

Remote Learning Policy

Statement of intent

At Red Marsh School we strive to provide *“fantastic teaching and learning in an environment where everyone is cared for, valued and respected”*.

We are committed to the delivery of high quality personalised education, including during possible periods of remote learning.

Our aim is to ensure during these times our pupils continue to work towards their Personalised Learning Intention Targets within the context of our planned broad and balanced curriculum.

Through the implementation of this policy, we aim to outline our remote learning strategy taking account of online safety, access to educational resources, data protection, and safeguarding.

Implementation

Learning will be personalised to meet the individual needs of the pupil as outlined in their EHCP plans, personalised curriculum targets or a personalised curriculum via our Learning Platform (password protected and accessed via the web site).

The school has a four tier approach to providing remote /blended learning.

Tier 1 - pupil too ill to work, no work sent home as this is a time to rest and get better.

Tier 2 – pupil well, but waiting for a test (two / three day’s absence) Personalised Learning Intention Targets sent home with guidance. In addition, Class Curriculum Map and guidance sent home.

Tier 3 – Pupil self- isolating for 14 days or more. Weekly personalised learning sent home and weekly welfare call made. To avoid gaps in learning targets and work set will focus on Personalised Learning Intention Targets and Personalised Curriculum Targets. In addition, Personalised Learning Intention Targets and Class Curriculum Map with guidance will be sent home for pupils that have not received this information as part of Tier 2.

Tier 4 – If school is unable to provide work at Tier 2 or 3, for example teaching staff ill. Parents will be directed to our Learning Platform on our school website. Each child will be directed to a password protected specific curriculum which meets their needs.

Tier 2 and 3

During term time teachers will send weekly personalised learning to each pupil in their class.

Learning will be sent home via the class email.

Teachers will respond to pupils and parents regarding remote learning via the class email. Due to data protection teachers will only access class emails, at a time that is convenient to their class work, within the time frame of Monday to Friday during working hours.

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Tier 3 and 4

Teachers or for tier 4 an allocated member of staff:

Will make a weekly phone call to support pupils/parents with remote learning. Phone calls to all pupils will be made using school phones or staff will put 141 before a call.

These learning/welfare calls will be recorded on a call log which will be uploaded to CPOMS at the end of the period of isolation.

Any issues with remote learning resources will be reported as soon as possible, to the senior leadership team, and an action will be identified to ensure all pupils can access learning.

Equipment

Families will be required to use their own or family-owned equipment to access remote learning resources.

If a family cannot access class emails, the school website, ICT links provided for home learning the school will, where possible, apply for technology support through their LA or loan equipment .

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

Pupils are not permitted to let their family members or friends use any school-owned equipment for their own use.

Food provision

School will provide food vouchers for ASDA pupils who receive FSM, which can be used to order online shopping.

The school will signpost parents via **the family worker** towards additional support to ensure their children continue to receive the food they need, e.g. food banks.

Safeguarding

Online safety

This section of the policy must be read in conjunction with the school's Online Safety Policy and Child Protection policy.

Parents, on behalf of their child, will need to agree to our **Remote Learning User Agreement**. This will outline the expectation that:

- All remote work takes place under adult supervision
- Parents will support their child to stay safe on line by helping their child to understand and follow our 'Staying Safe Online' guidance, see appendix.
This will be issued prior to commencing remote working.

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Home learning will only be sent via the class emails on a password protected iPad or laptop. Teachers will dynamically risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

All home learning will be available for monitoring by SLT as learning will also be stored in each child's folder on teacher drive on the school network.

All phone calls will be recorded on call logs. When the child returns to school the call log will be uploaded onto CPoms.

At the present time the only video or zoom communication will be in the form of meetings organised by school in groups. All video will be checked by SLT before they are sent to parents to ensure there are no safeguarding concerns and they maintain a positive and professional image of school.

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.

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.

Safeguarding Concerns and Child Protection

All members of staff and parents will follow school's safeguarding procedures.

All concerns must immediately be reported to a DSLs Catherine Dellow, Jenny Slater and Sarah Holyhead.

If no school contact has been made for a period of seven days, during a period of remote learning, with any pupils' family the family worker will be informed and actions taken to ensure the child is safe.

The DSLs for safeguarding will identify 'vulnerable'* pupils (pupils who are deemed to be vulnerable in this policy are those at risk of harm if not attending school). This will be completed via a risk assessment prior to the period of remote learning and will be recorded on our safeguarding data base.

These pupils will receive an additional phone call from the family worker. Phone calls made to vulnerable pupils will be made using school phones where possible. If this is not possible, 141 will be used to block a private number.

The family worker will ensure a professional has seen the identified vulnerable child within each 7 day period of remote learning.

If no professional has seen the child a home visit or facetime call will be carried out by the family worker. This contact will be recorded on CPOMS.

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

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If a home visit or facetime call is deemed necessary all calls and home visits must follow schools' risk assessments.

Pupils and their parents, via our Remote Learning User Agreement will be encouraged to contact the schools online safety lead, Rachael Dixon and the DSL's (Catherine Dellow, Jenny Slater and Sarah Holyhead) if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. These concerns will be actioned.

Families will be sign posted to the CEOP button at the bottom of each page of the website to report their concerns and online safety advice will be explained.

Data protection

Staff members will be responsible for adhering to the GDPR and the school's data protection policy when teaching remotely and will ensure the confidentiality and integrity of their devices at all times

Any data that is transferred between school and home will be transferred from password protected devices and all learning will be in PDF format.

Any photographs sent by parents showing home learning will as soon as possible be removed from the device and stored as outlined in our Child Protection Policy and Record management guidance.

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

Monitoring and review

Date of Policy: September 2020

To be reviewed: continually over the autumn term