

St Wilfrid's Catholic Primary School



We love, learn and grow with God.

Remote Learning Policy

Signed by the Head teacher: Mr J. Philips

Signed By the Chair of Governors: Mr T. Tate

Date of next review: Autumn 2024

This policy will be reviewed sooner if deemed necessary. All staff and governors will be consulted as to its effectiveness as part of the review process.

Requests for signed copies

If a signed copy of this policy is requested, the school office will provide this free of charge.

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Resources
4. Online safety
5. Safeguarding
6. Data protection
7. Marking and feedback
8. Health and safety
9. School day and absence
10. Communication

Statement of intent

At St. Wilfrid's R.C. Primary School, we understand the need to continually deliver high-quality education. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as: systems and technology, safeguarding, conduct and accessibility.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure staff and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all pupils have the provisions required to take part in live online lessons.

Legal framework

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

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2019) 'School attendance'

1.2. This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Behavioural Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Online Safety Policy
- Staff Code of Conduct
- Technology Acceptable Use Agreement - Pupils
- Technology Acceptable Use Agreement - Staff

2. Roles and responsibilities

2.1 The governing body is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the headteacher.

2.2 The headteacher is responsible for:

- Ensuring 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 lessons.

We learn, love and grow with God

- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing board and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require to support pupils with remote learning.

2.3 Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any safeguarding incidents and concerns to the DSL and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for remote learning online lessons to the ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.4 The SENCO is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met during live online lessons, 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 take part in live online lessons.
- Ensuring that the live online lesson provision put in place for pupils with SEND is monitored for its effectiveness while remote learning is undertaken.

2.5 The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding remote learning.
- Liaising with the ICT technician 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 take part in remote learning.

- Ensuring that child protection plans are enforced if vulnerable pupils take part in remote learning.
- Identifying the level of support or intervention required while pupils take part in remote learning and ensuring appropriate measures are in place.
- Assisting teachers with all remote learning planning to ensure the correct safeguarding measures are in place.

3. Resources

Learning materials

- 3.1. The school will use 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:
 - Work booklets
 - Email
 - School website
 - Google Classroom
 - Current online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
- 3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 3.3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.4. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.5. The school will review the resources pupils have access to and aim to adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.6. Work packs will be made available for pupils who do not have access to a printer - these packs can be collected from school on a regular basis.
- 3.7. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff at St Wilfrid's RC Primary School.
- 3.8. Pupils will be required to use their own or family-owned equipment to access remote learning resources.

- 3.9. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on a regular basis.

Costs and expenses

- 3.10. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, etc.

4. Safeguarding (Online Safety)

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

- 4.2. All staff and pupils using video communication must:

- Communicate in groups - one-to-one sessions are not permitted.
- 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.

- 4.3. 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.

- 4.4. We will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable - alternate arrangements will be made where necessary.

- 4.5. During the period of remote learning, we will remind 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 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.
- 4.6. 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.
- 4.7. The teacher will remind pupils will not to respond to contact requests from people they do not know when using systems for remote learning.
- 4.8. Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons, via email.
- 4.9. Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.
- 4.10. Support staff will be on hand to supervise and handle any sudden changes or developments, such disputes between pupils, that may occur during the remote learning live online lessons.
- 4.11. Staff will be reminded of their safeguarding obligations and they will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.

5. Safeguarding

- 5.1. 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.
- 5.2. The Deputy Headteacher 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.
- 5.3. Any phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.4. All contact with vulnerable pupils will be recorded on paper and suitably stored.
- 5.5. The Safeguarding Lead will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.6. All members of staff will report any safeguarding concerns to the Safeguarding Lead immediately.
- 5.7. Pupils and their parents will be encouraged to contact the Deputy 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.

6. Data protection

- 6.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
- 6.2. 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.
- 6.3. Sensitive data will only be transferred between devices, using a secure portal, if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. 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.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the Data Protection Policy.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Management Plan.
- 6.9. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy.

7. Marking and feedback

- 7.1. 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 school Marking Policy.
 - Returned to the pupil, once marked.
- 7.2. Our school expects pupils and staff to maintain a good work ethic during the period of remote learning.

- 7.3. Pupils are accountable for the completion of their own schoolwork - teaching staff will contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. 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.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.6. 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.

8. Health and safety

8.1

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

8.2

Teaching staff and ICT Co-ordinator will ensure pupils are shown how to use technology safely and correctly prior to the period of remote learning.

8.3

If using electronic device during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.

8.4

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.

9. School day and absence

- 9.1. Pupils should be present for remote learning by 9:00am and cease their remote learning at 3:00 pm from Monday to Friday, with the exception of breaks and lunchtimes.
- 9.2. Breaks and lunchtimes will take place at the following times each day:
 - Morning break will take place at 10:30am until 10:45am.
 - Lunchtime will take place between 12:00pm and 1.00pm.
 - Afternoon break will take place at 2:00pm until 2:15pm.

9.3. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.4. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

10. Communication

10.1. We will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.

10.2. The headteacher will communicate with staff as soon as possible about any remote learning arrangements.

10.3. 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.

10.4. Members of staff will have contact with their line manager on a regular basis.

10.5. As much as possible, all communication with pupils and their parents will take place within the school hours.

10.6. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.7. 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.

10.8. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.