Crompton Primary School

Remote Education Policy

Date written	September 2023
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Headteacher	Mrs G Croston
Chair of Governors	Mrs L Dowd

Rationale

At Crompton Primary we nurture every child's unique talent to enable them to flourish in a climate of high expectations, innovation and creativity. If children are unable to attend school due to closures, we are committed to providing remote learning opportunities to deliver a coherent range of curricular experiences. The policy outlined here reflects a clear commitment to reinforce skills and give pupils access to learning activities which will meet their needs, building upon prior learning.

Aims are:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- To have structured daily opportunities to connect with learners across the school week
- To provide continuity of learning and skills development
- To ensure planning for opportunities for pupil achievement and attainment
- 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.

Flexibility of Learning

We realise that the circumstances that cause our school to close 'bubbles' will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;

- Systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Roles and responsibilities

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.

The headteacher will:

- Ensure those families entitled to Free School Meals will be provided with food or vouchers
- Ensure the home learning tasks set are to a high standard in line with year group expectations
- Monitor the phone logs to ensure families are called regularly and any issues are followed up
- Monitor the engagement of pupils learning
- Monitor calls by the Pastoral Officer to parents
- Communicate regularly with families through social media, Weekly Newsletters
- Keep in touch daily with staff to address any positives and next steps
- Respond to parents queries and concerns where possible
- Ensure the day to day running of 'remote' education and the learning and safety of those on the Crompton Primary site (Key Worker and Vulnerable Pupils if applicable)
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensure 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.
- Oversee that the school has the resources necessary to action the procedures in this contingency plan.
- Review the effectiveness of this plan on a regular basis and communicating any changes to staff, parents, and pupils.
- Arrange any additional training staff may require to support pupils during the period of remote learning.
- Conduct reviews on a regular basis of the remote learning arrangements to ensure pupils' educational needs are best met.

The School Business Manager will :

- Ensure that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the headteacher.
- Put procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning. Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Oversee that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensure that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Ensure all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Oversee that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- Arrange the allocation and/or procurement of technology required for staff to teach remotely and for pupils to learn from home where possible.
- Ensure value for money when arranging the procurement of equipment or technology.
- Ensure that the school has adequate insurance to cover all remote working arrangements.

The school's Team of Designated Safeguarding Leads (DSLs) will:

Gemma Croston – Headteacher
Spencer Crossley – Deputy Headteacher
Sam Kershaw – Assistant Headteacher (SENCo)

are responsible for:

- Attend and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaise with the school's ICT technician to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- Identify vulnerable pupils who may be at risk if they are learning remotely.
- Ensure that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Ensure 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.
- Identify the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaise with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working.

- Ensure all safeguarding incidents are adequately recorded and reported.

<u>The SENCo will:</u>

- Liaise with the ICT technician to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensure that pupils with Education Health Care 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 EHCP and children on the SEND Register.
- Identify the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensure that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

<u>Staff members will:</u>

- Adhere to this policy at all times during periods of remote learning.
- Reporting any safeguarding incidents to a member of the DSL team and asking for guidance as appropriate
- Take part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Report any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher.
- Provide a learning platform where all children have the opportunity to engage in learning
- Promote an ethos of inclusion, respect, fairness and equality
- Ensure that cyber resilience and internet safety is central to all digital technology use as set out in the Digital Learning and Teaching Policy
- Observe and monitor children's learning
- Provide support and guidance for pupils
- Keep abreast of research and national agenda and demonstrate an ongoing commitment to professional learning
- Engage with effective learning and teaching resources
- Adhere to the Staff Code of Conduct at all times.

The assignment function within Google Classroom should be used to enable pupils to submit evidence of their learning. Teachers should assess and track all learning submissions. Where possible pupils should log in to their accounts to track progress. Where web-based activities do not offer a tracking/assessment function then pupils should record their progress and share with the teacher. This could be in a document/spreadsheet or a screenshot of the result.
Regular check-ins with pupils to provide direction, give feedback and provide an opportunity for pupils to ask questions.

The Google Classroom help centre for further support if required.
https://support.google.com/edu/classroom/?hl=en#topic=6020277

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is supported, allocates time to learn remotely and that the work 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 has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- To support the school values
- To foster an open pathway of communication between the school and home where appropriate
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax
- Adhering to the Home School Agreement at all times.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available and allocate time to learn remotely 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 unable or struggling to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Read daily, either independently or with an adult
- Adhering to the school rules at all times and the Pupil Behaviour Policy

Resources

Learning Materials
For the purpose of providing remote learning, the school may make use of:

- Online learning platforms (Google Classroom & Class Dojo)

- Online resource subscriptions
- Educational websites
- Pre-recorded video or audio lessons
- Work booklets
- Past test papers
- Reading tasks
- Live webinars
- Email

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.

Lesson plans will be adapted to ensure that the curriculum remains as fully accessible via remote learning, where practical – where this is not practical;

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.

Any defects or 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. iPads

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 the section on marking and feedback in this policy.

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

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.

There is no requirement for the school to use video communication, however where staff are requesting to do so the following must be strictly adhered to.

All staff and pupils using video communication must:

- Only communicate using the Google Classroom learning platform.
- 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.
- Pupils not using devices or software as intended will be disciplined in line with the school's Pupil Behaviour and Discipline Policy.

The school will risk assess the technology and platform used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

Wherever possible, the school will consult with parents 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 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.

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

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

The DSL team with the Headteacher, will identify 'vulnerable' pupils (pupils who are deemed vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

The DSL team 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. If personal phones are used, the Headteacher will agree this first and any calls will be made using the prefix 141 to keep caller ID private.

The DSL team will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required. If home visits are to be made all government guidance concerning social distancing will be strictly adhered to during this period of the coronavirus pandemic. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Information Security Policy and Data Retention Policy.

The school's Designated Safeguarding Team 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 members of the DSL Team, will meet (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 one of the DSL Team immediately.

Data protection

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

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.

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

Any sensitive 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 regularly as per normal school procedure. All contact details will be stored in line with the Information Security Policy and retained in line with the Data Retention 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 breach of confidentiality will be dealt with in accordance with the school's Data Breach Policy.

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

Marking and Feedback

Remote learning will be marked and staff will give feedback as closely to the style the children are familiar with when in school. Teachers will adapt this as they see appropriate to support pupils' remote learning.

All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of teaching staff
- Returned before the deadline set by the relevant member of staff otherwise it will not be marked
- Completed to the best of the pupil's ability
- The pupil's own work
- Returned to the pupil, once marked, by an agreed date

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

Older pupils are accountable for the completion of their own schoolwork, younger children will need support by a responsible adult – teaching staff will contact parents via parent mail or telephone 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.

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 regular screen breaks of at least 5 minutes every 20 minutes for older children. Younger children should have more breaks and less screen time.

Screen break frequency should be appropriately adjusted for pupils with medical conditions who will require more frequent screen breaks.

Any incidents or near-misses occurring in a pupil's or staff member's home involving school-owned equipment must be reported the School Business Manager or other relevant member of staff immediately so that appropriate action can be taken.

Communication

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

The school will communicate with parents via parent mail and the school website about remote learning arrangements as soon as possible.

The headteacher will communicate with staff as soon as possible via 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.

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

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.

Monitoring and Review

This policy will be kept under review and updated as necessary.

Any changes to this policy will be communicated to all members of staff and other stakeholders.