



**Westbrook Old Hall**  
**PRIMARY SCHOOL**

# Remote Learning Policy

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## Review Date and Summary of Changes

Date of review	Summary of changes

Signed by:

Pending approval      Headteacher      Date: \_\_\_\_\_

Pending approval      Chair of Governors      Date: \_\_\_\_\_

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## **Statement of Intent**

At Westbrook Old Hall Primary school, we understand the need to continually deliver high quality education, including during periods of remote learning – 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 learning, such as online safety, access to educational resources, data protection, and safeguarding.

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**

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)
- Data Protection Act 2018

## **2. Responsibilities**

The Local Governing Board is responsible for:

- ensuring that the school has robust risk management procedures in place
- ensuring that the school has a business continuity plan in place, where required
- evaluating the effectiveness of the school's remote learning arrangements

The headteacher is responsible for:

- ensuring that staff, parents and pupils always adhere to the relevant policies
- 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 required 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

The Health and Safety Officer 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 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

The Data Protection Officer (DPO) is responsible for:

- overseeing that all school-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

The Designated Safeguarding Lead (DSL) is responsible for:

- attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- liaising with the School's ICT technical support provider 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.
- liaising, when appropriate, with Omega Multi-Academy Trust Director of Safeguarding and People Services.

The SENCO is responsible for:

- liaising with Trust ICT technical support 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 and IHPs
- 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

The School Office Manager is responsible for:

- arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home
- ensuring value for money when arranging the procurement of equipment or technology
- ensuring that the school has adequate insurance to cover all remote working arrangements

Trust IT support is responsible for:

- ensuring that all school-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 many 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 pupils and staff

Staff members are responsible for:

- always adhering to this policy during periods of remote learning
- reporting any health and safety incidents to the Headteacher 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 school-owned equipment used for remote learning to the Trust IT Team
- always adhering to the Staff Code of Conduct

Parents are responsible for:

- always adhering to this policy during periods of remote learning
- ensuring their child is available to learn remotely at the times set out by the school, 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
- ensuring that their child always has access to remote learning material during the times set by the school
- reporting any absence to the school.
- ensuring their child uses the equipment and technology used for remote learning as intended
- providing a suitable environment to work in (desk, chair, screen, keyboard, mouse, lighting, heating, ventilation)

Pupils are responsible for:

- always adhering to this policy during periods of remote learning
- ensuring they are available to learn remotely at the times set by the school 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
- always adhering to the Behaviour Policy

### **3. Resources**

#### **Learning Materials**

The school will adopt and use 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:

- Seesaw
- Microsoft 365
- work booklets
- email
- past and mock tests
- current online learning portals
- educational websites
- Oak Academy resources and lessons
- White Rose resources and lessons
- Classroom Secrets
- Power Maths
- Kapow
- Kahoot
- reading tasks
- Microsoft Teams sessions
- audio feedback
- pre-recorded video or audio lessons

This list is not exhaustive, but an example of the range of methods and resources school may use.

Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

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.

Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

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.

Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school or may be delivered to home, as agreed between parent/carer and school.

Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

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

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. laptops.

For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through the Omega MAT, LA, DfE schemes and/or other funding sources.

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

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.

The arrangements for any 'live' classes will be communicated via the usual online platform no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.

Trust ICT technical support is not responsible for providing technical support for equipment that is not owned by the school.

### **Food Provision**

The school will signpost parents via email, Online platform private message, text message or letter towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

Where applicable, the school may provide the following provision for pupils who receive FSM:

- making food packs available for delivery or collection
- providing vouchers to families

### **Costs and Expenses**

The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

The school will not reimburse any costs for travel between pupils' homes and the school premises.

The school will not reimburse any costs for childcare.

If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

#### **4. Online Safety**

This section of the policy will be enacted in conjunction with the school's Online Safety Policy. Where possible, all interactions will be textual and public.

All staff and pupils using video communication 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, 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

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

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.

Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

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.

The school will consult with parents at least two weeks prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

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 communicate to parents via the online platform, email or letter 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.

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

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

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

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. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

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

All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Records Management Policy.

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

All home visits **must**:

- have at least one suitably trained individual present
- 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

Vulnerable pupils 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.

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.

All members of staff will report any safeguarding concerns to the DSL immediately via school's remote secure online safeguarding reporting system, CPOMs.

The DSL will always liaise with the Omega Multi-Academy Trust Director of Safeguarding and People Services in relation to any safeguarding concerns raised or reported.

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, in liaison with the SSL where appropriate.

## **6. Data Protection**

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

Staff members will be responsible for adhering to the GDPR when teaching remotely and will always ensure the confidentiality and integrity of their devices.

Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

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.

Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy.

## **7. Marking and Feedback**

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, once marked, by an agreed date

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via the usual Online Platform or email if their child is not completing their schoolwork or their standard of work has noticeably decreased.

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.

Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.

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**

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every hour.

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

If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

Information will be shared with parents on suitable working environments for pupils. If a parent is struggling to provide the correct environment, they should feedback this information to the school office.

## **9. School Day and Absence**

The school will communicate with parents via the usual online platform, email, text or letter and the school website about remote learning arrangements as soon as possible.

Pupils are not expected to do schoolwork during the times outlined above.

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.

Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

Parents will inform their child's teacher no later than 8:30 am if their child is unwell.

The school will monitor absence and lateness.

## **10. Communication**

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

The school will communicate with parents via the usual online platform, email, text or letter and the school website about remote learning arrangements as soon as possible.

The headteacher will communicate with staff as soon as possible via remote meeting or email about any remote learning arrangements.

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.

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.

Likewise, the school has due regard for the wellbeing and work life balance of their staff and do not expect staff to communicate with parents and/or pupils outside of working hours. Parents/carers and families will be informed that this is school policy and to respect their child's teacher's right to an appropriate work life balance.

Members of staff will have contact with their line manager once per week.

As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9.

Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call/video conferencing.

Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

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.

The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

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**

This policy will be reviewed by the Headteacher annually and any changes will be communicated to all members of staff and other stakeholders. The next review of this policy is shown on the front cover of this policy.