



Remote Learning Policy

Date of Policy: Autumn 2020, reviewed Spring 2021

Statement of intent

At Waverley Abbey, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or for 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 working, 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.

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 (2020) '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'
- 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) 'Guidance for full opening: schools'

1.3 This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disability (SEND) Policy
- Behaviour Policy
- Accessibility Policy

- Feedback and marking policy
- E-Safety Policy
- Health and Safety Policy
- Attendance Policy
- Staff Code of Conduct
- IT Acceptable Use Agreement

2. Roles and responsibilities

2.1. The Trust is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan (Covid risk assessment) in place, where required.
- 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 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.

2.3. The Health and Safety Officer (the School Business Manager) is 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 in conjunction with the DSL with responsibility for online learning and the IT technicians.
- Ensuring that 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 is responsible for:

- Ensuring that our remote learning practises and computer equipment are in line with the data protection principles outlined in our Data Protection Policy.

2.5 The Designated Safeguarding Lead (AHT) is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the SBM and IT 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 Inclusion Lead and other organisations to make alternative 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.

2.6 The Inclusion Lead (AHT) is responsible for:

- Liaising with the SBM and IT 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 Individual Health Plans.
- 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 SBM 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 The IT 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 Inclusion Lead to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- Supporting families with technical IT questions

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 the health and safety officer and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL or deputies 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 an IT technician.
- 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 paragraph 9.1 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.
- Reporting any absence in line with the terms set out in paragraph 9.3
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Home School and IT Acceptable use Agreements at all times.

3. Resources and Learning materials

3.1. The school will utilise 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
- Current online learning portals
- Educational websites
- Reading tasks
- Zoom meetings
- 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 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 weekly.

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

3.8. The Inclusion Lead liaising with teaching staff may arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls/emails.

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

3.10. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees an alternative with individual families.

3.11. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA/ the GST.

3.12. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.13. 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.

3.14. The arrangements for any 'live' meetings, e.g. class meetings via zoom will be communicated via the school office email no later than two days before the allotted time and kept to a reasonable length of no more than 30 minutes per session.

3.15. The IT technicians are not responsible for providing technical support for equipment that is not owned by the school.

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

3.17. Where applicable, the school may provide the following provision for pupils who receive FSM:

- Making packed lunches available for delivery or collection
- Providing vouchers to families Costs and expenses

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

3.19. The school will not reimburse any costs for travel between pupils' homes and the school premises.

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

3.21. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to a Technology 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. 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 advised 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.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

4.4. 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.
- Unless agreed by prior arrangement, have their video switched on

4.5. 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 Inclusion Lead, in collaboration with the Headteacher.

4.6. The school will risk assess the technology used by the school to deliver remote learning to ensure that any no privacy issues or scope for inappropriate use are mitigated as far as possible.

4.7. 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.

4.8. The school will communicate to parents via email about any precautionary measures that we recommend parents should 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.

4.9. 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 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.

4.10. 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.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy and related Addendum, which has been updated to include safeguarding procedures in relation to remote working.

5.2. The Headteacher and Inclusion Lead (Lead DSL) 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. The DSLs will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.

5.5. The DSLs will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

5.6. All contact with vulnerable pupils will be recorded on CPOMS and suitably stored in line with the Data Protection Policy.

5.7. The DSLs will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

5.8. Vulnerable pupils will be provided with a means of contacting their year group (via E mail) – this arrangement will be set up by the DSLs prior to the period of remote learning.

5.9. The DSLs will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.10. All members of staff will report any safeguarding concerns to the DSLs immediately.

5.11. Pupils and their parents will be encouraged to contact the DSLs 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. Staff members will be responsible for adhering to the school's Data Protection Policy when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

6.2. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning. All such data will be collected and stored in line with the School's Data Protection Policy.

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

6.4. Any breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy.

6.5. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

7.1. All schoolwork completed through remote learning must be:

- Finished when returned to the relevant Year group.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- Marked with a positive comment and feedback or pupil marked where appropriate.
- Returned to the pupil, once marked, by an agreed date.

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

7.3. 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.

7.4. Teaching staff will monitor the academic progress of pupils with SENd and discuss additional support or provision with the Inclusion Lead as soon as possible.

7.5. 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.

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 will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3. If any incidents or near-misses occur in a pupil's home, parents are required to report these to the health and safety officer or Headteacher or other relevant member of staff immediately so that appropriate action can be taken.

9. School day and absence

9.1. We ask that parents ensure children are present for the live registration via Zoom.

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

9.3. Parents will inform info@ no later than 9:00am if their child is unwell.

9.4. The school will monitor absence and lateness in line with the Attendance Policy.

9.5. The school day, for communication purposes will be from 8.30am – 4.30pm.

10. Communication

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

10.2. The school will communicate with parents via email and/or parentmail, and where appropriate, Purple Mash about remote learning arrangements as soon as possible.

10.3. The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.

10.4. The school understands that parents of 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.

10.5. Pupils will have verbal contact with a member of teaching staff at least once per week via a phone call or daily via class Zoom registrations.

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

10.7. Parents and pupils will be asked to communicate issues with remote learning or data protection to the pupils' teacher as soon as possible so they can investigate and resolve the issue.

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

10.9. 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.

11. Monitoring and review

11.1. This policy will be reviewed on an annual basis by the Headteacher.

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

11.3. The next scheduled review date for this policy is the Autumn Term 2021.