

Bramley Grange Primary School

Pupil Remote Learning Policy

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Statement of intent

At **Bramley Grange Primary School**, 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 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.

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

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

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

- DfE (2019) '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:

- **Child Protection and Safeguarding Policy, including appendix for Covid 19**
- **Data Protection Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behaviour Policy**
- **Accessibility Policy**
- **Marking and Feedback Policy**
- **E-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 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.

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.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the **SBM**
- 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.

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

- 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.
- 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.
- Liaising with IT providers to ensure:

- 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.
- Provision of class e-mail addresses

2.4. The **DSL** 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 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.
- Keeping in touch with children who do not attend that are vulnerable - those on a child protection plan, LAC and children with an allocated social workers

2.5. The **SENCO** 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 for pupils with EHC plans and IHPs.
- Liaising with the Hearing Impaired Resource Teacher in charge with regard to hearing impaired children and their EHCP's
- 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.
- Keeping in touch with parents/children who have an EHCP to ensure their needs are met and that no additional support is required

2.6. 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 SBM and head teacher 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 SBS
- Adhering to the Staff Code of Conduct at all times.

2.7. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely during school hours, 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 school hours.
- Reporting any times when their child would be absent from school due to medical or other reasons. .
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.8. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely during school hours and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues with websites provided for learning 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.

3. Resources

Learning materials

- 3.1. For the purpose of providing remote learning, the school will make use of goggle classroom. Children are taught in school how to use google classroom and associated software. Staff have received training in the google platform.

- 3.2. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.3. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning.
- 3.4. 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.
- 3.5. Any defects or issues with remote learning resources will be reported as soon as possible to school.
- 3.6. Pupils will be required to use their own or family-owned equipment to access remote learning resources. Equipment is available for loan from the school.
- 3.7. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work via dojo messaging service.
- 3.8. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school, but will support with the google platform, staff laptops and any equipment loaned out.

Additional Support

- 3.9. The school will signpost parents via e-mail and dojo towards additional support for their children. mental health support
- 3.10. The school will provide lunch vouchers for pupils who receive FSM

Costs and expenses

- 3.11. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.12. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.13. The school will not reimburse any costs for childcare.

4. Online safety

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

- 4.3. During remote learning sessions, the behaviour policy and attendance policy applies
- 4.4. The school will communicate to parents via e-mail And dojo 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. e-safety measures
- 4.5. 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

- 5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.
- 5.2. 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.
- 5.3. If possible, the DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils not attending will be made using school phones daily as a maximum three times a week as a minimum
- 5.5. All contact with vulnerable pupils will be recorded on CPOMs system .
- 5.6. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required, informing them of all contact made.
- 5.7. Where the DSL has been unable to make contact a home visit to vulnerable pupils will be made. These visits must:
 - Be undertaken by two members of staff.
 - Be suitably recorded on CPOMs
 - Actively involve seeing the pupil.
- 5.8. Vulnerable pupils/parents will be provided with a means of contacting the DSL, and their class teacher. This will be via dojo, school e-mail or school telephone number.
- 5.9. The DSL will make sure class teachers and the head teacher are made aware of any difficulties vulnerable children maybe experiencing and support that will be provided.
- 5.10. All members of staff will report any safeguarding concerns to the DSL immediately.

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 not be transferred between devices. Staff must always use their laptops which are encrypted only for school matters. This includes data sticks which are not encrypted and personal mobile phones
- 6.4. Parents' and pupils' up-to-date contact details will be accessed via Arbor which is GDPR compliant
- 6.5. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.6. Any breach of confidentiality will be dealt with in accordance with the school's GDPR policy
- 6.7. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy, staff code of conduct and/or staff Disciplinary Policy and Procedure.

7. Marking and feedback

- 7.1. All schoolwork 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.
 - Marked/Checked by class teachers and feedback given using the school's feedback on learning policy with feedback given to children on Goggle Classroom
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
- 7.2. The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning. If it appears that children are struggling to maintain the usual standards of work, teachers will contact parents to discuss any difficulties they may be experiencing and to offer support
- 7.3. Teaching staff will monitor the academic progress of pupils and discuss additional support or provision with the headteacher as soon as possible.
- 7.4. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO 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. 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.

9. School day and absence

- 9.1. Pupils are expected to complete a reasonable amount of work during the school hours of 9:00am and 3:15pm
- 9.2. Parents will inform school as normal if their child is unwell and so can't complete home learning tasks
- 9.3. The school will monitor absence in line with the Attendance Policy.

10. Communication

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents via e-mail and dojo about remote learning arrangements as soon as possible.
- 10.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 10.4. 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.
- 10.5. Parents and pupils will school as soon as possible if schoolwork cannot be completed.
- 10.6. 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
- 10.7. 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

- 11.1. This policy will be reviewed on an annual basis by the headteacher. Next review March 2021.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.