



Pupil Remote Learning Policy

July 2021

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Statement of intent

At **Callands Community Primary School**, we understand the need to continually deliver high quality education, including during periods of remote learning for children who are either self-isolating or who are not the children of critical workers or vulnerable children. 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 and staff 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.
- Provide pastoral care remotely

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)
- Data Protection Act 2018

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) '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 Policy**
- **Data Protection Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behaviour Policy**
- **Accessibility Policy**
- **AfL Policy**
- **Curriculum Policy**
- **Assessment Policy**
- **Online Safety Policy**
- **Health and Safety Policy**
- **Attendance Policy**
- **ICT Acceptable Use Policy**
- **Staff Code of Conduct**
- **Children Missing Education Policy**

2. Roles and responsibilities

2.1. The **governing body** 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.

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 **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.

2.4. The **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 UK.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR UK 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 **DSL** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with **IT support** 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.

2.6. The **SENCo** is responsible for:

- Liaising with **ICT 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 (if not in school due to shielding), 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 other pupils with SEND.
- 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.

2.7. The **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.

2.8. **IT support (directed by the Computing Leads)** are 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 a large number of 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.

2.9. Staff members are responsible for:

- Adhering to this policy at all times 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 their **Phase Computing Lead**.

- Adhering to the **Staff Code of Conduct** at all times.
- Dressing professionally at all times whilst delivering this policy.

2.10. 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 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.
- Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.
- 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.
- Ensuring only the child participates in live lessons and not the parent.
- Support the management of their child's behaviour during the live lesson.
- Ensuring their child has a quiet environment in which to work e.g. TV switched off.
- Ensuring their child is in an appropriate environment to participate in the remote learning e.g. not in bed, not in the bathroom.

2.11. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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 **Behaviour Policy** at all times.
- Dressing appropriately for lessons e.g. not nightwear

3. Resources

Learning materials

3.1. The school will utilise 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:

- Live tutorials via Microsoft TEAMS
- Pre-recorded video or audio lessons
- Learning activities supported by web based resources (e.g. DB Primary, Purple Mash)
- Worksheets

- Past exam papers
 - Current online learning portals
 - Educational websites
 - Reading tasks
- 3.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
 - 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 activities chosen for online learning are accessible to pupils with SEND, making reasonable adjustments to ensure this where required.
 - 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
 - 3.7. We anticipate that the vast majority of activities will be accessible online for the overwhelming majority of pupils. However, where this is not possible, printed resources can be **collected from school**.
 - 3.8. 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.
 - 3.9. The **SENCO** will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. additional resources and activities, reviews via weekly phone calls.
 - 3.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
 - 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.
 - 3.12. For pupils who cannot access digital devices at home, the school will, where possible, provide devices
 - 3.13. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources in accordance with the loan agreement.
 - 3.14. 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.
 - 3.15. The arrangements for any live lessons will be clear on a class timetable which will permanently sit on the VLE and via each child's Microsoft Calendar via invite.
 - 3.16. The **school is** not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.17. Where applicable, the school may provide the following provision for pupils who receive benefits related Free School Meals. Please note that all of these options are subject to local and national guidance and the school's continual assessment of risk:
- Keeping the school canteen open during lunchtimes
 - Food parcels

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 **Technology Acceptable Use Agreement** prior to commencing remote learning.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's **E-Safety Policy**.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication must
- Communicate in groups (one-to-one sessions take place whilst the class teacher is in the classroom with the children of critical workers and vulnerable children).
 - Wear suitable clothing – this includes others in their household.
 - Be situated in a suitable 'public' living area within the home with an appropriate background , i.e. not from their bed.
 - 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.
- 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. The school will provide children working from home with a one to one session each week with the class teacher via TEAMS to enable them to provide bespoke verbal feedback and provide the opportunity for children to share any concerns.
- 4.6. The school will risk assess the technology used for remote learning prior to use and ensure that privacy issues or scope for inappropriate use are managed as effectively as possible.
- 4.7. The school will invite feedback from parents regarding the effectiveness of Remote Learning and use this to inform regular reviews of provision.
- 4.8. 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.
- 4.9. The school will communicate to parents via **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.
- 4.10. 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.
- 4.11. 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.
- 4.12. Pupils/families who do not have access to the internet at home should inform school. School will work with these families to ensure pupils maintain access to remote learning.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the school's **Safeguarding Policy**.
- 5.2. Class teachers will ensure a structured weekly plan is available for pupils online whilst they are isolating.
- 5.3. Class teachers will ensure that all children isolating in their class access at least one live lesson per day (camera on) to make certain they are able to act in the best interests of the children during their isolation.
- 5.4. In addition, children with SEND who are isolating will have at least one live intervention per day with their TA.
- 5.5. If a child has not attended a live lesson or has attended with the camera off, class teachers will make a phone call home as soon as possible that day.

- 5.6. The above applies if the child is well and self isolating.

6. Data protection

- 6.1. This section of the policy will be enacted in conjunction with the school's **Data Protection Policy**.
- 6.2. 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.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. 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.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the **Data Protection Policy**.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be reported to the Headteacher and advice sought from the DPO.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behaviour Policy**.

7. Marking and feedback

- 7.1. All schoolwork completed through remote learning must be:
- 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 **AfL Policy** and the shared expectations for feeding back on Remote Learning
 - Available to pupils once assessed by the Teacher.
- 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 VLE schoolwork – teaching staff will contact parents via **email** if their child is not completing their VLE schoolwork or their standard of work has noticeably decreased.

- 7.4. Teaching staff will monitor the academic progress of pupils and discuss additional support or provision that may be required with their Phase Lead as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision that may be required with the **SENCo** 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. This section of the policy will be enacted in conjunction with the school's **Health and Safety Policy**.
- 8.2. 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.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take breaks from the screen after each tutorial via the follow up work.

9. School day and absence

- 9.1. Pupils will be present for remote learning from **Monday to Friday during term time**
- 9.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. This is an 'absence' and should be reported to school by parents in the same way as when school is fully open (i.e. by phone/email to the school office by 8.30am)
- 9.3. The school will monitor absence and lateness in line with the **Attendance Policy**.

10. Remote Learning Teaching and Learning

- 10.1. The school will require pupils to attend all 'live' tutorials **five days a week**. The timings for these will be shared with pupils on the VLE timetable.
- 10.2. These sessions will vary in time and subject content (see blue box below). These timetables will comprise of time for education, play (break and lunchtimes) and relaxing to reduce stress and anxiety (regular slots in the day).
- 10.3. Pupils will also be required to complete other VLE based tasks **every day following the timetable**. These will be available from 8.30am each day and will close at 8.30am the following day.
- 10.4. The school will aim to provide the following amount of work for each pupil.

Year	Comprising of...
R	1 x phonics session per day x 20 mins 1 x number/literacy session per day x 20 mins 1 x Lexia Core 5 Reading each day x 20 mins 5 x other activities x 20 mins covering all areas of the EYFS curriculum 1 x Forest School Activity per week 1 x Physical Activity per week

1	1 x phonics session per day x 30 mins 1 x maths session per day x 45 mins 1 x Lexia Core 5 Reading each day x 30 mins 1 x writing session per day x 45 minutes 1/2 x other sessions per day covering all areas of the curriculum x 1 - 2 hours 2 x Physical session per week
2	1 x SPAG tutorial per day x 20 mins 1 x maths session per day x 45 mins 1 x Lexia Core 5 Reading each day x 30 mins 1 x writing session per day x 45 minutes 1/2 x other sessions per day covering all areas of the curriculum x 1 - 2 hours 2 x Physical session per week
3	1 x maths session per day x 1 hour 1 x Guided Reading session each day x 30 mins TTRS each day x 15 mins 1/2 x other sessions per day covering all areas of the curriculum x 1-2 hours 1 x writing session per day x 1 hour 2 x Physical sessions per week
4	1 x maths session per day x 1 hour 1 x Guided Reading session each day x 30 mins TTRS each day x 15 mins 1/2 x other sessions per day covering all areas of the curriculum x 1-2 hours 1 x writing session per day x 1 hour 2 x Physical sessions per week
5	1 x maths session per day x 1 hour 1 x Guided Reading session each day x 30 mins 1/2 x other sessions per day covering all areas of the curriculum x 1-2 hours 1 x writing session per day x 1 hour 2 x Physical sessions per week
6	1 x maths session per day x 1 hour 1 x Guided Reading session each day x 30 mins 1 x SPAG session per day 1/2 x other sessions per day covering all areas of the curriculum x 1-2 hours 1 x writing session per day x 1 hour 2 x Physical sessions per week

11. Communication

- 11.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 11.2. The school will communicate with parents via **PING** and the **school website** about remote learning arrangements as soon as possible.
- 11.3. Parents and pupils will inform the relevant member of staff as soon as possible if school work cannot be completed via the VLE.
- 11.4. Issues with remote learning or data protection must be communicated to the **pupils' teacher** as soon as possible so they can investigate and resolve the issue.
- 11.5. The **pupils' teacher** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set via the teacher's school e mail account.

- 11.6. The **headteacher** will review the effectiveness of communication regularly and ensure measures are put in place to address gaps or weaknesses in communication.

12. Monitoring and review

- 12.1. This policy will be reviewed on an **annual** basis by the **headteacher**.
- 12.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 12.3. The next scheduled review date for this policy is **July 2022**.