



Statement of intent

At Holy Trinity, 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 a varied and high quality 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.

Holy Trinity C of E Primary School Remote Learning Policy

Approved by head teacher: March 2022

Next review date: March 2024

Within the ever-changing circumstances we are currently living through, we must be prepared for any eventuality.

Situations in which this policy applies are as follows;

- *Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well*
- *An extended period of school closure*

In either of these circumstances pupils are expected to continue their education remotely with the combined support of parents and school. During this time school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. To ensure pupils remain familiar with the use of our chosen online learning platform (Google Classrooms), pupils will have regular opportunities to access online learning whilst in school. This eliminates the need for a period of reintroduction and ensures there is no lost 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:

- Safeguarding Policy
- Data Protection Policy
- SEND Policy and Information Report
- Behaviour and Discipline Policy
- Accessibility Plan
- Marking and Feedback Policy

- Assessment and Moderation Policy
- E Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- ICT Acceptable Use Agreement
- Staff Code of Conduct
- Parent Code of Conduct
- Children Missing Education Policy
- Loaning School Equipment Policy
- Borrowing IT Equipment Agreement

2. Roles and responsibilities

2.1. 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 lack of engagement to their phase leader.
- 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 the School Business Manager.
- Adhering to the Staff Code of Conduct at all times.

2.2. Parents 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 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 this policy.
- Reporting any absence in line with the terms set out in this policy.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.3. Pupils 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 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.
- Adhering to the **Behaviour Policy** at all times.

3. Resources

Learning materials

- 3.1. The school will make use of 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:
 - Homework books
 - Current online learning portals e.g. Oak Academy
 - Educational websites e.g. BBC Bitesize, White Rose
 - Live lessons delivered by the class teacher through Google Classroom
 - Pre-recorded video or audio lessons delivered by the class teacher
- 3.2. Pupils will have on going access to Bug Club, Mathletics and Times Table Rock stars to supplement the teaching of English and Maths on Google Classroom.
- 3.3. Teachers will ensure the programmes chosen for online learning have a range of features to support pupils with SEND.
- 3.4. Lessons will be adapted to ensure that the curriculum remains accessible and inclusive via remote learning.
- 3.5. 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.
- 3.6. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.7. 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.

- 3.8. For pupils who cannot access digital devices at home, the school has a limited number of devices which may be loaned out to pupils for the purposes of remote learning.
- 3.9. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.10. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work.
- 3.11. School is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.12. Where applicable, the school may provide the following provision for pupils who receive FSM:
 - Weekly food vouchers

Costs and expenses

- 3.13. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the **Loaning School Equipment Policy and Borrowing IT Equipment Agreement** prior to commencing remote learning. Any damage to the device or its associated equipment will be replaced/paid for by parents.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.
- 4.2. 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
 - 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.
- 4.3. Pupils not using devices or software as intended will be disciplined in line with the **Behaviour Policy**.

- 4.4. Pupils issued with a school device who are not submitting online work will forfeit the use of the device after support has been given to access online learning. The device will be returned to school to be re allocated.
- 4.5. 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.
- 4.6. 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 **Safeguarding Policy**, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL, headteacher and Welfare and Safeguarding Officer, along with other senior leaders, 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. 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 will be made using school phones wherever possible.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils **once per week** at minimum, with additional contact arranged where required e.g. a prolonged period of remote learning (10 days +)
- 5.6. All contact with vulnerable pupils will be recorded on My Concern.
- 5.7. The DSL and/or Welfare and Safeguarding Officer will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required e.g. a prolonged period of remote learning (10 days +)
- 5.8. All members of staff will report any safeguarding concerns to the DSL/DDSL immediately and record these on My Concern as per the usual safeguarding procedures.
- 5.9. Pupils and their parents will be encouraged to contact the DSL/Welfare and Safeguarding Officer if they wish to report safeguarding concerns. The school will also signpost families to the practical support that is available for reporting these concerns.

- 5.10. Teaching staff will make contact with all pupils who have not engaged with remote learning for 2 days. Following this, should attendance at remote teaching sessions not improve or attempted contact is unsuccessful, Senior Leaders will make contact. Should it be deemed necessary, a home visit will be conducted to check on the safety of the pupils.

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' are responsible for ensuring that school has up-to-date contact details in case of a 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. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's **Data Protection Policy**.
- 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.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.

- Marked in line with the **Marking and Feedback Policy**
 - Returned to the pupil once marked
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
 - 7.3. Pupils are accountable for the completion of their own schoolwork - teaching staff will contact parents via email initially if their child is not completing their schoolwork or their standard of work has noticeably decreased. Further communication may be made by phone call.
 - 7.4. 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.
 - 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
 - 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. School day and absence

- 8.1. Work will be available for pupils on Google Classrooms. It is an expectation that children access this learning daily whilst at home. This is to ensure that no learning is missed and to stay informed of any 'live' lessons that may take place. It also gives pupils the opportunity to communicate with their class teacher throughout the day. Work will need to be completed daily.
- 8.2. Pupils are not expected to do schoolwork outside of school hours unless they choose to do so.
- 8.3. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 8.4. Parents will inform the school office no later than **8:30am** if their child is unwell.
- 8.5. The school will monitor attendance at remote sessions daily and communicate with parents/pupils if there are any periods of absence. (see also section 5 on safeguarding)

9. Communication

- 9.1. Members of staff involved in remote teaching from home or at school will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

- 9.2. 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. This also applies to parent and pupil communication with staff members.
- 9.3. Members of staff will have contact with their line manager at least **once per week**.
- 9.4. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 9.5. The Senior Leadership Team 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 Senior Leadership Team.
- 10.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 10.3. The next scheduled review date for this policy is **March 2024**.

