St Bernadette's Roman Catholic Primary School

Live the Gospel and when necessary use words

Our mission as a Roman Catholic primary school is to provide a catholic education that puts the word of God at the centre of our school. Our purpose is the happiness of all of our community through the pursuit of school-wide excellence; with success measured on our ability to sustain and enhance our position as a thriving example of Christ-centred education.

Remote Learning Policy

September 2020

Contents:

Statement of intent

At St. Bernadette's R.C. Primary 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.

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.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

Remote learning may also be appropriate in situations when learners, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer-term illness, assuming learners are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, learners are self- isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

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'
- 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)'

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

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Accessibility Policy
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy

2. Roles and responsibilities

2.1. The **governing board** 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.

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 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 **home learning lead** is responsible for:
- Making initial contact with parents who inform school that their child is self-isolating
- Liaise with parents to establish if the absence is authorised and if home learning is appropriate
- Establish the child's capacity of the child's home circumstances to support home learning, for example surveying technology access for the child and who will support the child in their learning and what time pressures do they have.
- Liaise with class teachers to ensure that self-isolating children are provided with remote learning that is appropriate and consistent.
- Monitor child's home learning and establish return date through intermittent phone calls with families
- Monitor effectiveness of remote learning through regular meetings with teachers, reviewing work and gaining feedback from pupils and parents.
- Liasing with head teacher, data protection, health and safety and safeguarding leads

2.4. The **health and safety officer** is responsible for:
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- 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.

2.5. The **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, 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.

2.6. The **DSL** 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.

2.7. The **SENCO** is responsible for:
- Liaising with the appropriate agencies 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.
- Advice for the continuing delivery of specialist external interventions pupils will be coordinated by the school SENDCo.

2.8. 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.

2.9. The **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.

2.10. **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 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 ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.11. The **Class teacher** is responsible for:
- Setting and assessment of remote learning tasks in accordance with the school and subject area policies
- Pay due care to the nature of the tasks set, so that learners have a range of activities to complete at home.
- Ensuring that the remote learning does not require the printing of material and on the rare occasion that it does to ensure that it is copied and available for collection for the school office.
- Providing constructive feedback in a timely manner
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- Ensure that work is differentiated as required for all learners when setting online tasks.
- Be prepared for home working by ensuring effective internet and phone connectivity within their own home
- Report any reason for being unable to work for any reason during a period of partial or full closure, using the normal absence procedure.
- Access support and professional development to support remote learning before any planned period of closure.
- Be contactable remotely during partial or full closure by colleagues, parents and pupils during school hours, unless there is extenuating circumstances.
- Communicate with parents and pupils only via schools official communication channels.

2.12. **Support staff** are responsible for:
- Supporting the teachers in the delivery of any remote learning
- Ensuring that they have accessed the appropriate training to access any online learning platforms
- Supporting individual pupils

2.13. **Parents** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely during school hours 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 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.14. **Pupils** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely during the school day, 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 Behavioural Policy at all times.

3. Resources

3.1. The primary platforms the school will use to deliver continuity of education are:

- SeeSaw Class and Family Apps - this keeps digital portfolios of pupil work, and allows teachers to comment on pupil submissions. It allows easy communication with families and tasks can be sent to pupils with individualised instruction.
- Google Classroom – each child has their own area where teachers can upload the necessary documents for the pupils to read or work on. Pupils receive e-mail notification of new assignment. The pupils "hand in" the assignments when finished and feedback can be given.

3.2. A range of other platforms and apps will be used depending on the age of the child. These include Phonics Play, Times Tables Rock Stars, My Maths or Purple Mash.

3.3. The extent to which different methods of instruction are employed is likely to be determined by the length of any school closure and the ability of both learners and teachers to participate in remote learning. The school reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

3.4. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

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

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

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

3.8. 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

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

3.10. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

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

3.12. Pupils 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.

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

3.14. 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.

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

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

4. Food provision

4.1. Where applicable, the school may provide the following provision for pupils who receive FSM not Universal FSM by making food hampers available for delivery or collection

5. ICT provision

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

5.2. 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:
- Pupils in Years 3 to 11
- 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

5.3. 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 pupils and their families use the devices safely.

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

6. Costs and expenses

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

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

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

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

7. Online safety

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

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

7.3. 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 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.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

7.4. 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.

7.5. 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 SLT, in collaboration with the SENCO.

7.6. Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.

7.7. 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.

7.8. 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.

7.9. The school will communicate to parents via parentmail 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.

7.10. 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.

7.11. 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.

8. Safeguarding

8.1 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.

8.2. The DSL 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.

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

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

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

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

8.7. All home visits must:
- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded and the records stored so that the DSL has access to them.
- Actively involve the pupil.

8.8. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

8.9. The DSL will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

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

8.11 Pupils and their parents 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.

9. Data protection

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

9.2 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.

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

9.4 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.

9.5 Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

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

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

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

9.9 Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.

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

10 Marking and feedback

10.1 All schoolwork completed through remote learning will be marked in line with the Marking and Feedback Policy.

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

10.3 Staff will contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased.

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

11. School day and absence

11.1 Pupils will be present for remote learning by 9:00am and cease their remote learning at 3:30pm from Monday to Friday, with the exception of breaks and lunchtimes.

11.2 Pupils with SEND or additional medical conditions may require more regular breaks, e.g. sensory breaks

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

11.4 Parents will follow the Attendance Policy and inform the school of any absence

11.5 The school will monitor engagement with home learning

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 via parentmail and seesaw about remote learning arrangements as soon as possible.

12.3. The headteacher 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 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.

12.6. Members of staff will have regular contact with their line manager

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

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

12.9. 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.

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

12.11. 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.

13. Returning to school

13.11. The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so.

13.12. After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.

13.13. The headteacher will listen to all concerns that parents 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. Contingency planning

14.1 The school will work closely with the LA to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments

14.2 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.

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

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

15. Monitoring and review

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

15.2 All changes to the policy will be communicated to relevant members of the school community.