



## Greet Primary Schools

# Remote Education Policy

September  
2023

Responsibility for this policy:

Headteacher

Responsibility for monitoring/evaluation:

Headteacher/

Deputy Headteacher

Date of next review:

September 2024 or earlier if  
required

Links to other policies:

Safeguarding and Child Protection  
Data Protection, Behavioural Policy,  
Accessibility Policy, Marking and  
Feedback Policy, Assessment Policy  
Online Safety Policy, Health and  
Safety Policy, Attendance Policy,  
ICT Acceptable Use Policies, Staff  
Code of Conduct, Assessment  
Children Missing Education Policy

## Statement of intent

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## Statement of intent

At Greet 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.

## Remote Education will come into force if the school is closed for more than 48 hours.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

### 1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - Equality Act 2010
  - Education Act 2004
  - The General Data Protection Regulation (GDPR)
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - Data Protection Act 2018
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE (2020) 'Keeping children safe in education'
  - DfE (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'

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

- Safeguarding and Child Protection 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 Policy
- ICT Acceptable Use Policies
- Staff Code of Conduct
- **Data Protection Impact Assessment**
- Children Missing Education Policy

## 2. **Roles and responsibilities**

2.1. The Headteacher 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 adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The DSL is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Executive Headteacher and Head of School.
- 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.
- 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.

2.4. The IT Support Company "Dataspire" are responsible for:

- Overseeing that all school-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 SENDCO and Inclusion lead 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, SSPPs and ITPs.
- 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. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Adhering to our Acceptable Use Policy
- 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 and Deputy Head teacher.
- 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.

2.7. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child adheres to the Acceptable Use Policy
- Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.8. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Adhering to the Acceptable Use Policy
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, 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

#### Learning

- 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
  - Printed learning packs
  - Teams/YouTube
  - Educational websites
  - Pre-recorded video or audio lessons
- 3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources. (Oak National Academy)
- 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. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.6. 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.
- 3.7. If needed, work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.
- 3.8. 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.
- 3.9. The SENCO will arrange additional support for pupils with SEND if required.
- 3.10. Any issues with remote learning resources will be reported as soon as possible to the class teacher or via the school office.
- 3.11. 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. chrome books or school IPADS
- 3.12. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.13. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.
- 3.14. The arrangements for any 'live' classes, e.g. live learning, will be communicated via Teams no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.

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

#### Food provision

- 3.16. The school will signpost parents via letters, Arbor, website or school text towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.17. Where applicable, the school will provide the provision for pupils who receive benefit based Free School Meal in the form of food hampers.

#### Costs and expenses

- 3.18. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.19. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.20. The school will not reimburse any costs for childcare.
- 3.21. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Acceptable Use Agreement prior to commencing remote learning. Devices will be numbered.

#### **4. Online safety**

- 4.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication on teams 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, photograph, print screen, store, or distribute video material without permission.
  - Ensure they have a stable connection to avoid disruption to lessons.
  - Always remain aware that they are visible.
- 4.4. All staff and pupils using audio communication must:
- Use appropriate language – this includes others in their household.
  - Maintain the standard of behaviour expected in school.
  - Use the necessary equipment and computer programs as intended.
  - Not record, store, or distribute audio material without permission.
  - Ensure they have a stable connection to avoid disruption to lessons.
  - Always remain aware that they can be heard.
- 4.5. Where 1:1 sessions would normally be used to support specific needs, a member of school staff will sit in on the meeting for safeguarding purposes.
- 4.6. Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.

- 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 prior to 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. The school will communicate to parents via letters, Arbor, website or school text 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.
- 4.11. 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.
- 4.12. 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 and Child Protection 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 or personal phones using the code 141.
- 5.5. The DSL will arrange for regular contact with identified vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with identified vulnerable pupils will be recorded on CPOMS.
- 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 must:
- Be undertaken by no fewer than two members of staff.
  - Be suitably recorded on paper and the records stored so that the DSL has access to them.
  - 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 and record on CPOMS
- 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. 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 pupils' 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 the Data Protection Policy and retained securely.
- 6.6. The school will make it clear to staff that they are responsible for maintaining confidentiality of any paper copies of contact details taken off the school premises during a lockdown. Material needs to be stored in line with GDPR guidance.
- 6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 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. Marking and feedback**

- 7.1. All schoolwork completed through remote learning must be:
- Finished when returned to the relevant member of teaching staff.
  - 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.
  - Returned to the pupil, by the next session.
- 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 Marvellous Me or phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 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 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.

## **8. Health and safety**

8.1. 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.

8.2. If using electronic devices during remote learning, pupils will be encouraged to take a screen break between learning sessions.

8.3. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

## **9. School day and absence**

9.1. Pupils will be present for remote learning by 9:30am and cease their remote learning at 3:00pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in paragraph 9.2.

9.2. Breaks and lunchtimes will take place:

- KS1 and KS2: 15 minute break between session 1 and 2
- EYFS: supported by parent/carer, breaks when required
- All pupils: An hour break for lunch.
- No teacher will be available for messaging during these times.

9.3. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.4. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. Parents should inform school of illnesses.

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

## **10. Communication**

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

10.2. The school will communicate with parents via letter, Marvellous Me and the school website about remote learning arrangements as soon as possible.

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

10.4. 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.

10.5. 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.

- 10.6. Members of staff will have contact with their line manager once per week.
- 10.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9.
- 10.8. Pupils will have verbal contact with a member of teaching staff at least once per week via Teams, or phone.
- 10.9. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.10. 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.
- 10.11. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.12. The Headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

#### **11. Monitoring and review**

- 11.1. This policy will be reviewed on a half-termly basis by the Headteacher and Deputy Headteacher.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is September 2024.