

"For we are the handiwork of God, born in Christ Jesus to do good works that
God has pre-planned for us to do"
Ephesians 2:10



St Stephen's CE Primary School
Remote Learning Policy
September 2020

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Statement of intent

At St Stephen's School we understand the need to continually deliver high quality education, including during periods of remote working – 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.

1. Aims

This remote learning policy for staff aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Protect pupils from the risks associated with using devices connected to the internet.
- 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.

2. Roles and responsibilities

2.1 Governing Body

The Governing Body 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, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2 Headteacher

The Headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
- 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.

2.3 Data Protection Officer

The Data Protection Officer is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.4 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

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

2.5 Special Educational Needs and Disability Co-ordinator (SENDCO)

The Special Educational Needs and Disability Co-ordinator is responsible for:

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

2.6 ICT Technicians

ICT Technicians are responsible for:

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

2.7 Computing Co-ordinator

Computing co-ordinator is responsible for:

- Arranging any additional training staff may require to support pupils during the period of remote learning.
- 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.
- Supporting the staff in any issues that arise.

2.8 Teachers and teaching assistants

Teachers and teaching assistants are responsible for:

- Taking part in any training to meet the requirements of this policy and how to use the necessary electronic equipment and software.
- Setting appropriate work for the children.
- Giving feedback to the children's work.
- Adhering to this policy at all times for remote learning.
- Reporting any safeguarding concerns/incidents to the DSL.

- Reporting any defects on the school equipment used for remote learning to an ICT Technician.
- Adhering to the Staff Code of Conduct at all times.
- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- When providing remote learning, teachers will be available between 8.30-4.00pm.

2.9 Parents

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child has time each day to work on their remote learning
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material and attends remote sessions whenever possible.
- Reporting any absence.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Home School Agreement at all times.

2.10 Pupils

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely 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 at all times.
- Adhering to the Acceptable Use policy at all times.
- Ensuring themselves, family member or friends do not use any of the school owned equipment for personal use.

3. Who to contact

3.1 Staff

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting appropriate work – talk to the SENDCO
- Issues with behaviour – talk to the relevant Key Stage Leader
- Issues with IT – talk to ICT Technicians or Computing Lead
- Issues with their own workload or wellbeing – talk to their line manager

- Concerns about data protection – talk to the Data Protection Officer
- Concerns about safeguarding – talk to the DSL

3.2 Parents

If parents have any questions or concerns about remote learning, they should contact the following individuals:

- Issues with the work- contact the class teacher
- Issues with IT- contact the class teacher who will liaise with the ICT Technicians or Computing Lead
- Concerns about data protection- contact the Data Protection Officer
- Concerns about safeguarding- contact the DSL

3.3 Pupils

If pupils have any questions or concerns about remote learning, they should talk to their parents/carers or class teacher.

4. Data protection

This section is in conjunction with the school's Data Protection policy.

- Staff will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- Sensitive data will be recorded on CPOMS.
- 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.
- Up to date contact details of parents and pupils will be collected prior to the period of remote learning.
- All data and contact details will be stored in line with the Data Protection policy.
- Paper copies of any personal data will not be taken off the premises.
- Any breach of confidentiality will be dealt with in line with the school's Data Breach Management Plan.
- Any intentional breach of confidentiality will be dealt with in line with the school's Behaviour Policy or Disciplinary Policy and Procedure.

5. Safeguarding

This section is in conjunction with the school's updated Safeguarding Policy

- The DSL and Headteacher will identify 'vulnerable' pupils (deemed to be vulnerable or at risk of harm) via risk assessment prior to the period of remote learning.
- Phone calls to vulnerable pupils and families will be made using the school's phones where possible or staff mobiles which are blocked. Phone calls will be made by DSL and safeguarding staff in the first instance but class teachers also if a mentor or DSL is unable to keep in touch with vulnerable families.
- The DSL will arrange for regular contact to be made with vulnerable pupils at least once per week during the period of remote learning, including home visits if necessary.
- All home visits **must**:
 - Be undertaken with at least two members of staff
 - Have at least one suitably trained adult present
 - Record the visits on CPOMS
 - Actively involve the pupil
- All contact with vulnerable pupils will be recorded on CPOMS.

- The DSL will keep in contact with vulnerable pupil's social workers or care professionals during the period of remote learning, as required.
- All member of staff will report any safeguarding concerns to the DSL.
- The DSL can be contacted by pupils and parents if they wish to report any safeguarding concerns, eg. incidents of online bullying or harmful or upsetting images or content.

6. **Online Safety**

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

- Where possible, all interactions will be textual and public.
- Staff will not host or communicate via live lessons.
- Staff and pupils will maintain the standard of behaviour expected in school.
- Audio material will not be distributed without permission.
- Pupils not using devices or software as intended will be disciplined in line with the Online Safety Policy and Behaviour Policy.
- The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed and allows for audio and visual material to be recorded or downloaded, where required.
- During the period of remote learning, the school will maintain regular contact with parents to:
 - Reinforce the importance of children staying safe online.
 - Ensure parents are aware of what the children of being asked to do eg. sites they have been asked to use.
 - Encourage parents to set up age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help 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 anti-virus software on devices not owned by the school.
- Pupils and parents must adhere to the school's Acceptable Use Agreement.

7. **Resources**

7.1 **Online platforms**

- EYFS will use Tapestry to upload photos, videos and daily activities.
- KS1 and KS2 will use Google Classrooms to upload daily activities.
- Class Dojo and emailing will be used for communication with parents.

7.2 **Work expected**

- EYFS:
 - Literacy
 - Maths
 - Phonics
 - 1 RE lesson per week (Foundation classes)
 - Activities linking to the Development Matters document
- KS1:
 - English
 - Maths
 - Phonics
 - 1 RE lesson per week

- 1 topic lesson per week
- 1 science lesson per week

➤ **KS2:**

- English
- Maths
- Spellings
- 1 RE lesson per week
- 1 topic lesson per week
- 1 science lesson per week

7.3 Learning materials

➤ School may make use of :

- Work booklets
- Past and mock exam papers
- Current online learning portals- Purple Mash, Google Classrooms, Tapestry
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons

- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Lessons will be adapted and differentiated wherever possible to ensure the inclusion of all pupils and the curriculum remains fully accessible during the remote learning period.
- Staff will liaise with the relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- Pupils will be required to use their own or family-owned equipment to access the online remote learning resources, unless there is an agreement with school to provide or loan equipment.
- Staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback as necessary.

7.4 Cost and expenses

- The school will not contribute to any household expenses incurred whilst pupils learn remotely, eg. heating, lighting or electricity.
- The school will not reimburse any costs for travel between the pupil's homes and the school premises.
- The school will not reimburse any costs for childcare.

8. Monitoring arrangements

This policy will be reviewed annually and when updates to home learning are provided by the Government. Live lessons will not be hosted by staff at St Stephen's School, as this safeguards the use of videos and images. Any changes to the policy will be communicated to staff members, pupils and parents.