Remote learning policy

Meadows First School

Head teacher:	Susan Hewitt	**Date:**	25/3/23
Chair of Governors:	Andi Lynch		
Next review due by:	25/3/24		

Following non-statutory guidance from DFE Jan 2023
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1136309/Providing_remote_education_non-statutory_guidance_for_schools.pdf

Remote education should only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, but pupils are able to continue learning. Pupils absent from school and receiving remote education will be marked as absent in the register. Remote learning will only be actioned in limited circumstances.

Aims

This remote learning policy for staff aims to:
- Ensure consistency in the approach to *possible* remote learning for pupils who aren't in school due to school closure or restrictions on attendance, or in the light of individual cases where a pupil is unable to attend school but is able to learn (remote learning will be actioned only in limited circumstances (see DFE guidance listed above)
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- 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.

Roles and responsibilities
Head teacher & Deputy Head teacher and Senior leaders are responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times
- Making every effort to ensure pupils can be taught in person by attending their school – if school is not deemed to be open safely (by school leaders, local or central government) then remote education may be considered to help children stay on track (see link to Emergency planning guidance from DFE: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1114577/Emergency_planning_and_response_for_education__childcare_and_children_s_social_care_settings.pdf)
Or if there are exceptional circumstances where an individual child cannot attend school but is well enough to continue their education (eg short term absence after recovering from infectious illnesses/ operations/ or if affected by SEND or a mental health issue) remote learning may be considered (if the child is away for 15 days or more this is a local authority responsibility, including if the child has an EHCP or social worker)
- Coordinating the remote learning approach through a tiered approach across the school, in line with all DFE guidance – (see appendix below for our tiered response)
- Assisting pupils and parents with accessing the internet or devices
- Ensuring the provision for learning is as high quality as possible, meaningful, ambitious, and cover an appropriate range of subjects to enable pupils to keep on track with their education. and ensuring consideration for the additional burdens this may pose to staff and families
- Monitoring the effectiveness of remote learning –through regular meetings with teachers and IT Lead, reviewing work set and monitoring feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Setting a time limit within which the period of remote education provision should be reviewed (case by case)

Teachers

When providing remote learning, teachers must be available between (normal school working hours – please note in Tier 3 some teachers will be working a full day teaching and will not be available for remote learning on these days. Depending upon capacity at school (eg increased numbers of vulnerable/ critical workers) the remote learning offer may have to be reviewed). *If any teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, this should be reported using the normal absence procedure.*
When providing remote learning, teachers are responsible for (through the tiered approach – see below):
- Planning and setting work for their class or year group (in the case of staff absence/ illness)
- Timetable including phonics/ maths/ writing and foundation subjects – in line with EYFS/ NC expectations – all uploaded to TEAMS / Website or Tapestry - with links and worksheets provided where appropriate (see Oak Academy)
- **Feedback to pupils**: **YNR** –teachers will respond to all work/ photos uploaded **Y1-4** – teachers will feedback via purple mash/ TEAMS/ email – all work to be responded to

- **Pastoral support** –regular 'Keeping in Touch' **phone calls** contact made by school staff in addition to emails to keep in contact
- **'welfare'** checks made by SLT/ Office/ SENDco weekly on known families
- **Pastoral support for staff:** at least weekly by SLT to check wellbeing
- **TAs**: to support teacher where possible and access CPD as directed
- **Vulnerable/ disadvantaged**- paper copies to be made available and issued (via school office) of home learning as a weekly block of work – parents notified by class teacher
- **Safeguarding:** all staff to be mindful of safeguarding particularly for more vulnerable and report as needed and adhering to the **Staff Code of Conduct** at all times.

CONTACT WITH PARENTS
- Class emails have been set up for parents to contact teachers directly.
- Teachers shouldn't answer emails outside of working hours – emails have been set up to explain this. Teachers are unable to contact parents if they are teaching in school. Emails will be responded to within 48 hours.
- Concerns will be passed to head teacher/ deputy as appropriate

Teaching assistants
- When assisting with remote learning, teaching assistants must be available for usual contracted hours.
- When assisting with remote learning, teaching assistants are responsible for (under guidance and direction of class teacher):
- Supporting some pupils with learning remotely – under direction of teacher
  This may include preparation of resources – including hard copies where needed/ phoning parents/ assisting with remote learning

The DSL & Deputy DSL are responsible for:
- Ensuring that all concerns are recorded in My Concern and responded to according to safeguarding policy.
- Liaising with parents and families where needed and with raised concerns by staff
- Ensuring regular contact with outside agencies such as social services.

SENDCO
The SENDco is responsible for:
- monitoring provision of SEN HLN and contacting pupils/ families as needed
- liaising with parents regularly if pupils are not in school. Providing appropriate home learning activities.

IT staff
Our IT provider is responsible for:
- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer

Pupils and parents
Staff can expect pupils who are learning remotely to:
- Engage with online sessions/ recorded sessions (be aware of pupils/ parents managing time/ wellbeing and access to computers)
- Complete work to the deadline set by teachers (bearing in mind workload of parents/ wellbeing of all)
- Seek help if they need it, from teachers or teaching assistants
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Governing board
The governing board is responsible for:
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Who to contact
If staff have any questions or concerns about remote learning, they should contact the following individuals:
- Issues in setting work or IT – talk to IT Lead

- Issues with behaviour – talk to the SENDcos/ SLT
- Issues with their own workload or wellbeing – talk to Deputy/ Head teacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL and log in My Concern

Data protection
Accessing personal data: when accessing personal data for remote learning purposes, all staff members will:
- Follow DATA protection policy and guidelines
- Know how to access the data, using REMOTE or a server in the IT network
- Use school-based laptops, rather than their own personal devices
- 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

Processing personal data
- Staff members may need to collect and/or share personal data such as [such as email addresses] as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure
All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device (school IT provider)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software (through school IT provider)
- Keeping operating systems up to date – always install the latest updates (school IT provider)

Safeguarding
Staff will always act in accordance to all safeguarding policies and procedures. They will ensure that:
- all concerns are recorded in My Concern and responded to according to safeguarding policy.
- They liaise with parents and families where needed and report to DSLs
- They have regular contact with outside agencies such as social services.

Free school meals and remote education
Where pupils eligible for benefits-related free school meals are receiving remote education, we will work with the school catering team to provide good quality lunch parcels or to issue a food voucher if available. This will ensure that eligible pupils continue to be supported for the period they are unable to attend school.

Links with other policies
This policy is linked to our:
- Behaviour policy
- Child protection/ safeguarding policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- IT and internet acceptable use policy
- Online safety policy

Appendix 1: Safeguarding and Remote Education

Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in our staff code of conduct will apply.
If staff members are accessing families' contact details at home, they must comply with the Data Protection Act 2018.

Using School Channels to Communicate
As always, staff shouldn't communicate with parents or pupils outside school channels (e.g., using their personal Facebook accounts, or using their personal email addresses or phone numbers). School emails and TEAMS/ TAPESTRY have been set up to respond to parents

Using TEAMS

- 'chat' facility for pupils will be disabled – where possible (Lourdes will facilitate this). As it could lead to bullying, or be a distraction from learning.
- To disable chat for pupils, you need to create a 'messaging policy' in Teams and then assign it to pupils.

First, create your new messaging policy:

- Log in to the Microsoft Teams admin centre
- Click 'Messaging policies' on the left-hand side
- Click 'New policy' and give it a name (e.g. 'Disable chat')
- Select the 'Chat' setting, and turn it off
- Click 'Save'

Then, assign this policy to pupils:

- Log in to the admin centre
- Click 'Messaging policies' on the left-hand side
- Click on the policy you've just made, then 'Manage users'
- Search for the user you want to add, click on their name, and then click 'Add'
- Repeat step 4 until you've added all of your pupils
- Click 'Save'

When using TEAMS to facilitate 'lessons'/ remote learning staff must always ensure they:

- Sit against a neutral background (if at home)
- Avoid recording in their bedroom
- Dress appropriately
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language
- Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off. Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.
- Keep a log of who attends sessions

If recording sessions, you must check that parents are happy with you making recordings first – tell them it's for school records only.

How to record in Teams:

To record in Microsoft Teams:

- In the meeting, click 'More options' (the 3 dots) > 'Start recording'
- Wait for the recording to start (you'll get a notification saying 'Recording has started')
- When you finish, click 'More options' > 'Stop recording'
- Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

Using TEAMS for recording 'live' sessions:(Staff must adhere to the above code of practice)

- To record a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.
- To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.

Phone/ Video calls to parents from teachers :

This should only be done through parents' phones

Call in school hours as much as possible – (unless arrangements are made such as parent meeting phone calls.)

Make sure someone else at school is aware, and keep a record of the date and time of each call

The parent must always be present – even if you speak directly to the child. If speaking to the child have the phone on speaker phone

Block your own number if using a personal device - so parents don't see it. (Give parents a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up.)

See also guidance from NSPCC

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

Online Safety

Meadows First School continues to emphasise the importance of a safe online environment and we will encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. A list of free

resources for parents have been outlined in appendix 2 below and on our school website https://www.meadowsfirst.co.uk/esafety .
Parents can use these resources to keep their children safe online:

This section of the policy will be enacted in conjunction with the school's Online- Safety Policy.

All staff and pupils using video communication must:
- 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.

All staff and pupils using audio communication must:
- 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 audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

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 SLT, in collaboration with the SENCO.
- Pupils not using devices or software as intended will be disciplined in line with the Whole School Behaviour Policy and ultimately will have the ability to access remote learning removed.
- The school 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.
- 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.
- 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.

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.
- 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.

Appendix 2 – safeguarding links

https://parentinfo.org/
https://www.meadowsfirst.co.uk/admin/ckfinder/userfiles/files/what%20parents%20need%20to%20know%20about%20online%20grooming(1).pdf
https://primarysite-prod-sorted.s3.amazonaws.com/charford-first/UploadedDocument/99a6f8761eb84fc789aa045dd5ad6070/parental-e-safety-leaflet-print.pdf

	This tier system will ONLY apply if the school decides that the offer of remote learning is appropriate to the indivdiaul case/ circumstance as the DFE states that "Remote education should only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, but pupils are able to continue learning." DFE guidance Jan 2023		
	Tier 1	**Tier 2**	**Tier 3**
Government guidance	Schools will remain open to all pupils.	Primary schools will be told to remain open to all pupils, apart from those in self isolation due to infectious disease highlighted by government eg pandemic **If conditions deteriorate we may be advised go to tier 3**	All mainstream schools will only allow full-time attendance to vulnerable pupils and the children of key workers, with all other pupils staying home and receiving remote education. Pupils who stay at home and be provided with remote education (following DFE guidelines) – if staffing allows (as there will be large numbers still in school under critical worker/ vulnerable offer)
What it means for school	school open for all pupils School leaders will identify pupils (on a case by case basis) who are unable to attend school but who are well enough to learn as a short term approach to returning to school (eg recovering from a longer term illness/ operation)	We will remain open full-time for all children except those self isolating.	We will follow advice from PHE & LORT (which may include deep clean and a total shut down initially) If we only remain open for vulnerable pupils and the children of critical workers – in the event of over subscription we will look at needs of workers and spaces in school – limited numbers will be allocated by SLT and a staff rota implemented. **Remote home learning** Home learning for all other pupils (as long as staff are well and there is capacity to do so with regard to numbers in school)
Teachers actions	**Home learning:** In the **limited circumstances** when the school decides to use remote education for individual pupils when they are absent; the school will either provide packs of high quality work or links to lessons using Oak National Academy to support the learning of children if they are unable to attend school due to an illness/ operation where the child is able and well enough to learn but not able to attend school. This will be liaised fully with parents/ carers, identifying other support that can be put into place to ease the pupil back to school–with regard to age, home environment, SEND, screen time and an awareness of the extra demands on parents to support home learning **Staffing arrangements** All staff will continue to attend school as normal. ***Daily phone calls will be made to check whether pupils are safe at home and engaging with their remote education and for feedback***		**Staffing Arrangements:** all staff to invoke their critical worker status for their own child's educational place) Key workers children- rota of teachers with TA Rota of teachers to provide remote learning. Planning to follow sequence of learning for that term *Home learning: – if staff are well enough to do so* For the purpose of providing remote learning, the school may make use of: Work booklets/ Reading tasks Email Online learning portals – "tapestry" Educational websites Live webinars Pre-recorded video or audio lessons from Oak Academy ***Phone calls will be made to check whether pupils are safe at home and engaging with their remote education***
All tiers	**Vulnerable/ disadvantaged-** Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning **Safeguarding:** all staff to be mindful of safeguarding particularly for more vulnerable and report as needed in MY CONCERN 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 Supporting families to find appropriate internet connectivity solutions if and where necessary and possible. Some pupils with SEND may not be able to access remote education without adult support. Schools should work collaboratively with families and put arrangements in place that allow pupils with SEND to access remote education successfully		