



## Remote Education Policy

### Our Christian Vision

Believe **A**chieve **R**espect **T**ogether **S**ucceed

**B** – We **believe** we will flourish in God's family.

**A** – We know that everyone in St Bart's can **achieve**.

**R** – We **respect** everyone in our family.

**T** – **Together** we support and help each other.

**S** – As part of God's family we support everybody to **succeed**.

### Safeguarding

St Bartholomew's C of E Primary School is committed to safeguarding and promoting the welfare of its pupils. We believe all staff and visitors have an important and unique role to play in the protection of children.

### Aims

This remote education policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

### Use of remote learning

All pupils should attend school, in line with our attendance policy. Remote education is not viewed as an equal alternative to attendance in school.

Pupils receiving remote education will be marked absent in line with the Pupil Registration Regulations.

We will consider providing remote education to pupils in circumstances when in-person attendance is either not possible or contrary to government guidance.

This might include:

Occasions when we decide that opening our school is either:

- Not possible to do safely.
- Contradictory to guidance from local or central government.

Occasions when individual pupils, for a limited duration, are unable to physically attend school but are able to continue learning, for example because:

- They have an infectious illness.
- They are preparing for or recovering from some types of operation.
- They are recovering from injury and attendance in school may inhibit such recovery.

The school will consider providing pupils with remote education on a case-by-case basis. In the limited circumstances when remote learning is used, we will:

- Gain mutual agreement of remote education by the school, parents/carers, pupils, and if appropriate, a relevant medical professional. If the pupil has an education, health and care (EHC) plan or social worker, the local authority (LA) will also be involved in the decision.
- Put formal arrangements in place to regularly review it and identify how to reintegrate the pupil back into school.
- Identify what other support and flexibilities can be put in place to help reintegrate the pupil back into school at the earliest opportunity.
- Set a time limit with an aim that the pupil returns to in-person education with appropriate support.

Remote education will not be used as a justification for sending pupils home due to misbehaviour. This would count as a suspension, even if the pupil is asked to access online education while suspended.

### **Expectations**

Pupils will be expected to follow as close as possible to what is happening in school. There will be some adaptations in some subjects.

For each scenario, the amount of remote education provided should be, as a minimum:

- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children.
- Key Stage 2: 4 hours a day.

In the event that a pupil is granted access to remote learning, the following will be in place:

- A member of the Senior Leadership Team will contact home to discuss remote education options and arrangements.
- There will be the option for children to join live lessons using Microsoft Teams.
- Children will be expected to be suitably dressed if they join live lessons.
- All resources for the day's education (such as blurbs, videos and worksheets) will be uploaded onto Teams.
- Work will be completed in a remote education exercise book and can then be handed in by uploading the work to Teams, or when the child returns to school.

- Feedback on work uploaded to Teams will be given by the child's teacher.
- A record of engagement in remote education will be kept.
- A school device can be requested if children are unable to access Teams online at home. A loan agreement has to be completed.
- A member of staff will make telephone calls home to check-in with parents/carers and children and if necessary, encourage more engagement in remote education. A record of calls will be kept detailing date, time and content of conversation. Initials only will be used.

### **Role and responsibilities for staff involved in remote learning**

#### **Teachers are responsible for:**

- Engaging positively in the use of Microsoft Teams to deliver the school's remote education package.
- Planning remote education that follows as close as possible to what is happening in school.
- Key Stage 1 teachers to provide a minimum of 3 hours a day of remote education on average across the cohort, with less for younger children.
- Key Stage 2 teachers to provide a minimum of 4 hours a day of remote education.
- Providing children with the opportunity to join live lessons from home.
- Using different approaches to remote education: live teaching; recorded teaching (video/audio recordings made by teachers) and written explanations from the teacher.
- Ensuring live sessions on Teams are recorded and stored securely.
- Uploading resources for the day's education (such as blurbs, videos and worksheets) onto Teams.
- Providing feedback on work uploaded to Teams.

#### **Subject leads are responsible for:**

- Liaising with Year Groups on what work is set for remote education.

#### **Senior Leaders are responsible for:**

- Co-ordinating the remote education approach across the school.
- Contacting home to discuss remote education options.
- Ensuring a pupil who is to be provided with remote education receives it as soon as is reasonably practicable.
- Providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track to answer questions about work.
- Monitoring the effectiveness of remote education – reviewing work set by teachers.
- Continually evaluate the provision of remote education in school.
- Co-ordinating the loaning of school devices to parents who request the use of them to support remote education.

- Ensuring a second member of staff is present in the classroom if a pupil joins a live lesson.

**Designated safeguarding lead is responsible for:**

- Maintaining contact, collating, passing on information and responding to any concerns.

**ICT Technician is responsible for:**

- Managing the 'Microsoft Teams' school system.
- Providing guidance to staff on the use of 'Microsoft Teams.'
- Reviewing the security of systems.
- Providing guidance to parents on the use of 'Microsoft Teams.'
- Distributing school devices to parents who request one for remote education.

**Pupils and parents/carers**

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they are not able to complete work.
- Act in accordance with the school's behaviour policy.

Staff can expect parents/carers with children learning remotely to:

- Engage with the school and support their children's learning and to establish a routine that reflects the normal school day as far as reasonably possible.
- Make the school aware if their child is sick or otherwise can't complete work.
- Be respectful when making any complaints or concerns known to staff.

**The Governing Body is responsible for:**

- Monitoring the school's approach to providing remote education to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

**Who to contact:**

If staff have any questions or concerns, they should contact the following:

- Issues in setting work – talk to Phase Leaders, or a member of the Senior Leadership Team.
- Issues with behaviour – talk to Phase Leaders, or a member of the Senior Leadership Team.
- Issues with ICT – talk to the ICT Technician.
- Issues with workload – talk to the Headteacher, or Deputy Headteacher.

- Concerns about data protection – talk to the data protection manager (Business Manager)
- Concerns about safeguarding – talk to the DSL.

## **Data Protection**

### **Accessing personal data**

When accessing personal data, all staff members will:

- Ensure all contact details are kept secure on school laptop.
- Staff to use only school laptops when accessing data.

### **Sharing personal data**

- Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.
- While this may be necessary, staff are reminded to collect and/or share as little as personal data as possible online. Staff are also reminded of their duties in terms of data protection in accordance with the school's policies and procedures.

### **Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol).
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Not sharing the device among family or friends.
- Antivirus and anti-spyware software installed.
- Operating systems up to date – latest updates always installed.

## **Safeguarding and Remote Education**

With the increased use of digital technologies that comes with remote education, safeguarding implications need careful consideration.

Parents/guardians are advised to spend time speaking with their child/children about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

Online safety concerns should still be reported to the school.

If parents/carers have any safeguarding concerns that need discussing whilst their child is accessing remote education, they can contact school to speak to one of the Safeguarding Team.

Staff should be always vigilant and follow our usual online safety and safeguarding/child protection policies and procedures, contacting a member of the safeguarding team if concerns arise.

### **Monitoring arrangements**

The Senior Leadership Team will regularly review remote education provision in school.

### **Links to other policies:**

- Behaviour Policy.
- Child Protection Policy.
- Data Protection/GDPR Policy.
- ICT and internet acceptable use policy.
- Online Safety Policy/Acceptable Usage Agreements.
- Guidance for Safer Working Practice.