



Remote Learning Policy

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Contents:

Statement of intent

1. Legal framework

2. Roles and responsibilities

3. Resources

4. Online safety

5. Safeguarding

6. Data protection

7. Marking and feedback

8. Health and safety

9. School day and absence

10. Communication

11. Monitoring and review

Statement of intent

At **Knowle DGE Academy** we understand the need to continually deliver high quality education, including during periods of remote working, whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of Academy life and ensuring that all pupils have access to the learning resources and support they need to succeed.

We recognise the importance of our curriculum design and so aim to ensure that the remote learning follows the planned curriculum where possible.

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.

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 and a planned and sequenced curriculum.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent/carers, 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

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)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 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 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'

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

1.3. This policy operates in conjunction with the following school policies:

- **Child Protection and Safeguarding Policy**
- **Data and E-Security Breach Prevention and Management Plan**
- **E-Safety Policy**
- **Knowle DGE SEND offer**
- **Engagement for Learning Policy**
- **Curriculum Policy**
- **Home Learning Policy**
- **Assessment Policy**
- **Health and Safety Policy**
- **Attendance and Punctuality Policy**
- **ICT Acceptable Use Agreement**
- **Staff Code of Conduct**

2. Roles and responsibilities

2.1. The **Academy Council** is responsible for:

- Ensuring that the Academy has robust risk management procedures in place.
- Ensuring that the Academy has a business continuity plan in place, where required.
- Evaluating the effectiveness of the Academy's remote learning arrangements.

2.2. The **Head Teacher** is responsible for:

- Ensuring that staff, parents/carers 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 Academy 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/carers, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

2.3. The **SLT** is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the **Head Teacher**.
- 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.
- Ensuring all staff, parents/carers, and pupils are aware of the data protection principles outlined in the GDPR.
- Conducting reviews on a **weekly** basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.4. 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 **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 **Head Teacher** and other organisations to make alternative 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 organisations and individuals to ensure vulnerable pupils receive the support required during the period of remote working, ensuring all safeguarding incidents are adequately recorded and reported.

2.5. The Special Educational Needs Co-ordinator (**SENDCo**) is responsible for:

- Liaising with the **IT 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 Knowle DGE continues to meet the needs of pupils as identified on their EHCP and liaising with the **Head Teacher** and other organisations to make any alternative arrangements, where necessary, in order to meet an individual's needs.
- Identifying the level of support or intervention that is required for pupils to learn remotely.
- Ensuring that the provision put in place for pupils is monitored for effectiveness throughout the duration of the remote learning period.
- Ensuring that the provision plans are updated to reflect remote learning.

2.6. 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.

2.7. **IT Support** are responsible for:

- Ensuring that all Academy-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.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- 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.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Working with the **SENDCo** to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.8. 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 **SLT** 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 **DSL**.
- Reporting any defects on Academy-owned equipment used for remote learning to **IT support**.
- Adhering to the **Staff Code of Conduct** at all times.

2.9 Tutors are responsible for:

- Ensuring that Knowle DGE continues to meet the needs of pupils as identified on their EHCP.
- Identifying the level of support or intervention that is required while pupils to learn remotely.
- Ensuring that the provision plans are updated to reflect remote learning.

2.10 Subject teachers are responsible for:

- Providing appropriate learning activities for students to complete during their remote learning.
- Ensuring that the learning activities follow the planned curriculum and are appropriately sequenced.
- Overseeing academic progression for the duration of the remote learning period
- Marking and providing feedback on work in line with section 7 of this policy.

2.11 Parents/carers 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 Academy 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.
- Adhering to the **Parent/Carer Agreement during remote learning**.

2.12. 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 **Engagement for Learning Policy and E-safety Policy** at all times.

3. Resources

Learning materials

3.1. Remote learning consists of both online and paper-based learning at home. For the purpose of providing remote learning, the Academy may make use of:

- Work booklets
- Email and Teams
- Past and mock exam papers
- Online learning portals
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons on Teams or Zoom

3.2. Teachers will regularly 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. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the Academy will ensure pupils can catch up on these areas of the curriculum when they return to the Academy.

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

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

3.7. 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.

3.8. Pupils and parents/carers will be responsible for the upkeep of any equipment they use to access remote learning resources.

3.9. 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.

3.10. The arrangements for any 'live' classes, e.g. webinars, will be communicated via **email** no later than **one day** before the allotted time and kept to a reasonable length of no more than **one hour** per session.

3.11. The **IT Support** is not responsible for providing technical support for equipment that is not owned by the Academy.

Food provision

3.12. The Academy will signpost parents/carers via **letter** towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

3.13. Where applicable, the Academy may provide the following for pupils who receive Free School Meals (FSM):

- Vouchers to families
- Food parcels

Costs and expenses

3.14. The Academy will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, electricity or extendable power points or council tax.

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

3.16. The Academy will not reimburse any costs for childcare.

3.17. If a pupil is provided with Academy-owned equipment, the pupil and their parent/carer will sign and adhere to the **Laptop/Ipad agreement** prior to commencing remote learning.

4. Online and E-safety

4.1. This section of the policy will be enacted in conjunction with the Academy's **Acceptable Use Agreement**.

4.2. Where possible, all interactions will be textual and public.

4.3 All video communication will be recorded for safeguarding purposes. The recordings will be kept on the cloud for 21 days.

4.3. All staff and pupils using video communication must:

- Communicate in groups. Where one-to-one sessions are required, these must be recorded on Teams / Zoom.
- 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.
- No student should have their camera turned off

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 the Academy.
- 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 Academy will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide additional intervention support for pupils. This will be decided and approved by the **DSL**, in collaboration with the **SENDCo**.

4.6. Pupils not using devices or software as intended will be disciplined in line with the **Engagement for Learning Policy**.

4.7. The Academy 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.

4.8. The Academy will ensure that all Academy-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. During the period of remote learning, the Academy will maintain regular contact with parents/carers to:

- Reinforce the importance of children staying safe online.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents/carers to useful resources to help them keep their children safe online.

4.10. The Academy will not be responsible for providing access to the internet off the Academy premises unless a specific request is made to the Head Teacher and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the Academy.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the Academy's **Child Protection and Safeguarding Policy**.

5.2. The **DSL** and **SENDCo** 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.

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

5.4. Phone calls made to vulnerable pupils will be made using Academy phones or 3CX App where possible.

5.5. The **DSLs** will arrange for regular contact with vulnerable pupils **twice per week** at minimum, with additional contact, including home visits, arranged where required.

5.6. All contact with vulnerable pupils will be noted in the communication log.

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

5.8. All home visits **must**:

- Have at least **one** suitably trained individual present.
- Be suitably recorded on paper and the records stored so that the **SLT** has access to them.
- Actively involve the pupil.

5.9. Vulnerable pupils will be provided with a means of contacting the **Academy**, their tutor, or any other relevant member of staff – this arrangement will be set up by the **tutor** prior to the period of remote learning.

5.10. The **DSLs** 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.

5.11. All members of staff will report any safeguarding concerns immediately using CPOMs.

5.12. Pupils and their parents/carers will be encouraged to contact tutors and the **DSLs** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The Academy will also signpost families to the practical support that is available for reporting these concerns.

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'/carers' and pupils' up-to-date contact details will be requested at the start of each year and reminders sent prior to the period of remote learning.

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

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

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

6.9. Any breach of confidentiality will be dealt with in accordance with the Academy's **Data Protection and Freedom of Information policy**.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's **E-Safety Policy, Engagement Policy** or the **Disciplinary Policy**.

7. Marking and feedback

7.1. All Academy work set through remote learning must be:

- Complete when returned to the relevant member of teaching staff.
- Returned by 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.

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

7.3. Pupils are accountable for the completion of their own Academy work – teaching staff will contact parents/carers via Academy **email or Academy TEXT** if their child is not completing their Academy work or their standard of work has noticeably decreased.

7.4. Work that cannot be completed for genuine reasons will be completed when the pupil returns to the Academy.

7.5. 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 their line manager as soon as possible.

7.6. Teaching staff will monitor the academic progress of pupils and discuss the need for additional support or provision with the **SENDCo** as soon as 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 and **IT Support** 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 a **five minute** screen break every **two hours**.

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

8.5. If any incidents or near-misses occur in a pupil's home, they or their parents/carers 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.

9. School day and absence

9.1. Pupils will be present for remote learning by **9:15am** and complete their timetabled lessons.

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

9.3. Parents/carers should inform the Academy attendance team if their child is not well, by calling or texting the Academy.

10. Communication

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

10.2. The Academy will communicate with parents/carers via **letter** and the **Academy website** about remote learning arrangements as soon as possible.

10.3. The **Head Teacher** will communicate with staff as soon as possible via **email** about any remote learning arrangements.

10.4. Members of staff involved in remote teaching will ensure they are available to respond to students online during their agreed working hours.

10.5. The Academy 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 Academy hours.

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

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

10.8. Parents/carers and pupils should inform the relevant member of staff as soon as possible if Academy work cannot be completed.

10.9. Issues with remote learning or data protection will be communicated to the **pupil's teacher** as soon as possible so they can investigate and resolve the issue.

10.10. The **pupil's tutor** will keep parents/carers and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10.11. The **Head Teacher** 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

11.1. This policy will be reviewed on an **annual** basis by the **Head Teacher**.

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

11.3. The next scheduled review date for this policy is **September 2021**.

Appendix 1

Parent/carer agreement during remote learning

If a pupil is unable to attend Knowle DGE due to Covid-19 or self-isolating, learning and teaching will be delivered and supported remotely.

This will include:

- Work booklets
- Email and Teams
- Past and mock exam papers
- Online learning portals
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons on Teams or Zoom

Parents/carers are required to give permission before a pupil may take part in video/ online interactions with teachers to support online learning. Parents/carers must agree to the principles outlined below and agree that their child will adhere to the Acceptable Use Agreement (attached).

We will continue to deliver our usual high standards of education remotely but our partnership with you as parents/carers is paramount to ensure pupils make the most of the different modes of delivery and learning materials provided. With this in mind, we ask that you assist your child:

1. To establish a suitably resourced work space or table at home, with access to a Wi-Fi accessed computer or other suitable device and free from unnecessary distractions
2. To follow the normal school timetable of lessons, including taking breaks
3. To check their school email and Teams daily for work, including live scheduled video and to complete this work to the best of their ability
4. To be dressed appropriately for any face-to-face learning (no pyjamas; clothing that is appropriate for interaction with teachers)
5. To have a discussion with your child about appropriate behaviour in a remote lesson for example treating other pupils with respect and waiting to be invited to speak so that the same standards are maintained remotely as would be in a real classroom
6. To keep their camera turned on and always remain aware that they are visible.

We appreciate that particular domestic dynamics (including having several children or limited computer access) may present challenges, and we are grateful to you for helping your child to access their remote learning.

In order to safeguard all pupils, to allow for effective group and class lessons and to support pupil engagement and independence and to maintain a 'normal' classroom environment for all parties, we ask that parents/carers and siblings are not present or involved in video learning.

Parents/carers with any concerns or queries about work or learning should contact teachers, as necessary, via email in the usual manner. We trust that all pupils will make the most of this opportunity to explore a new way of learning.

Rewards systems continue as usual using class dojos. Should any inappropriate behaviour occur, you will be contacted directly by your child's teacher or a member of the leadership team. Any form of cyberbullying, directed at any member of the community, including staff, will still be dealt with as a serious offence.

Finally, please be aware that, in order to ensure that all staff and pupils are safeguarded, all Teams sessions will be recorded by Knowle DGE and stored on the cloud for 21 days. We ask however that as part of this agreement, parents/carers do not record or share, or comment on public forums in regard to any interactive learning provided by Knowle DGE or in regard to any individual teachers.

By completing the form below, you give permission for your child to attend interactive learning sessions with Knowle DGE staff, with full understanding and acceptance of the expectations outlined above. You also acknowledge that you have shared and discussed this document and the expectations around interactive and remote learning with your child, and that your child has also agreed to follow the rules.

If you wish to communicate with the Academy about your own individual circumstances relating to Covid 19, including technical issues with the virtual learning programme, please use the following email addresses where your enquiry will be passed to the most appropriate person:

school@knowledge.learnmat.uk

I give permission for my child to part in video/ online interactions with teachers to support online learning.

I agree to the principles outlined below and agree that my child will adhere to the Laptop/ipad agreement where relevant.

Name:

Signed.....

Date:.....