Stanford Infant School

Children Remote Learning Policy

Contents:

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This policy was developed by:	Madeleine Denyer, Head Teacher
In consultation with:	All Stakeholders
This policy was approved by:	
Date of policy review:	In response to Local and National Guidance

Statement of Intent

At Stanford Infant School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual child or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all children have access to the learning resources and support they need to succeed.

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning to ensure children never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy outlines how we will deliver remote education during the pandemic.

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

This policy aims to:

- Minimise the disruption to children's education and the delivery of the curriculum.
- Ensure provision is in place so that all children have access to high quality learning resources.
- Set out expectations for all members of the school community with regards to remote learning.
- Protect children from the risks associated with using devices connected to the internet.
- Ensure staff, parents/carers, 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 children have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal Framework

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

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- 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 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) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

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

- Accessibility Policy
- Assessment Policy
- Attendance Policy
- Behaviour Regulation Policy
- Child Protection and Safeguarding Policy

- Children Missing in Education Policy
- Curriculum Policy
- Data Protection Policy
- Data Breach Procedure
- Health and Safety Policy
- ICT Acceptable Use Policy
- Marking and Feedback Policy
- Online Safety Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Staff Code of Conduct

2. Contingency Planning

2.1. The school will open to all children at the start of the Autumn term, in line with national and local guidance.

2.2. The school will work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments – results of the opening risk assessment will be published on the School's Website.

2.3. The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

2.4. The school will communicate its plan for a local lockdown with parents/carers, including whether it will remain open to vulnerable children and children of critical workers, or if remote working will be applicable for all.

2.5. If there **is not** a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

3. Roles and Responsibilities

3.1. The Governing Body is responsible for:

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

3.2. The Head Teacher is responsible for:

- Ensuring that staff, parents/carers and children 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/carers, and children.
- Arranging any additional training staff may require to support children during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure children's education does not suffer.

3.3. The Health and Safety representatives are responsible for:

- Ensuring that the 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 children 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.

3.4. The Data Protection Officer (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/carers, and children 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.

3.5. 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 the IT Technician to ensure that all technology used for remote learning is suitable for its purpose and will protect children online.
- Identifying vulnerable children who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the child is learning remotely, and liaising with the Head Teacher and other organisations to make alternate arrangements for children who are at a high risk, where required.
- Identifying the level of support or intervention required while children learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable children receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

3.6. The Inclusion Leader (SENCO) is responsible for:

- Liaising with the IT Technician to ensure that the technology used for remote learning is accessible to all children and that reasonable adjustments are made where required.
- Ensuring that children with EHC plans continue to have their needs met while learning remotely, and liaising with the Head Teacher and other organisations to make any alternate arrangements for children with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while children with SEND learn remotely.
- Ensuring that the provision put in place for children with SEND is monitored for effectiveness throughout the duration of the remote learning period.

3.7. The Office Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for children 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.

3.8. The IT Technician is 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 Inclusion Leader to ensure that the equipment and technology used for learning remotely is accessible to all children and staff.

3.9. 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 Head Teacher 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 Head Teacher.
- Reporting any defects on school-owned equipment used for remote learning to the IT Technician.
- Adhering to the Staff Code of Conduct at all times.

3.10. Teachers are responsible for:

- Working with their Year Group teams to provide work for their classes.
- Ensuring consistency across the school in terms of expectations of the amount of work set.
- Agreeing when the work will be set.
- Ensuring the work is ready to be uploaded to the School Website.

3.11. Parents/Carers 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 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 School Communications Code of Conduct at all times.

3.12. Children 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 Behaviour Regulation Policy at all times.

4. Teaching and Learning

4.1. All children will have access to high-quality education when remote working.

4.2. The school will use a range of teaching methods to cater for all different learning styles, this includes:

4.3. **[Need to include a list of the school's different learning methods.]**

4.4. Teachers will ensure lessons are inclusive for all children and can be adapted to account for the needs of disadvantaged children and children with SEND.

4.5. When teaching children who are working remotely, teachers will:

- Set assignments so that children 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 children's understanding.
- Plan a programme that is of equivalent length to the core teaching children would receive in school, ideally including contact with teachers.

4.6. All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

4.7. In exceptional circumstances, the school may reduce its curriculum offering to enable children to cope with the workload – the Head Teacher will assess this need, keeping children's best interests in mind, and will not take the decision lightly.

4.8. Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

4.9. The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

4.10. 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:

- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice.
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site.

4.11. 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 children and their families use the devices safely.

4.12. Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to children's homes, ensuring infection control measures are adhered to as part of this process.

5. Resources

Learning Materials

5.1. 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 Materials
- Current online learning portals
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons

5.2. Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.

5.3. Reasonable adjustments will be made to ensure that all children have access to the resources needed for effective remote learning.

5.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support children with SEND.

5.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

5.6. The school will review the resources children have access to and adapt learning to account for all children's needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

5.7. Work packs will be made available for children who do not have access to a printer – these packs can be collected from school.

5.8. Teaching staff will liaise with the Inclusion Leader and other relevant members of staff to ensure all children remain fully supported for the duration of the remote learning period.

5.9. The Inclusion Leader will arrange additional support for children with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

5.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

5.11. Children 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.

5.12. For children who cannot access digital devices at home, the school will, where possible, apply for technology support through their Local Authority.

5.13. Children and their families will be required to maintain the upkeep of any equipment they use to access remote learning resources.

5.14. Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work in line with [section 7](#) of this policy.

5.15. The arrangements for any 'live' classes, e.g. webinars, will be communicated via SchoolPing no later than one day before the allotted time and kept to a reasonable length of no more than 30 minutes per session.

5.16. The IT Technician is not responsible for providing technical support for equipment that is not owned by the school.

Food Provision

5.17. The school will signpost parents/carers via letter towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

5.18. Where applicable, the school may provide the following provision for children who receive FSM:

- Organising lunches to be collected from school or;
- Providing vouchers to families.

Costs and Expenses

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

5.20. The school will not reimburse any costs for travel between children's homes and the school premises.

5.21. The school will not reimburse any costs for childcare.

5.22. If a child is provided with school-owned equipment, the child and their parent/carer will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

6. Online Safety

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

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

6.3. All staff and children 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.
- 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.

6.4. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the Senior Leadership Team (SLT) in collaboration with the Inclusion Leader.

6.5. 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.

6.6. The school will consult with parents/carers prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

6.7. 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.

6.8. The school will communicate to parents/carers via letter 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.

6.9. 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 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/carers to useful resources to help them keep their children safe online.

6.10. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

7. Safeguarding

7.1. 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.

7.2. The DSL and Head Teacher will identify 'vulnerable' children (children who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

7.3. The DSL will arrange for regular contact to be made with vulnerable children, prior to the period of remote learning.

7.4. Phone calls made to vulnerable children will be made using school phones where possible.

7.5. The DSL will arrange for regular contact with vulnerable children once per week at minimum.

7.6. All contact with vulnerable children will be recorded on CPOMS in line with the Records Management Policy.

7.7. The DSL will keep in contact with vulnerable children's social workers or other care professionals during the period of remote working, as required.

7.8. 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 children learning remotely.

7.9. All members of staff will report any safeguarding concerns to the DSL immediately.

7.10. Children and their parents/carers will be 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.

8. Data Protection

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

8.2. 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.

8.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

8.4. 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.

8.5. Parents/carers and children's up-to-date contact details will be collected prior to the period of remote learning.

8.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

8.7. The school will not permit paper copies of contact details to be taken off the school premises.

8.8. Children are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

8.9. Any breach of confidentiality will be dealt with in accordance with the school's Data Breach Procedure.

9. Marking and Feedback

9.1. All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
- Completed to the best of the child's ability.
- The child's own work.

9.2. The school expects children and staff to maintain a good work ethic during the period of remote learning.

9.3. Teaching staff will monitor the academic progress of children with and without access to the online learning resources and discuss additional support or provision with the Head Teacher as soon as possible.

9.4. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the Inclusion Leader as soon as possible.

9.5. 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.

10. Health and Safety

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

10.2. Teaching staff and IT Technician will ensure children are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

10.3. If using electronic devices during remote learning, children will be encouraged to take regular screen breaks.

11. School Day

11.1. The school will provide a daily timetable which families may use to guide their completion of Remote Learning Activities.

12. Communication

12.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

12.2. The school will communicate with parents/carers via SchoolPing and the School Website about remote learning arrangements as soon as possible.

12.3. The Head Teacher will communicate with staff as soon as possible via email about any remote learning arrangements.

12.4. 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.

12.5. The school understands that children 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.

12.6. Members of staff will have contact with their line manager once per week.

12.7. As much as possible, all communication with children and their parents/carers will take place within school hours.

12.8. Where possible, children will have verbal contact with a member of teaching staff at least once per week via a group zoom chat.

12.9. Parents/carers will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

12.10. Issues with remote learning or data protection will be communicated to the child's teacher as soon as possible so they can investigate and resolve the issue.

12.11. The child's teacher will keep parents/carers informed of any changes to the remote learning arrangements or the schoolwork set.

12.12. The Head Teacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

13. Returning to School

13.1. The Head Teacher will work with the LA to ensure children only return to school when it is safe for them to do so.

13.2. After a period of self-isolation, or the lessening of local lockdown rules, the Head Teacher will inform parents/carers when their child will return to school.

13.3. The Head Teacher will listen to all concerns that parents/carers may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

14. Monitoring and Review

14.1. This policy annex will be reviewed in line with any updates to government guidance.

14.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.