continue to assess children's progress and provide support and challenge where required.
- Ensure they stick the timetable that has been provided.
- Will be available to offer support to students via the phone calls throughout the duration of the school day when not live teaching.
- Provide feedback on completed work. This could be verbal or via Google Classroom.



Permission for Remote Learning to be recorded.

When staff are teaching 'live' via Google meet, these sessions will be recorded. There are a number of reasons for this including;

- Safeguarding both children and staff against allegations.
- To allow children who were unable to join the session access the teaching materials.
- To use during internal quality assurance sessions.
- To use for staff training purposes.

The recordings will be securely stored on the school's system which is only accessed by members of staff.

Please sign and return the form below to give consent for all your child's remote learning sessions to be recorded.

Signed:

Name of Child:

Date:



Remote learning checklist for staff.

Before the session;

- Resources are uploaded onto Google classroom.
- Any presentations are opened and minimised.
- Check your environment - ensure your background is as plain as possible and there are no distractions.
- Ensure you are logged into the session in good time.

During the session;

- Remind all children/parents that the session will be recorded/ask for permission if not already authorised.
- Remind all children of the home learning poster and expectations.
- Take a register of children who have attended.
- Identify any children who need further support with the activity or may need further technical support.

After the session

- Discuss the session with other staff - what went well? What could be improved for next time?
- Report any safeguarding or other issues to relevant members of staff.