



# Pupil Remote Learning Policy

Approved by: Full Governing Board

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## Statement of intent

At West Moors Middle 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 children 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 children's education and the delivery of the curriculum.
- Ensure provision is in place so that all children have access to high quality learning resources.
- Protect children 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 children 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 (2020) '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)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'

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

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs (SEND) Policy
- Behaviour and Anti-bullying Policy
- Accessibility Policy
- Assessment Policy
- ICT Acceptable Use Policy
- Health and Safety Policy
- Attendance Policy
- Social Media Policy
- Staff Code of Conduct

## 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/carers and children 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/carers, and children
- Arranging any additional training staff may require to support children during the period of remote learning
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure children's education does not suffer

2.3. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning
- Ensuring that children 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

2.4. The Data Protection Officer 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/carers, and children 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

2.5. The Designated Safeguarding Lead 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 children online
- Identifying vulnerable children 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 children who are at a high risk, where required
- Identifying the level of support or intervention required while children learn remotely and ensuring appropriate measures are in place
- Liaising with relevant individuals to ensure vulnerable children receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported

2.6. The SENDCo is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all children and that reasonable adjustments are made where required
- Ensuring that children 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 children with EHC plans and IHPs
- Identifying the level of support or intervention that is required while children with SEND learn remotely
- Ensuring that the provision put in place for children with SEND is monitored for effectiveness throughout the duration of the remote learning period

2.7. 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
- Working with the SENDCo to ensure that the equipment and technology used for learning remotely is accessible to all children 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 health and safety officer 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 ITS Learning Platform 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
- Recording live lessons on Microsoft Teams
- Sharing and monitoring high expectations of all children during tutor times and live lessons
- Adhering to the Staff Code of Conduct at all times

2.9. 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 school 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](#) and is dressed appropriately
- 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 Code of Conduct at all times

2.10. Children 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

- Ensuring that they are dressed appropriately and in line with the school's dress-code with their cameras switched off during live lessons
- Adhering to the Behaviour and Anti-bullying Policy at all times

### 3. Resources

#### Learning materials

- 3.1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:
  - Work booklets
  - Email
  - Past and mock exam papers
  - ITS Learning Platform
  - Educational websites
  - Reading tasks
  - Live Microsoft Teams sessions
  - Pre-recorded video or audio lessons
- 3.2. Teachers will 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 children have access to the resources needed for effective remote learning.
- 3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. text-to-voice conversion in the Immersive Reader feature on the VLE, to support children with SEND.
- 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via the ITS Learning Platform which is accessed remotely.
- 3.6. The school will review the resources children have access to and adapt learning to account for all children needs by using a range of different formats, e.g. providing work on PDFs that can easily be printed from a mobile device.
- 3.7. Work packs will be made available for children who do not have access to a printer – these packs can be collected from school.
- 3.8. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all children remain fully supported for the duration of the remote learning period.
- 3.9. The SENDCo will arrange additional support for children with SEND which will be unique to the individual's needs, e.g. via weekly phone calls/emails.

- 3.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.11. Children 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/iPads.
- 3.12. For children who cannot access digital devices at home, the school will, where possible, apply for technology support through Dorset Council and the Department for Education (DfE).
- 3.13. Children and parents/carers will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.14. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback via the ITS Learning Platform on work in line with [section 7](#) of this policy.
- 3.15. The arrangements for any 'live' classes, e.g. Microsoft Teams lessons, class debates will be communicated via the ITS Learning Platform no later than two days before the allotted time and kept to a reasonable length of no more than 45 minutes per session.
- 3.16. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

### **Food provision**

- 3.17. The school will signpost parents/carers via parent mail towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.18. In line with guidance from the DfE and Dorset Council, the school will provide vouchers to families in receipt of Free School Meals.

### **Costs and expenses**

- 3.19. The school will not contribute to any household expenses incurred while children learn remotely, e.g. heating, lighting, or council tax.
- 3.20. The school will not reimburse any costs for travel between children's homes and the school premises.
- 3.21. The school will not reimburse any costs for childcare.
- 3.22. 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.

## 4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the ICT Acceptable Use Policy
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and children 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
  - Ensure they have a stable connection to avoid disruption to lessons
  - Always remain aware that they are visible

- In line with safeguarding procedures, all live lessons/ video communications will be recorded by the Teacher, using the record function on Teams. This recording will be stored securely on Microsoft Teams for 20 days. The recording will not be shared beyond the teacher and the pupil and will only be accessed by other school staff in the event of a safeguarding concern. Children are not permitted to record, store or distribute video material without permission.

- 4.4. All staff and children 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
  - Ensure they have a stable connection to avoid disruption to lessons
  - Always remain aware that they can be heard

- In line with safeguarding procedures, audio communications will be recorded by the Teacher, using the record function on Teams. This recording will be stored securely on Microsoft Teams for 20 days. The recording will not be shared beyond the teacher and the pupil and will only be accessed by other school staff in the event of a safeguarding concern. Children are not permitted to record, store or distribute audio communications without permission.

- 4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for children with SEND. This will be decided and approved by the SLT, in collaboration with the SENDCo.

- 4.6. Children not using devices or software as intended will be disciplined in line with the Behaviour and Anti-bullying Policy.
- 4.7. 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.
- 4.8. The school will consult with parents/carers at least one week prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 4.9. 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.
- 4.10. The school will communicate to parents/carers via email and parent mail 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.
- 4.11. During the period of remote learning, the school will maintain regular contact with parents/carers to:
  - Reinforce the importance of children staying safe online
  - Ensure parents/carers 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/carers to useful resources to help them keep their children safe online
- 4.12. 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, which has been updated to include safeguarding procedures in relation to remote working. The expectations and procedures detailed in this policy aim to safeguard all children and staff in the school through their aims/principles and implementation.
- 5.2. The DSL and Headteacher will identify 'vulnerable' children (children 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 DSLs will arrange for regular contact to be made with vulnerable children, prior to the period of remote learning.

- 5.4. Phone calls made to vulnerable children will be made using school phones where possible. If calls are being made remotely, the caller ID setting should be set to keep phone numbers private.
- 5.5. The DSL will arrange for regular contact with vulnerable children once per week at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable children will be recorded on the Staff Shared Drive and suitably stored in line with the Data Protection Policy.
- 5.7. The DSL will keep in contact with vulnerable children's 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 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.
- 5.9. Vulnerable children will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- 5.10. 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 children learning remotely.
- 5.11. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.12. Children and their parents/carers 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.

## 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 children's up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the Data Protection Policy.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Children are not permitted to let their family members or friends use any school-owned equipment that contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

## **7. Marking and feedback**

- 7.1. All schoolwork completed through remote learning must be:
  - Finished when returned to the relevant member of teaching staff
  - Returned on or before the deadline set by the relevant member of teaching staff via the VLE wherever possible
  - Completed to the best of the child's ability
  - The child's own work
  - Marked with a positive comment and feedback
  - Returned to the pupil, once marked, by an agreed date
- 7.2. The school expects children and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Children are accountable for the completion of their own schoolwork – teaching staff will contact parents/carers via the class email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Teaching staff will monitor the academic progress of children with and without access to the online learning resources and discuss additional support or provision with the Headteacher as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of children with SEND and discuss additional support or provision with the SENDCo as soon as possible.
- 7.6. 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.

## **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 ICT technicians will ensure children 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, children will be encouraged to take a five-minute screen break every two hours.
- 8.4. Screen break frequency will be adjusted according to either the age or medical conditions of children, requiring more frequent screen breaks.
- 8.5. If any incidents or near-misses occur in a child'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. Children will follow their normal daily timetable via the ITS Learning Platform, engaging in online registration with their tutors daily at 08:30 a.m.
- 9.2. Breaks and lunchtimes will take place at timetabled slots between Monday-Friday.
- 9.3. Children are not expected to do schoolwork during the times outlined in paragraph 9.2.
- 9.4. Children with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 9.5. Children who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.6. Parents/carers will inform their child's teacher no later than 8:30am if their child is unwell.
- 9.7. The school will monitor absence and lateness 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/carers via email, parent mail, the school website and Twitter 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. 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.
- 10.5. The school understands that children 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.
- 10.6. Members of staff will have contact with their line manager once per week.
- 10.7. As much as possible, all communication with children and their parents/carers will take place within the school hours outlined in [section 9](#).
- 10.8. Children will have verbal contact with a member of teaching staff at least once per week via group phone call/class chat.
- 10.9. Parents/carers and children will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.10. Issues with remote learning or data protection will be communicated to the children's tutor as soon as possible so they can investigate and resolve the issue.
- 10.11. The children's tutor will keep parents/carers and children informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.12. 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.
- 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 the September 2021.

## **12. Equal Opportunities**

All expectations and procedures should be applied consistently and equally. The systems are aimed at ensuring every pupil receives a high quality of education.

## Appendix A

### Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning, so children never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

#### 1. Contingency planning

- 1.1 The school will open to children in line with national and local guidance.
- 1.2 The school will work closely with Dorset Council to ensure the premises is 'COVID-secure', and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.
- 1.3 The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
- 1.4 The school will communicate its plan for a local lockdown with parents/carers, including whether it will remain open to vulnerable children and children of critical workers, or if remote working will be applicable for all.
- 1.5 If there **is not** a local lockdown, but a single tutor group or 'bubble/ hub' needs to self-isolate, the school will implement remote learning immediately for that group.

#### 2. Teaching and learning

- 2.1 All children will have access to high quality education when remote working.
- 2.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:
  - ITS Learning Platform
  - Quizzes
  - Online materials
  - Educational Websites
  - Live lessons
  - Pre-recorded video or audio lessons
  - Various reading tasks – e.g. comprehension, inference and prediction
  - Daily challenges

- Times Table Rock Stars
- Myon
- Zumos/ Mental Health/ Well-being activities/Jigsaw

2.3 Teachers will ensure lessons are inclusive for all children and can be adapted to account for the needs of disadvantaged children and children with SEND.

2.4 When teaching children who are working remotely, teachers will:

- Set assignments so that children have meaningful and ambitious work each day
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally
- Provide frequent, clear explanations of new content through high quality curriculum resources, including through educational videos and 'live' lessons via Microsoft Teams
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure children's understanding
- Continue the delivery of the curriculum via ITS Learning Platform, following the children's daily timetable with lessons taught via Microsoft Teams
- In order to comply with safeguarding policies, all live lessons will be recorded by the Teacher. The recording will be stored securely on Microsoft Teams for 20 days. The recording will not be shared beyond the teacher and the pupil and will only be accessed by other school staff in the event of a safeguarding concern.

2.5 All provisions for remote learning will be subject to the tutor group's age and ability.

2.6 In exceptional circumstances, the school may reduce its curriculum offering to enable children to cope with the workload – the Headteacher will assess this need, keeping children's best interests in mind, and will not make the decision lightly.

2.7 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

### **3. Returning to school after a period of isolation**

- 3.1 The Headteacher will work with Dorset Council to ensure children who have been isolating only return to school when it is safe for them to do so.
- 3.2 After a period of self-isolation, or changes to local lockdown measures, the Headteacher will inform parents/carers when their child may return to school.
- 3.3 The Headteacher will listen to all concerns that parents/carers may have about their child returning to school after a period of isolation and will advise them of the measures in place to ensure the safety of their child.

### **4. Monitoring and review**

- 4.1 This policy annex will be reviewed in line with any updated to Government guidance.
- 4.2 All changes to the policy will be communicated to the relevant members of the school community.