

COTEFORD JUNIOR SCHOOL

PUPIL REMOTE LEARNING POLICY

Statement of intent

At **Coteford Junior School**, we understand the need to continually deliver high quality education, including during periods of remote learning – 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.

The school will prioritise factors that have been found to increase the effectiveness of remote education including clear explanations; new material taught with scaffolds to support learners; rehearsal of previously learnt concepts for retrieval practice and timely feedback and discussion points for improvement. Teachers will ensure that a portion of their lessons are designed to promote interactivity amongst pupils and between pupils and staff, e.g., live lessons or use of the ‘chat’ function on meeting software, to lessen feelings of isolation and to promote pupil progress and motivation.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, 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)
- 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 (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'

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**
- **Assessment Policy**
- **Online Safety Policy**
- **Health and Safety Policy**
- **Attendance and Absence Policy**
- **ICT Acceptable Use Policy**
- **Staff Code of Conduct**
- **GDPR policy**

2. Roles and responsibilities

2.1. The **Governing Body** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The **headteacher** is responsible for:

- Ensuring that staff, parents, and pupils always adhere to the relevant policies.
- 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 supporting pupils during the period of remote learning.
- Conducting reviews on a **fortnightly** basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The **headteacher** 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.
- 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 **DPO** (SBM at CJS) is responsible for:

- 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.

2.5. 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 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.

2.6. The **SENDCO** is responsible for:

- Ensuring 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.
- 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 **ICT technicians** are responsible for:

- Ensuring that any programs or networks used for remote learning can effectively support many users at one time, where required, e.g., undertaking 'stress' testing.
- Working with the **SENDCO** to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.8. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents.
- Reporting any safeguarding incidents to the **DSL** and asking for guidance as appropriate via My Concern.
- 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.
- Following Zoom protocol for 'live' sessions.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the **headteacher**.
- Adhering to the **Staff Code of Conduct** at all times.

2.9. 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 by the class teacher.

- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out.
- Ensuring that pupils are suitably dressed for remote learning sessions e.g., no sleepwear.
- Reporting any absence.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.10. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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.
- Adhering to the **Behavioural Policy** at all times including participating well during sessions; not eating and being suitably dressed.

3. Resources

Learning materials

3.1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Its Learning
- Education City; TTRS; Khan Academy and Bitesize
- SATS papers
- Oak Academy
- Educational websites
- Reading tasks via Accelerated Reader and myOn
- Zoom lessons
- Pre-recorded PPTs

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. 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.
- 3.5. The school recognises that interactive lessons are effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity, e.g., live classes with questioning via Zoom, eliciting and reflective discussion, to the best of their ability.
- 3.6. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.7. 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.
- 3.8. Work packs will be made available for pupils who do not have access to a printer – these packs can be **collected from school**.
- 3.9. Teaching staff will liaise with the **SENDCO** and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.10. The **SENDCO** 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.

- 3.13. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support if possible but will provide alternatives to online work.
- 3.14. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback where possible.
- 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.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.
- 4.2. All staff and pupils using video communication must:
- Mainly communicate in groups
 - One-to-one sessions are permitted in approved circumstances.
 - 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.
- 4.3. 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.

- 4.4. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g., to provide support for pupils with SEND. This will be decided and approved by the **SLT**, in collaboration with the **SENDCO**.
- 4.5. Pupils not using devices or software as intended will be disciplined in line with the **Behavioural Policy**.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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**, 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. If this is not possible, numbers must be withheld from the phone used.
- 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 on paper and suitably stored in line with the **Records Management Policy**.
- 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. All home visits will:
- Have at least **one** suitably trained individual present.
 - Be undertaken by no fewer than **two** members of staff.
 - Be suitably recorded on My Concern.
 - Actively involve the pupil.
- 5.9. The **DSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.10. All members of staff will report any safeguarding concerns to the **DSL** immediately.
- 5.11. 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.

6. Data protection

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

- 6.2. 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.
- 6.3. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.4. All contact details will be stored in line with the **Data Protection Policy** and retained in line with the **Records Management Policy**.
- 6.5. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.6. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.7. Any breach of confidentiality will be dealt with in accordance with the school's **GDPR Policy**.
- 6.8. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behavioural Policy** or the **Disciplinary Policy and Procedure**.

7. Feedback

- 7.1. All schoolwork completed through remote learning must be:
 - Finished when returned to the relevant member of teaching staff as advised by that member of staff.
 - Work can be returned in a variety of ways: email; discussion thread; student folders or submit button. Teachers will be really clear on how to do this on weekly letters or ItsLearning updates.
 - Returned on or 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 Policy**.
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via **email** if their child is not completing their schoolwork or their standard of work has noticeably decreased, or they have concerns.
- 7.4. 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 / welfare team** as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENDCO** as soon as possible.
- 7.6. 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.
- 7.7. The school will monitor participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be reported to parents via formal regular reports or, if there is a concern, individually via **telephone**.

8. School day and absence

- 8.1. Pupils will be present for remote learning live lessons.
- 8.2. Pupils are not expected to do schoolwork outside normal school hours.
- 8.3. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 8.4. Parents will inform their **child's teacher** no later than **8:30am** if their child is unwell or unable to participate in live sessions.

9. Communication

- 9.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 9.2. The school will communicate with parents via **Parentmail** and the **school website / ItsLearning** about remote learning arrangements as soon as possible.
- 9.3. The **headteacher** will communicate with staff as soon as possible via **email** about any remote learning arrangements.
- 9.4. 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.
- 9.5. 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.
- 9.6. Members of staff will have contact with the SLT at least **once per week**.
- 9.7. As much as possible, all communication with pupils and their parents will take place within the school hours.
- 9.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 9.9. 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.
- 9.10. The **pupils' teacher** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 9.11. 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.

10. Monitoring and review

10.1. This policy will be reviewed on an **annual** basis by the **headteacher** or during the pandemic, as and when new guidance is issued).

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

The next scheduled review date for this policy December 2025

