



# Garstang Community Academy

## Student Remote Learning Policy

## Statement of intent

At Garstang Community Academy, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of academy life and ensuring that all students 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 learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to students' education and the delivery of the curriculum
- Ensure provision is in place so that all students have access to high quality learning resources
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and student 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 students 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.

Signed by:

A M Ashcroft

Headteacher

Date: 5/1/21

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## 1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
  - 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) 'Academy attendance'
  - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
  - DfE (2018) 'Health and safety: responsibilities and duties for academies'
  - DfE (2018) 'Health and safety for academy children'
  - DfE (2016) 'Children missing education'
- 1.3. This policy operates in conjunction with the following academy policies:
  - Child Protection and Safeguarding Policy
  - Data Protection Policy
  - Special Educational Needs and Disabilities (SEND) Policy
  - Behavioural Policy (including Online Safety Policy)
  - Assessment & Marking Policy
  - Health and Safety Policy
  - Attendance Policy
  - ICT Acceptable Use Policy
  - Staff Code of Conduct
  - GDPR Legislation

## 2. Roles and responsibilities

2.1. The academy's Academy Council is responsible for:

- Ensuring that the academy has robust risk management procedures in place.  
Ensuring that the academy has a business continuity plan in place, where required
- Evaluating the effectiveness of the academy's remote learning arrangements.

2.2. The headteacher is responsible for:

- Ensuring that staff, parents and students 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 academy has the resources necessary to action the procedures in this policy
- Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require supporting students during the period of remote learning as well as training for students
- Conducting regular reviews of the remote learning arrangements to ensure students' education suffers as little as possible from a move to remote learning.

2.3. The academy's Teaching and Learning Lead 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 students 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 academy's Teaching and Learning Lead is responsible through the school's Senior IT Technician for:

- Overseeing that all academy-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- 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.

2.5. The DSL is responsible for:

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

2.6. The SENCO is responsible for:

- Liaising with the IT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required
- Ensuring teaching assistants are used effectively to support remote learning
- Ensuring that students 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 students with EHC plans and IHPs
- Identifying the level of support or intervention that is required while students with SEND learn remotely
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period

2.7. The headteacher in conjunction with the finance lead is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for students to learn from home
- Ensuring value for money when arranging the procurement of equipment or technology, in conjunction with the Trust's IT lead
- Ensuring that the academy has adequate insurance to cover all remote working arrangements.

2.8. The Senior IT technician is responsible for:

- Ensuring that all academy-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 students and staff.

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 lead 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 academy-owned equipment used for remote learning to an ICT technicians
- Adhering to the this and all other policies 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 Section 8 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 academy as soon as possible
- Ensuring that their child always has access to remote learning material during the times set out in Section 8
- Reporting any absence in line with the terms set out in Section 8
- Ensuring their child uses the equipment and technology used for remote learning as intended
- Adhering to the school's policies at all times.

2.11. Students are responsible for:

- Adhering to this policy at all times during periods of remote learning
- Ensuring they are available to learn remotely at the times set out in Section 8 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to the school 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 safe remote learning as intended.

- Ensuring they use any school owned equipment and technology only for safe remote learning as intended.
- Adhering to the Behaviour Policy and all other policies at all times.

### 3. Resources

#### Learning materials

- 3.1. The academy 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 academy may make use of:
  - School Synergy
  - Microsoft Office 365 including MS Teams
  - Email/PMX
  - Past and mock exam papers
  - Current online learning portals
  - Educational websites
  - Reading tasks
  - Live webinars
  - Pre-recorded filmed 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 students 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 students with SEND, where this is available
- 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.6. The academy will review the resources students have access to and adapt learning to account for all students needs by using a range of different formats,
- 3.7. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all students remain fully supported for the duration of the remote learning period.
- 3.8. The SENCO will arrange additional support for students with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 3.9. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

- 3.10. Students will be required to use their own or family-owned equipment to access remote learning resources, unless the academy agrees to provide or loan equipment, e.g. laptops.
- 3.11. Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.12. 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.
- 3.13. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the academy.

#### Food provision

- 3.14. The academy will signpost parents via the usual methods of home/school communication towards additional support for ensuring their children continue to receive the food they need, e.g. food parcels.

#### Costs and expenses

- 3.15. The academy will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, or council tax.
- 3.16. The academy will not reimburse any costs for travel between students' homes and the academy premises.
- 3.17. The academy will not reimburse any costs for childcare.
- 3.18. If a student is provided with academy-owned equipment, the student and their parent will sign and adhere to the Technology Acceptable Use Agreement and Student Mobile Device Loan agreement prior to commencing remote learning.

### 4. Online safety

- 4.1. Where possible, all interactions will be textual and public.
- 4.2. Safeguarding students

When attending live lessons/ tutorials via Microsoft Teams children must ensure that:

- Students must be punctual for live tutorials
- Students must be in a quiet, distraction-free location throughout the tutorial
- Students must not have their cameras on



- Students are not permitted to be on other social media whilst attending a live tutorial and must use the necessary equipment and computer programmes as intended
- Students must not record or take images of the live lesson/tutorial
- Students must not record, store, or distribute audio material without permission
- Students must not unmute themselves or use the chat/messaging feature unless instructed to do so by the teacher
- Students must use appropriate language when answering questions
- Students must have excellent behaviour at all times, contribute to the lesson in a positive manner and not be disruptive at any time. The school behaviour policy will be enforced during live tutorials.
- Students must show respect for everyone in the online classroom; anti-bullying policies apply during live tutorials
- Students must have a stable connection to avoid disruption to lessons

#### 4.3. Safeguarding staff

When delivering live lessons/tutorials via Microsoft Teams, teachers must ensure that:

- All live tutorials must be attended by a least one other member of staff
- Ensure your line manager has authorised your live tutorial in advance
- Notify your line manager, learners and parents/carers of any scheduled tutorial cancellations
- Prevent a one-to-one situation at the start and the end of a live tutorial by ensuring all students enter the session at the same time and disconnect **all** participants at the close of the lesson/session. Never be alone in a meeting with a student.
- Ensure you are familiar with the functionality of Teams e.g. muting and unmuting participants
- Clearly establish and communicate behaviour expectations to students at the start of the session. Remind users about respecting others.
- Select an appropriate background (neutral, or the GCA logo) a if you choose to use your camera.
- Dress professionally
- Check that any other tabs you have open in your browser would be appropriate for a child to see, if sharing your screen
- Use professional language
- Do not have conversations that are unrelated to learning
- Never send a private message to a student
- Ensure you have a stable connection to avoid disruption to lessons.

#### 4.4. The academy will consider whether one-to-one sessions are appropriate in some exceptional circumstances, e.g. to provide support for students with

SEND. This will be decided and approved by the headteacher, in collaboration with the SENCO.

- 4.5. Students not using devices or software as intended will be receive consequences in line with the Behavioural Policy.
- 4.6. The academy 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. The academy will ensure that all academy-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 academy will communicate to parents via the usual methods of home/school communication, 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.
- 4.9. During the period of remote learning, the academy 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 academy will not be responsible for providing access to the internet off the academy premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the academy.

## **5. Safeguarding.**

- 5.1. The DSL and headteacher will identify 'vulnerable' students (students who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning
- 5.2. The DSL will arrange for regular contact to be made with vulnerable students, prior to the period of remote learning
- 5.3. Phone calls made to vulnerable students will be made using academy phones where possible and if not, staff must block their number being visible (e.g. 141).

- 5.4. The DSL will arrange for regular, usually weekly, contact with vulnerable families, with additional contact arranged where required.
- 5.5. The DSL will keep in contact with vulnerable students' social workers or other care professionals during the period of remote working, as required.
- 5.6. Vulnerable students 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.
- 5.7. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.8. Students 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 academy 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 GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.
- 6.2. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.3. 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.
- 6.4. Parents' and students' up-to-date contact details will be collected prior to the period of remote learning.
- 6.5. All contact details will be stored in line with Data Protection legislation.
- 6.6. The academy will not permit paper copies of contact details to be taken off the academy premises.
- 6.7. Students are not permitted to let their family members or friends use any academy-owned equipment which contains personal data.
- 6.8. Any intentional breach of confidentiality will be dealt with in accordance with the academy's Behaviour Policy.

## **7. Work Submission, Engagement, Marking and Feedback**

- 7.1. All schoolwork completed through remote learning must be
  - Submitted as requested

- Finished when submitted to the relevant member of teaching staff.
  - Submitted on or before the deadline set by the relevant member of teaching staff
  - Completed to the best of the student's ability
  - The student's own work
  - Marked as appropriate.
  - Returned to the student, once marked.
- 7.2. The academy expects students and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Students are accountable for the completion and submission of their own schoolwork – teaching staff will contact parents if their child is not engaging with their schoolwork or their standard of work has noticeably decreased.
- 7.4. Teaching staff will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with their line manager as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.6. The academy 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. Children should be engaged for the equivalent of the normal school day – 5 hours - if children are completing directed learning tasks, parents will ensure they complete independent learning tasks e.g. reading, or from the extra resources in appendix B of the GCA Remote Learning Guidance.

## **8. Academy day and absence**

- 8.1. Students will be present for remote learning by 9:00am and generally aim to cease their remote learning at 3:05pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in Section 8.
- 8.2. Breaks and lunchtimes will take place at the normal school day timings.

- 8.3. Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 8.4. Students who are unwell are not expected to be present for remote working until they are well enough to do so, but must have informed the school of their virtual absence.
- 8.5. Parents will inform their child's teacher no later than 8:30am if their child is unwell.

## **9. Communication**

- 9.1. The academy will ensure adequate channels of communication are arranged in the event of an emergency – in general, these will be the school email addresses and/or via the 'Keep Me Safe' button on the website.
- 9.2. The academy will communicate with parents about remote learning arrangements as soon as possible.
- 9.3. The headteacher will communicate with staff as soon as possible about any remote learning arrangements.
- 9.4. Members of staff should have contact with their line manager on a regular basis – ideally, this should be once per week.
- 9.5. As much as possible, all communication with students and their parents will take place within the academy hours outlined in Section 8.
- 9.6. Students/families will have verbal contact with a member of school staff as required.
- 9.7. Parents and students will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 9.8. Issues with remote learning or data protection will be communicated to the students' teacher as soon as possible so they can investigate and resolve the issue.
- 9.9. The students' teacher will keep parents and students informed of any changes to the remote learning arrangements or the schoolwork set.

## **10. Monitoring and review**

- 10.1. This policy will be reviewed on a needs basis by the headteacher, determined by the academy's situation and changes in the local requirements for remote learning.
- 10.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 10.3. The next scheduled review date for this policy is March 2021.