REMOTE LEARNING POLICY

MISSION STATEMENT

At Bolton-le-Sands Church of England Primary School, we believe that God is at the centre of all we aim to do. It is our goal to ensure that all members of our school community are given the opportunity to get to know God and thank Him for His goodness to us. We are the village school and are at the heart of this village community, all members of this community are made welcome at our school because, it is our faith that, **"with God at the centre, we reach out to support each other in learning, growth and community."**

POLICY INTENTION

At Bolton-le-Sands C of E Primary School, we understand the need to continually deliver high quality education, including during periods of remote working, whether for an individual child or for larger groups. 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 working, such as online safety, access to educational resources, data protection and safeguarding.

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)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Data Protection Act 2018

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

- DfE (2020) Keeping Children Safe in Education
- DfE (2019) School Attendance
- DfE (2017) Special Educational Needs and Disability Code of Practice 0 – 25 Years
- DfE (2018) Health and Safety for School Children
- DfE (2016) Children Missing Education
- DfE (2020) Safeguarding and Remote Education during the coronavirus (COVID-19)
- DfE (2020) Adapting Teaching Practice for Remote Education

- DfE (2020) Guidance for Full Opening: Schools

This policy operates in conjunction with the following school policies:

- Safeguarding Policy
- Data Protection Policy
- SEND Policy
- Behaviour Policy
- Curriculum Statement
- Assessment Policy
- Online Safety Policy
- Attendance Policy
- Staff Code of Conduct

ROLES AND RESPONSIBILITIES

The Governing Board is responsible for:

- Ensuring that the school has risk management procedures in place
- Ensuring that the school has a business continuity plan in place
- Evaluating the effectiveness of the school's remote learning arrangements

The Headteacher is responsible for:

- Ensuring that staff adhere to the relevant policies and procedures
- Ensuring that parents and pupils are aware of the relevant policies and procedures
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risk associated with remote learning
- Overseeing that the school has the necessary resources to action the agreed procedures
- Reviewing the effectiveness of remote learning and communicating any changes to staff, parents and pupils
- Arranging any additional training that staff may require to support pupils during the period of remote learning
- Arrangement procurement of any equipment or technology required for staff and pupils to access remote learning
- Liaising with the Senior Leadership team when conducting reviews of the remote learning arrangements to ensure that pupil's learning does not suffer
- Ensuring that Health and Safety risk assessments and procedures are carried out within agreed timeframes
- Putting procedures and safe systems in place in an effort to reduce risks associated with remote learning
- Liaising with the SENDCo and Learning Mentor to identify pupils who are at increased risk during remote learning and providing necessary intervention as required
- Liaising with the IT Technical Support Adviser when overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus and malware protection

The Data Protection Officer is responsible for:

- Ensuring all staff, parents and pupils are aware of the data protection principle outlined in the GDPR
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and Data Protection Act 2018

The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period
- Identifying vulnerable pupils who may be at risk if they are learning remotely
- Ensuring that child protection plans are enforced while the pupils are 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 learning, ensuring all safeguarding incidents are adequately recorded and reported

The SENDCo is responsible for:

- 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 where necessary
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely
- Ensuring that the provision put in place for the pupils with SEND is monitored for effectiveness throughout the duration of the remote learning provision
- Engaging with parents and pupils with SEND to ensure that any difficulties can be identified and discussed promptly

Staff members are responsible for:

- Adhering to the policies and procedures relating to remote learning
- Reporting any Health and Safety, Safeguarding or Online Safety issues to the Headteacher/DSL and/or Senior Leadership Team 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 Headteacher
- Adhering to the Staff Code of Conduct at all times

Parents are responsible for:

- Adhering to the policy at all time
- Ensuring that their child has someone appropriate to work and that the school work set is completed to the best of the 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
- Reporting any absences
- Ensuring their child uses the equipment and technology used for remote learning as intended and maintains online safety routines and practices

Pupils are responsible for:

- Adhering to the principles of this policy during remote learning times
- Ensuring they learn remotely every school day and that their school work is completed and to the best of their ability
- Ensuring they use any equipment and technology for remote learning as intended and follow online safety routines and practices

LEARNING TIME

Pupils are expected to complete the tasks set by their Class Teacher for each day. It is estimated that the learning time should be between 3 and 4 hours to reflect the concentrated learning time that would be experienced at school.

If work is taking longer than this time, the parent should contact the Class Teacher to ensure that the work set if at the appropriate level.

RESOURCES

At Bolton-le-Sands C of E Primary School, we will use two approaches to remote learning. For Key Stage 2 pupils, work will be assigned using the Google Classroom platform, with each child having their own Google account. The work set will be age and ability appropriate and will blend screen based activities with more creative tasks that can be done on paper. For such tasks, pupils will be able to photograph their work and send this to their Class Teacher via email.

For EYFS and Key Stage 1 pupils, work will be assigned in the form of a paper pack sent home, supported by materials on our school website via class pages. Similarly, work can be photographed and emailed for submission.

In addition to learning platforms, pupils also have access to online resources such as Times Table Rock Stars and Mathletics that can be tailored to their age/need.

Teachers will adapt the curriculum plan to ensure that lessons and work assigned is appropriate and suitable for remote learning. In some cases, this may result in some subject areas not being completed as fully as they would be in school.

If pupils are struggling to access the online learning due to lack of technology access, the school will loan out devices to overcome this barrier.

MONITORING

The Class Teacher will monitor the work produced and submitted by each child and keep communication with parents open so that any minor issues, such as not completing work, work errors etc., can be identified and resolved swiftly.

Any potential safeguarding or pastoral issues will be passed to the SENDCo and Learning Mentor who will liaise directly with families.

Online platforms, such as Zoom and Google Classroom, will be monitored by Class Teachers and any inappropriate behaviour will be dealt with. This may result in a child being unable to attend virtual lessons.

Adults and pupils using video content must:

- Communicate in groups (one-to-one sessions are not permitted)
- Wear suitable clothing (this includes others in the household)
- Be situated in a suitable 'public' living area within the home with an appropriate background
- Use appropriate language (this includes other household members)
- 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
- Always remain aware that they are visible

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 school's Leadership Team, in collaboration with the SENDCo and parents.

SAFEGUARDING

This section of the policy is to be read in conjunction with the school's Safeguarding Policy.

The DSL and Deputy DSL will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or at risk of harm) prior to the period of remote learning. The Leadership Team will ensure that regular communication is made between the school and the families of vulnerable pupils.

All issues that arise regarding vulnerable pupils (or any other concerns regarding other pupils) will be reported using the CPOMS (and suitably stored in line with the Data Protection Policy) where the DSLs wil be informed and take necessary action.

MARKING AND FEEDBACK

All schoolwork completed through remote learning must be:
- Returned on or before the deadline set by the relevant member of staff
- Completed to the best of the child's ability
- The child's own work
- Marked with a positive comment and feedback as appropriate to the task
- Where appropriate, returned to the pupil

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.

ABSENCES

Pupils will undertake remote learning Monday to Friday, term time, ensuring all the work set for that day is completed.

Pupils who are unwell are not expected to carry out remote learning until there are well enough to do so.

Parents will inform their child's Class Teacher or the School Office to report that their child is unwell and will not be accessing the remote learning.

The school will monitor absences following the Attendance Policy.

Daniel Hargreaves
Headteacher
Reviewed February 2021