'FROM GREAT TO AMAZING'

2020

Remote Learning Policy

SUFFOLKS

SUCCESS, UNIQUENESS, ENVIRONMENT, COMMUNITY

Adopted:	November 2020
Revised:	Annually

Signed: _ADCassius_ (HT)

Signed: _A Chowdari_ (CoG)

1.1   Statement of intent

During this unprecedented time, we understand the need to ensure that children's education is disrupted as little as possible due to the impact of Covid-19 on the life of the school.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

From 22 October 2020 to end of 2020/2021 academic year The headteacher, in collaboration with the governing board, will ensure the school follows the legal obligations regarding remote education, as outlined in The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.

This policy aims to:

- Ensure that children can access their homework through our remote learning platform, Google Classroom.
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure that pupils are well supported with the continuation of their learning at home.
- Ensure that the disruptive variety of situations caused by Covid-19 are well-managed.
- Ensure that staff are fully aware of their roles and responsibilities
- Ensure that staff are supported and trained using remote learning platforms.
- Ensure that the workload of staff is not negatively impacted by the expectations of this policy.
- Support parents with their understanding of helping their child(ren) at home at how to access our remote learning platform.

1. Roles and responsibilities

1.1.   The governing board is responsible for:

- Ensure that the remote learning policy is being implemented.
- Evaluating the effectiveness of the school's remote learning arrangements.

1.2.   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.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.

1.3.   The DSLs are 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.
- 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.

1.4.   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 for pupils with EHC plans and IHPs.
- Support teachers in identifying the level of support or intervention that is required for pupils with SEND.

- Evaluate that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

1.5. 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 defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.
- Ensuring the curriculum remains fully accessible and inclusive via remote learning.

- Ensure that they are contactable during their normal working access and have access to the remote learning platform and respond as needed.

1.6. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available and ready to learn at the times suggested by the school.
- Raising any concerns with the school as soon as possible.
- If using school's equipment, ensure that this is used for remote learning purposes.

1.7. Pupils are responsible for:

- Be ready to learn at times suggested by the school
- Follow the ICT code of conduct at all times.
- To continue to follow the school rules: Be your best; be ready; be respectful; be responsible and be safe.

1.8. The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity, e.g. live classes with questioning, eliciting and reflective discussion, to the best of their ability.

1.9. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.

1.10. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

1.11. The ICT technician is not responsible for providing technical support for equipment that is not owned by the school although may be able to support or give suggestions.

Costs and expenses

1.12. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

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

1.14. The school will not reimburse any costs for childcare.

1.15. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

2. Online safety

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

2.2. All interactions will be textual and public.

2.3. Where possible, staff will conduct live lessons in the school environment and record all live lessons to ensure all pupils and staff are safeguarded and to allow children to review at a later date.

2.4. All staff, parents and pupils using video/audio communication

- 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. We suggest that you use the 'blur background' function on Google Meet.
- 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.
- Pupils or parents must not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

2.5. 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 SENDCO.

2.6. Pupils not using devices or software as intended will be sanctioned in line with the Google Classroom code of conduct.

2.7. 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.

2.8. 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.

3. Marking and feedback

3.1. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

3.2. Teaching staff will monitor the academic progress of all pupils with and without access to the online learning and raise any concerns if necessary.

3.3. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

3.4. The school will log participation and pupil engagement with remote education.

3.5. The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and pupils which displays exemplary work and rewards engagement or outcomes.

4. School day and absence

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

5. Monitoring and review

5.1. This policy will be reviewed on an annual basis by the headteacher.

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

5.3. The next scheduled review date for this policy is Autumn 2021