



## Oakridge Primary School Remote Learning Policy

Adopted: Chair of Standards and Curriculum Committee: Next review date:	Sept 2023 Mrs N Lewis Sept 2025
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### Statement of intent

At Oakridge, we understand the need to continually deliver high quality education, including during periods of remote working. 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 (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'
- 1.3. This policy operates in conjunction with the following school policies:
- **Child Protection and Safeguarding Policy**
  - **Data Protection Policy**
  - **Special Educational Needs and Disabilities (SEND) Policy**
  - **Behavioural Policy**
  - **Accessibility Policy**
  - **Marking and Feedback Policy**
  - **Curriculum Policy**
  - **Assessment 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.

2.3. 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.
- 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.

2.4. The **DSL** is responsible for:

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

2.5. 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.
- 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.

2.6. The **ICT technicians** 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.

2.7. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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 an **ICT technician**.
- Adhering to the **Staff Code of Conduct** at all times.

2.8. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the **Behavioural Policy** at all times.

### 3. Teaching and Learning

- 3.1 All pupils will have access to high-quality education when remote working.
- 3.2 All pupils will be provided with an online learning book which they will use to record some of their learning in. The school will use a range of teaching methods to cater for all different learning styles, this includes:
  - Work booklets
  - Past assessment papers
  - Current online learning portals including BGFL
  - Educational websites such as Accelerated Reader and Spelling Shed
  - Reading tasks
  - Pre-recorded video or audio lessons
- 3.3 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.
- 3.4 When teaching pupils who are working remotely, teachers will:
  - Plan a programme that is of equivalent length to the core teaching pupils would receive in school.
  - Set learning so that pupils have meaningful and ambitious work each day.
  - Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
  - New learning for the next day will be uploaded the night before. This will include clear explanations of new content through high-quality curriculum resources, including through videos which are a pre recorded explanation of the learning objective and the expectations for the weeks learning.
  - Make clear when the work should be completed and uploaded.
  - Assess the learning uploaded onto BGFL and respond using the learning conversation.
- 3.5 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- 3.6 Teachers will continue to make use of formative assessments throughout the academic year, including accelerated reader quizzes.
- 3.7. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.8. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

- 3.9. 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, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.10. Where possible work will be made available that does not need printing out
- 3.11. Provide work for pupils who do not have access to a printer – these packs can be **collected from school**.
- 3.12. 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.
- 3.13. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

## 4. Marking and feedback

- 4.1. All schoolwork completed through remote learning must be:
  - Completed to the best of the pupil's ability.
  - The pupil's own work.
  - Marked in line with the **Marking and Feedback Policy**.
- 4.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 4.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via **email or phone conversation** if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 4.4. 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.
- 4.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENCO** as soon as possible.

## 5. Online safety

- 5.1. This section of the policy will be enacted in conjunction with the school's **E-Safety Policy**.
- 5.2. 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.
- 5.3. The school will communicate to parents via **email** 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.

- 5.4. 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.

## 6. Safeguarding

- 6.1. This section of the policy will be enacted in conjunction with the school's **Child Protection and Safeguarding Policy**, which has been updated to include safeguarding procedures in relation to remote working.
- 6.2. 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.
- 6.3. The **DSL** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 6.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 6.5. The **DSL** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum, with additional contact, including home visits, arranged where required.
- 6.6. All contact with vulnerable pupils will be recorded
- 6.7. The **DSL** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 6.8. 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.
- 6.9. The **DSL** 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.

- 6.10. All members of staff will report any safeguarding concerns to the **DSL** immediately.
- 6.11. Pupils and their parents will be encouraged to contact the **DSL** if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

## **7. Data protection**

- 7.1. This section of the policy will be enacted in conjunction with the school's **Data Protection Policy**.
- 7.2. 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.
- 7.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 7.4. 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.
- 7.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 7.6. All contact details will be stored in line with the **Data Protection Policy**.
- 7.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 7.8. Any breach of confidentiality will be dealt with in accordance with the school's **Data and E-Security Breach Prevention Management Plan**.
- 7.9. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behavioural Policy** or the **Disciplinary Policy and Procedure**.

## **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 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.

## **9. Communication**

- 9.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 9.2. The school will communicate with parents via parentmail **and the school newsletter** about remote learning arrangements as soon as possible.
- 9.3. 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.
- 9.4. 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.
- 9.5. Members of staff will have contact with their line manager **once** per **week**.
- 9.6. 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 issue.
- 9.7. The **pupils' teacher** will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 9.8. 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.

## **10. Monitoring and review**

- 10.1. This policy will be reviewed on an **annual** basis by the **headteacher**.
- 10.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.