

Brownedge St Mary's Catholic High School



Pupil Remote Learning Policy

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Signature of Head Teacher/Chair of Governors:

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Statement of intent

At Browndge St Mary's Catholic High 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.

Our Safeguarding principles are inspired by our Gospel Values, and we have a shared responsibility to:

- create an environment of welcome, love and respect for each member of our learning family.
- develop the unique gifts and talents of all, striving for excellence in everything we do.
- live out our commitment to love, service and justice in the local and global community.
- nurture the journey of faith and discovery for all.
- celebrate and reflect on the love of God which is at the heart of all we are.

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 (2019) '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)'

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
- Behaviour Policy
- Online Safety Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct

2. Roles and responsibilities

2.1. 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.
- Ensure the safeguarding measures in place are effective and robust.

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 and monitoring pupil engagement and completion of work.
- 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.

2.3. 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.
- Ensuring staff are trained on and aware of the safeguarding arrangements for remote learning.
- Recording all safeguarding concerns reported by staff, parents and pupils using the schools safeguarding protocols
- 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.

2.4. The Network Manager and School Business Manager are 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.
- 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.

2.5. The SENCO 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. The ICT 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 SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.7. 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 School Business Manager 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.

2.8. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely in accordance to the guidelines set out by the school (paragraph 7.1), 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 as appropriate.
- Reporting any absence in line with the terms set out in paragraphs 9.4 and 9.5
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Ensuring their child participates in remote learning in a professional manner, following the behaviour expectations as laid out in this document.

2.9. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.

- Ensuring they are available to learn remotely in accordance to the guidelines set out by the school (paragraph 7.1), and that the schoolwork set 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. The malicious use of the Internet (e.g. Microsoft Teams, Facebook, Snapchat, Instagram, texting, etc.) against members of the school community will not be tolerated. This includes use out of school time. (See eSafety Policy)

3. Resources

Learning materials

- 3.1. For the purpose of providing remote learning, the school may make use of:
 - Microsoft 365, including Teams and Outlook
 - Work booklets
 - Email
 - Past and mock exam papers
 - Online learning portals for example GCSE POD, BBC Bitesize
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
 - Pastoral meetings
- 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. Pupils' Timetables and Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.
- 3.5. 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.

- 3.6. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.7. 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.
- 3.8. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.9. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with the guidance in this policy.
- 3.10. The arrangements for any 'live' classes, e.g. webinars, will be communicated via a meeting schedule in Teams and/or email no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.
- 3.11. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Costs and expenses

- 3.12. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.13. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.14. The school will not reimburse any costs for childcare.
- 3.15. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the agreed contract, issued prior to pupils receiving equipment.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's E-Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication or live lessons/meetings must:
 - Communicate in groups – one-to-one sessions are not permitted unless authorised by an SLT member with clear guidance, at all times this policy

must be followed. **A central record of all one to one meetings MUST be kept for access by SLT.**

- Wear suitable clothing – this includes others in their household. Staff will dress as they would for school. Pupils should be directed by staff on their dress code if inappropriate.
- 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.
- Backgrounds **MUST** be neutral, there must be nothing personal or inappropriate seen or heard in the background.
- Use appropriate, professional language – this includes others in their household.
- Maintain the standard of behaviour expected in school. Live lessons or meetings are to adhere to the same behaviour rules as a classroom.
- Use the necessary equipment and computer programs as intended.
- Record all live lessons, meetings and video communication. Please see further guidance below on recording.
- During live lessons, pupils will **NOT** use the camera facility, but engage in the learning using sound only to support questioning opportunities.
- Ensure that there is equality of access in learning for those pupils not able to participate in the live lessons. This could be by pupils accessing recordings of the lesson or further support from the teacher where necessary in terms of alternative resources and communication.

4.4 Recording meetings and video communication

- **All meetings and video communication MUST be recorded on Microsoft Teams. This is then saved into the individual member of staffs live stream app in Teams. THIS MUST NOT IN ANY CIRCUMSTANCES BE MADE PUBLIC.**
- **The owner of the meeting MUST make sure that permissions are set which prohibit the pupils or attendees to the meeting from viewing/using the recording. Please see the relevant How to guide if unsure on how to do this.**
- Before recording, staff must let parents and carers, and pupils know at the start, stating this is for school purposes **ONLY**. This is to ensure a record of interaction with pupils is kept so there is something to revisit if necessary.
- Do **NOT** record, store, or distribute video material without permission. If permission is not given, then do not record. The meeting must end as video communication. It can continue as an email using a school email accounts or a phone call where paper notes may be taken, using a school phone **ONLY**. **ALWAYS** seek advice if unsure.
- Keep a log of who was on the live video communication and when.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

- Pupils MUST have their video camera turned off unless directed otherwise by a member of staff.
- Staff and pupils must double check that any other tab open on their device is appropriate for screen sharing if required.

Recording these meetings or communication is for safeguarding purposes only. The videos will not be viewed unless needed to safeguard a member of staff or pupil. They will not be used for any form of appraisal, performance management or capability purposes.

Recording Live lessons

- **All live lessons MUST be recorded on Microsoft Teams. This is then saved into the individual member of staffs live stream app in Teams. THIS CAN BE SHARED WITH THE RELEVANT PEOPLE/PUPILS INVOLVED but must be done so in an appropriate manner.**
- Before recording, staff must let pupils know at the start, stating this is for learning and school purposes ONLY. This is to ensure a record of interaction with pupils is kept so there is something to revisit if necessary and allowing pupils who are not present in the live lesson to access the learning material so not to be disadvantaged.
- Always remain aware that they are visible and that the audio is on for all and that the video is on for the teacher.
- Pupils MUST have their video camera turned off unless directed otherwise by a member of staff.
- Staff and pupils must double check that any other tab open on their device is appropriate for screen sharing if required.

Recording these meetings or communication is for remote learning purposes only. They will not be used for any form of appraisal, performance management or capability purposes.

4.5 All staff and pupils using audio communication must:

- Use appropriate, professional language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- In cases where it is appropriate to make a recording so there's something to revisit if necessary do NOT record, store, or distribute video material without permission. If permission is not given, then do not record. Recording can be conducted but staff must let parents and carers, and pupils know at the start, stating this is for school purposes ONLY. Seek advice if unsure.
- Keep a log of who was on the live video communication and when.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

4.6 One to One meetings

- The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND and the wellbeing of pupils through the Pastoral work of school. This will be decided and approved by the SLT, in collaboration with the SENCO, the Intervention Team and Heads of House.
- **All one to one sessions using video communication MUST be recorded. See guidance in 4.4**

4.7 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.

4.8 The school will consult with parents regularly during the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.9 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.

4.10 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.

4.11 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.

5. Safeguarding

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

5.2 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.

5.3 The DSL 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. These will be tracked robustly.
- 5.5 The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- 5.6 All contact with vulnerable pupils will be recorded electronically and suitably stored centrally for all DSLs and the Headteacher to monitor and evaluate provision.
- 5.7 The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8 A DSL will be on duty in school every day during the remote learning period.
- 5.9 All home visits **must**:
- Have at least one suitably trained individual present.
 - Be suitably recorded centrally and the records stored so that the all DSL's and the headteacher has access to them.
 - Actively involve the pupil.
- 5.10 Vulnerable pupils will be provided with a means of contacting the DSL, their deputies, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning. This includes a reporting link on the school website.
- 5.11 The DSL will meet (in person or remotely) with the relevant members of staff regularly to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.12 All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.13 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. (possible websites are listed at the end of this policy.)

6. Data protection

- 5.14 This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
- 5.15 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.

- 5.16 Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 5.17 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.
- 5.18 Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 5.19 All contact details will be stored in line with school protocols and retained in line with the GDPR.
- 5.20 The school will not permit paper copies of contact details to be taken off the school premises.
- 5.21 Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 5.22 Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 5.23 Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy.

7. Marking and feedback

5.24 All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of teaching staff.
- Returned before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback guidance below.
- Returned to the pupil, once marked, by an agreed date.

What are the expectations in feedback and assessing pupils work?

- Pupils are asked to submit a piece of work or a task for every lesson in Year 7-9. This is to be directed by the teacher. This could include an online quiz, a worksheet, a new word document or powerpoint presentation or an image of work completed.
- Pupils will submit this before 8am the day after it has been set.
- ALL submitted pieces of work will have some form of feedback and commentary, for CORE subjects this is twice a week and for foundation subjects this is once a week.
- This commentary could be an emoji, a single line of text or a deeper feedback statement – dependent on what was asked to be submitted
- This assessment of work will be used to inform future planning for pupils.
- Posies can be awarded for good work and praise stickers can be posted on the Channel stream. No negies are to be awarded
- Online Quizzes can be self-marked and allocated points.

- 5.25 The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- 5.26 Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or telephone call if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 5.27 Pupils or parents must communicate with staff when work cannot be completed for genuine reasons will be completed
- 5.28 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.
- 5.29 Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible. The SENCO will also monitor this and deploy resources as required.

8. Health and safety

- 5.30 This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 5.31 Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
- 5.32 If using electronic devices during remote learning, pupils will be encouraged to take a five minute screen break every two hours.
- 5.33 If any incidents or near-misses occur with school owned equipment in a pupil's home, they or their parents are required to report these to the relevant member of staff immediately so that appropriate action can be taken.

9. School day and absence

- 5.34 Pupils will be present for remote learning according to the timetable provided by the school. Pupils can complete the work set at any point during the day to ensure parents can coordinate devices at home.
- 5.35 Pupils will submit all work by 8am the next day, and report to their teacher if there are circumstances which prevent this.
- 5.36 Pupils in school as agreed by the headteacher, will follow the timetable provided. This timetable matches the one completed by pupils working at home. This timetable includes suitable breaks.
- 5.37 Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

5.38 Pupils who are unwell in school will follow the protocol signposted in the staff pack. They will be quarantined in school until they can go home. Where social distancing Government advice will be followed.

10. Communication

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

5.40 The school will communicate with parents via parent mail, email, telephone calls, letter and the school website about remote learning arrangements as appropriate.

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

5.42 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.

5.43 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.

5.44 Members of staff will have contact with their line manager at least once per week.

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

5.46 Pupils will have email contact with a member of teaching staff at least once per week, for the majority this will be via their form group.

5.47 Year 10 will have weekly contact with their subject teachers via email, until the plan for their return has begun.

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

5.49 Issues with remote learning or data protection will be communicated to the pupils' teacher or ICT Technician as soon as possible so they can investigate and resolve the issue.

5.50 The school will keep parents and pupils informed of any changes to the remote learning arrangements.

5.51 The headteacher will review the effectiveness of communication on a regular basis and ensure measures are put in place to address gaps or weaknesses in communication. This will include regular monitoring of pupil engagement.

11. Monitoring and review

5.52 This policy will be reviewed on an annual basis by the headteacher as appropriate.

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