HIGHFIELD ACADEMIES

REMOTE LEARNING POLICY

THIS POLICY WAS APPROVED:	AUTUMN 2020
THIS POLICY WILL BE REVIEWED:	AUTUMN 2021
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SIMON BAINBRIDGE

1. INTRODUCTION

As a result of the COVID-19 pandemic, the majority of Schools and Academies in the UK have had periods of closure and/or have reduced numbers in order to maintain a safe learning environment. However, Special School/Academies, Alternative provision and settings have, in the main, remained open. As special schools, meeting the individual needs of every student continues to be our main objective.

To address the potential reduction in numbers of pupils attending school and other settings due to self-isolation, of staff and pupils, we are developing a system of remote learning. This gives every student the opportunity to continue with education during this time. However, we recognise that the potential to access home learning will vary from learner to learner. This policy takes this into account.

This system of remote learning could also be used for the settings general duty to meet the learning needs of pupils with medical conditions, offering a long term, supportive solution to ensuring access to high quality education.

This policy is produced in consultation with local special heads, the Local Authority (under their 15 day duty – Supporting pupils with Medical needs) and staff. As a result, the broad content of this policy is shared between the local area special School/Academies including SEMH & AP, and the Local Authority.

This policy will apply to all short-term absences related to illness and isolation, short term self-isolation occurrences as well as extended Academy closure as instructed by the Government or Local Authority. Our offer varies according to the reason for absence and whether the pupil is well enough to access home learning.

Where elements of the EHCP are not able to fulfilled at home, we would discuss this with parents, and a Section M completed if needed detailing any EHCP easements that are necessary for the absence period.

The Coronavirus Act 2020 Provision of remote education (England) Temporary Continuity direction – 1 October 2020 states that:

Schools should work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers.

Where a pupil has provision specified within their EHC plan, it remains the duty of the local authority and any health bodies to secure or arrange the delivery of this in the setting that the plan names. However, there may be times when it becomes very difficult to do so, for example if they are self-isolating. In this situation, decisions on how provision can be delivered should be informed by relevant considerations including, for example, the types of services that the pupil can access remotely e.g. online teaching and remote sessions with different types of therapists. These decisions should be considered on a case by case basis, avoiding a one size fits all approach.

2. PHILOSOPHY

We are committed to working in close partnership with families and we recognise each family is unique. This plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools and offers remote learning opportunities for all children. Some households have limited access to devices and will require hard-copies of work and resources. Highfield Academies will be as supportive as is practically possible to enable every child to continue to learn during any periods of school closure or when a child is unable to attend.

In the event that a pupil is not able to attend school, as a result of the COVID-19 pandemic or otherwise, pupils will be provided with an education remotely and will be expected to engage in the home learning activities on offer. The only exception will be made under the circumstance that a pupil is unwell themselves.

Our Academies recognise the additional workload that teachers will have in teaching pupils on site as well as providing home learning for those not able to be in school. From October 2020 we are working collaboratively with other schools in beginning to build a bank of online learning resources in order to support the offer as outlined in this policy.

3. AIMS

The purpose of this remote learning policy is to:
- Provide an individualised approach to home learning for each pupil and their EHCP Outcomes
- Provide a shared understanding of what remote learning constitutes.
- Provide consistency in our approach to remote learning.
- Set out expectations for all members of the Highfield Academies community with regards to remote learning.
- Provide appropriate guidelines related to GDPR.
- Ensure that safeguarding measures are continued during remote learning, including robust understanding of E-Safety.
- Reduce disruption to education and the delivery of the curriculum, so that every pupil has access to high quality learning resources, including the post 15 day medical needs provision.
- Ensure, as far as possible, that all pupils have the provision they need to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of remote learning through wellbeing checks.
- Ensure parent carers are fully aware of the support available to maintain educational outcomes during periods of non-attendance at school.
- Ensure robust safeguarding, privacy and data security measures continue to be in effect during the period of remote learning.

4. ROLES AND RESPONSIBILITIES

4.1 The **Senior Leadership Team (SLT)** are responsible for:
- Encouraging staff, parents and pupils to 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 pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting regular reviews of the remote learning arrangements to ensure the least amount of disruption to pupils learning.

4.2   The **Health and Safety Lead** in collaboration with the SLT is responsible for:
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

4.3   The **Data Protection Officer** working with the SLT is responsible for:
- Overseeing that all Academy-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.

4.4   The **Designated Safeguarding Lead (DSL)** is responsible for:
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning periods.
- Liaising with the IT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identifying more vulnerable pupils in liaison with relevant staff internal to the school and external partners, who may be at risk if they are learning remotely.
- Ensuring that, if appropriate, child protection plans are in place while the pupil is learning remotely, and liaising with Safeguarding Leads and other relevant organisations to make alternate arrangements for pupils who are at a high risk, where required.
- 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.

4.5   The **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 Department Leaders to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

4.6 **Teachers and Teaching Assistants** 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 Safeguarding Team via My Concern 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 Senior Leadership Team.
- Reporting any defects on Academy-owned equipment used for remote learning to an IT Technician.

4.7 **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 scheduled by the Class Teacher.
- Reporting any technical issues to the School/Academy as soon as possible
- Ensuring that their child always has access to remote learning material during the times set out by the Class Teacher
- Reporting any absence according to school attendance policies
- Ensuring their child uses the equipment and technology used for remote learning as intended
- Uploading to E4L, or forwarding to the class teacher, evidence of their child's learning.

4.8 **Pupils** are responsible for:
- Adhering to this policy at all times during periods of remote learning, where students' individual needs allow.
- Ensuring they are available to learn remotely at times scheduled by the Class Teacher.
- 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 their Class Teacher where appropriate if they are feeling unwell or are unable to complete the Academy activity they have been set.
- Ensuring they use any equipment and technology for remote learning as intended

4.9   **Teachers** are responsible for:
- Being available during school opening hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- Setting work/activities that is appropriate to the needs of pupils.
- Providing work for all students in their care, allowing taht they may need to cover for other classes.
- Providing at least the minimum amount of home learning as outlined in this policy.
- Coordinating with other Teachers and Department Leaders to ensure consistency across the Pathway/subject.
- Providing feedback on work /activities to parents and the student.
- Handling of any complaints and making sure they are passed on to the relevant line manager.
- Attending virtual meetings where appropriate.

4.10 **Teaching assistants** are responsible for:
- Being available during school opening hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.
- Liaising with teachers with regards to any questions about subject content.

4.11 **Department leaders** are responsible for:
- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with Teachers teaching their subject to make sure work/ activities set is appropriate and consistent.
- Monitoring the effectiveness of remote learning –by reviewing work on Evidence for Learning, taking samples of planned activities and monitoring Class Dojo pages.
- Monitoring the work / activities set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- Alerting teachers to resources they can use to teach their subject or Pathway.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

5.   WHO TO CONTACT

If staff have any questions or concerns, they should contact the following individuals:
- Issues in setting work – Department Leader
- Issues with behaviour – Assistant Head of School
- Issues with IT – Highfield Littleport/Ely Academy IT Helpdesk
- Issues with their own workload or wellbeing – Department Leader
- Concerns about data protection – Head of School
- Concerns about safeguarding – DSLs

6.   DATA PROTECTION

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

6.1   Staff members will be responsible for adhering to GDPR principles when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

6.2   Personal 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 yearly as per school procedures.

6.5   All contact details will be stored in line with the Data Protection Policy. Please note:
- Any breach of confidentiality will be dealt with in accordance with the Academies **GDPR Information**.
- Any intentional breach of confidentiality will be dealt with in accordance with the Academies **Data Protection Policy**.

8.   ONLINE SAFETY

This section of the policy will be enacted in conjunction with the Academy's Safeguarding and E Safety Policies.

8.1   All staff and pupils using video communication must:
- 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 the Academy.
- 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 learning.
- Always remain aware that they are visible during live delivery.

8.2   The Academy will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with further complex needs or in situations of crisis. This will be decided and approved by the Leadership Team, and will almost always include an observer at both ends of the live feed, a TA for example.

8.3   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.

8.4   The Academy will consult with parents via telephone or Class Dojo on the first day of the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

8.5   During the period of remote learning, the Academy will maintain r contact as necessary 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.

8.6 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.

9. MONITORING

9.1. 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 Department leader as soon as possible.

10. RESOURCES

10.1. For the purpose of providing remote learning, the Academy may make use of:
- Work booklets
- Online learning portals, including a shared portal hosted by the LA when available
- Other Educational websites including Top Marks (or similar) where appropriate to the needs of the learner
- Reading or Communication tasks
- Simple practical activities which can be supported or delivered at home
- Live/Recorded webinars
- Pre-recorded video or audio lessons
- Live lessons where safeguarding requirements are able to be fulfilled, and it meets the needs of the learner.

10.2. **Software and online platforms**

Within all plans, teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of digital resources.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching and teaching assistant staff need to be familiar with them):

For example

1. Class Dojo
2. Evidence for Learning

Data Protection Impact Assessments will be undertaken where personal data will be uploaded to learning and teaching web based and cloud platforms to ensure compliance with the GDPR and the Data Protection Act 2018. Further to ensure that there are robust data security mechanisms in place to protect an individual's privacy of their personal data from unauthorised access.

10.3.   Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning. Where further changes are made to EHCP provision this will be recorded in Form M or similar.

10.4.   Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the Academy will ensure pupils can catch up on these areas of the curriculum when they return to the Academy.

10.5.   Teaching staff will liaise with the Department Leaders and other relevant members of staff to ensure all pupils remain supported as much as possible for the duration of the remote learning period.

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

10.7.   Pupils 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.

10.8.   Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

10.9.   Teaching staff will oversee academic progress for the duration of the remote learning period and will mark and provide feedback on a weekly basis.

10.10. The arrangements for any 'live' classes, e.g. webinars, will be communicated via Class Dojo, telephone or home visits no later than one day before the allotted time and kept to a reasonable length of no more than forty five minutes per session.

10.11. The IT Technician is not responsible for providing technical support for equipment that is not owned by the Academy

11. SAFEGUARDING

11.1.   At Highfield Academies, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by section 175 of the Education Act 2002. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect. Safeguarding the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children has a role to play in safeguarding them. During periods of remote learning, staff and parents alike must ensure that the child does not access inappropriate resources, sites or content.   All pupils, staff, parents and governors will have read and signed our school Acceptable Use Policies. Staff will at all times work within the schools Code of Conduct for Adults.

11.2.   This section of the policy will be enacted in conjunction with the Academy's **Safeguarding Policy & Child Protection Policy**, which has been updated to include safeguarding procedures in relation to remote working.

11.3.   The **Head of School and DSLs** 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.

11.4.   The **DSL** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning by the schools Family Liaison Worker and/or Class Teacher.

11.5.   Phone calls made to vulnerable pupils will be made using Academy phones where possible.

11.6. The **DSLs** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum, with additional contact, including home visits there is a significant safeguarding concern.

11.7. All contact with vulnerable pupils will be recorded in line with the safeguarding procedures in the setting and suitably stored in line with the data protection policy

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

11.9. All home visits must:
- Have at least one suitably responsible individual present.
- Be suitably recorded on My Concern so that the DSL's have access to them.
- Actively involve the pupil.
- Only take place if there is no other option

11.10. Vulnerable pupils and/or their families 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.

11.20. 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.

11.30. All members of staff will report any safeguarding concerns as per normal practice to the **DSL's via My Concern** immediately.

11.40. 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 Academy will also signpost families to the practical support that is available for reporting these concerns.

12. MONITORING ARRANGEMENTS

12.1. This policy will be reviewed on a regular basis a necessary **basis** by the Senior Leadership Team.

12.2. Changes to this policy will be communicated to all members of staff and other stakeholders.

13. EXTENDED ACADEMY CLOSURE

13.1. If further Academy closures are announced, the policy will be reviewed and changed in accordance with government guidance for educational settings.

13.2. All staff will be informed as changes occur, and beforehand if we are given any notice

13.3. All parents and guardians will be informed as changes occur, and beforehand if we are given any notice

14. PROVISION AT DIFFERENT STAGES OF ABSENCE AND CLOSURE

14.1. General Illness

Students who are not attending school and who are deemed unfit to be at school by a parent, school staff, carer or medical professional will not usually have learning activities provided. The expectation is that the student is not well enough for school so is not well enough to engage in learning. All other students are attending school as normal in this period.

If there are particular (for e.g. if a pupil has a broken leg) circumstances that the learner is well enough to access learning, the self- isolation provision can be accessed.

14.3. Students who are self-isolating or during full or partial lockdown with whole class/bubble closure

Students who are self-isolating and are well, will have access to the remote learning offer according to the recommended outline below. A member of staff will make contact with parents and carers on the first day of the absence starting to discuss the needs and requirements of the child. We understand that some students will be reluctant or unable to engage in learning in a different setting and there is no expectation for the full commitment to be fulfilled.

Pathway	Area of Learning	Suggested time Commitment per week	Monitoring Arrangements
Yellow	English	2hrs 30mins	Work uploaded to Evidence for Learning and commented upon at least weekly by the class teacher. Posts will be acknowledged by the class teacher as read within the E4L app.
	Maths	2hrs 30mins	
	Science	1 hr	
	Foundation Subjects/Topic	1hr	
	Physical Activity	2hrs 30mins	
Green	My Communication	2 hours	Evidence uploaded to Evidence for Learning and commented upon at least weekly by the class teacher. Posts will be acknowledged by the class teacher as read within the E4L app.
	My Body	2 hours	
	My Thinking	2 hours	
	My Independence	2 hours	
	My Community	2 hours	
	My Play	2 hours	
Blue	Blue pathway learners will receive a very bespoke package, designed to meet their EHCP Outcomes as much as possible. Suggested activities targeting their communication, interaction, engagement, physical and sensory needs will be shared with parents or carers. There will also be some opportunities for live online interaction with staff.		

14.3. **Parental Choice to withdraw from school during lockdown period**

Where a parent/carer chooses not to send their child to school when full school provision is available there will not be an expectation to provide a home learning offer. Full learning is provided by the school on site.