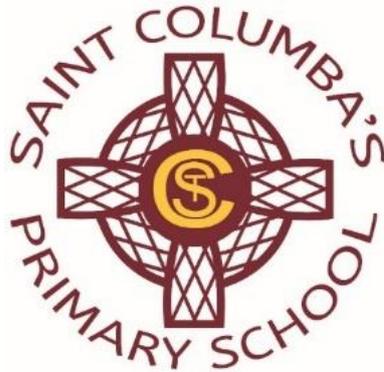


St. Columba's Roman Catholic Primary School



Remote Learning Policy

Head Teacher: Mrs. C. Garbutt

ORIGIN: The School Bus

This Policy was ratified by St. Columba's Governing Body in September 2020

Signed by the Head Teacher: *Mrs C. Garbutt*

Signed by the Chair of Governors: *Mr. P. Dinsley*

This policy will be reviewed in September 2021 or sooner if deemed necessary. All staff and governors will be consulted as to its effectiveness as part of the review process.

Requests for copies - If a signed paper copy of this policy is requested, the school office will provide this free of charge.

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Statement of intent

At St. Columba's RC Primary, 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 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.

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**
 - **Online Safety Policy**
 - **Health and Safety Policy**
 - **Attendance and Truancy Policy**
 - **ICT Acceptable Use Policy**
 - **Staff Code of Conduct**
 - **Data and E-Security Breach Prevention and Management Plan**
 - **Children Missing Education Policy**

Roles and responsibilities

- 1.4. The **Governing Body** is responsible for:
 - Ensuring that the school has robust risk management procedures in place.
 - Evaluating the effectiveness of the school's remote learning arrangements.
- 1.5. 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.
- 1.6. 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.
- 1.7. 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.
- 1.8. The **SENDCO** is responsible for:
 - Ensuring that pupils with EHC plans continue to have their needs met wherever possible.
 - Liaising with class teachers to assess the level of support or intervention that is required while pupils with SEND learn remotely.
- 1.9. The **SBM** is responsible for:
 - Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- 1.10. The ICT technicians are responsible for:

- Working with the school to ensure that any school owned devices and remote learning platforms are suitable for use.

1.11. 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.

1.12. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely
- Reporting any technical issues to the school as soon as possible.
- Reporting any absence
- Ensuring their child uses any school owned equipment and technology used for remote learning as intended.
- Adhering to the Home / School Agreement, signed when your child started at St. Columba's, at all times.

1.13. 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.
- 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.

2. Resources

Learning materials

- 2.1. The school will use 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
 - Current online learning portals
 - Educational websites
 - Reading tasks
 - Telephone calls where appropriate
- 2.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 2.3. Staff at St Columba's are working with the DfE and North Tyneside local authority to assess the use and implementation of pre-prepared video resources in the future, if this is deemed necessary
- 2.4. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 2.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 2.6. 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 viewed and printed from a mobile device.
- 2.7. Work packs will be made available for pupils who do not have access to a printer. Parents must inform St Columba's if they need work in a printed form. Arrangements will then be made on an individual case basis due to family circumstances (e.g. siblings/school collection/whole family self-isolating/shielding etc)
- 2.8. The SENDCO will arrange additional support for pupils with SEND which will be unique to the individual's needs. Arrangements will be made on an individual case basis.
- 2.9. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

- 2.10. 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.
- 2.11. For pupils who cannot access digital devices at home, St Columba's will, where possible, apply for technology support through North Tyneside local authority.
- 2.12. Teaching staff will oversee academic progression for the duration of the remote learning period and provide feedback, where appropriate, on work in line with section 7 of this policy.
- 2.13. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 2.14. The school will signpost parents via letter sent on email towards additional support for ensuring their children continue to receive the food they need, e.g. food banks
- 2.15. Where applicable, the school may provide the following provision for pupils who receive FSM:
 - Making food hampers available for delivery or collection from North Tyneside Catering Services

Costs and expenses

- 2.16. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 2.17. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 2.18. The school will not reimburse any costs for childcare.
- 2.19. 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.

3. Online safety

- 3.1. This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.
- 3.2. Pupils must adhere to the Behaviour Policy when completing any remote learning.
- 3.3. Any communication between pupils, parents and staff must adhere to St Columba's usual code of conduct. This includes email, telephone conversation and any online communication.
- 3.4. 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.
- 3.5. St Columba's will continue to liaise with parents to ensure that the online learning is appropriate and accessible.
- 3.6. The school will ensure that any 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 material to be recorded or downloaded, where required.
- 3.7. During the period of remote learning, the school will maintain regular contact with parents via email, weekly newsletter and social media 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 where appropriate
 - Information for parents regarding the online safety of their child can be found on the school website
- 3.8. 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.

4. Safeguarding

- 4.1. This section of the policy will be enacted in conjunction with the school's **Child Protection and Safeguarding Policy**.
- 4.2. The **Headteacher** will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) in collaboration with class teachers prior to the period of remote learning.
- 4.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning via email or telephone call as appropriate.
- 4.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 4.5. The DSL will arrange for regular contact with vulnerable pupils with additional and more frequent contact, including home visits, arranged where necessary.
- 4.6. All contact with vulnerable pupils will be recorded. This information should be recorded on CPOMs or passed to a relevant DSL.
- 4.7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 4.8. All members of staff will report any safeguarding concerns to the DSL immediately.
- 4.9. 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.

5. Data protection

- 5.1. This section of the policy will be enacted in conjunction with the school's **Data Protection Policy**.
- 5.2. 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.
- 5.3. Any contact with pupils or parents should be mediated through the school email address (scpschool@stcolumbasprimary.co.uk) or through the home learning helpline (homelearning@stcolumbasprimary.co.uk) to keep individual staff emails private. This also ensures moderation from the Headteacher and senior members of staff if necessary.
- 5.4. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 5.5. 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.
- 5.6. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 5.7. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- 5.8. The school will not permit paper copies of contact details to be taken off the school premises.
- 5.9. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 5.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

6. Marking and feedback

- 6.1. All schoolwork completed through remote learning must be:
- Returned within a suitable time frame to the relevant member of teaching staff wherever possible
 - Completed to the best of the pupil's ability, although consideration will be given to resources which pupils have access to at home (e.g. colour of pen, paper used etc)
 - The pupil's own work, where appropriate
 - Given feedback, via email, from teaching staff within a suitable time frame
 - School staff will not be expected to respond to pupil or parent emails before 9am or after 4pm
- 6.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 6.3. Teaching staff may contact parents via email or telephone call if their child is not completing their schoolwork to see if we can offer help or support in any way

7. Health and safety

- 7.1. This section of the policy will be enacted in conjunction with the school's **Health and Safety Policy**.
- 7.2. Teaching staff and ICT technicians will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning where possible.
- 7.3. If using electronic devices during remote learning, pupils are encouraged to take a fifteen-minute screen break every hour.

8. School day and absence

Pupils will be able to access remote learning through the terms outlined in the 'Remote Learning Scenarios' grid at the end of this document

- 8.1. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. Parents should inform school staff, via email of their child's situation as soon as possible

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 email about remote learning arrangements as soon as possible.
- 9.3. The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 9.4. 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.
- 9.5. 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 should only take place between school hours
- 9.6. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 9.7. 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.
- 9.8. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

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.
- 10.3. The next scheduled review date for this policy is: September 2021, or earlier if deemed necessary.

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the 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. This policy annex outlines how we will deliver remote education during the pandemic.

1. Legal framework

- 1.1 This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:
 - 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'
 - DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
 - DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
 - DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

2. Contingency planning

- 2.1 The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.
- 2.2 The school will work closely with the LA 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.
- 2.3 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.
- 2.4 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- 2.5 If there **is not** a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will implement remote learning for that group as soon as possible.
- 2.6 Where a single class member is self-isolating due to family or personal circumstances, work will be provided via email. Class teachers will provide work that has been completed that day in class, to the isolating pupil the following morning by 9.00am.

- 2.7 Home Learning will not be published on the school website unless in the event of whole year groups having to self-isolate or in the case of a local lockdown as not all members of the class need access to Home Learning.

3. Teaching and learning

3.1 All pupils will have access to high-quality education when remote working. The school will use a range of teaching methods to cater for all different learning styles, this includes, but is not limited to:

- Teaching sequences via powerpoint/pdf
- Worksheets
- Workbooks
- Educational videos (e.g. BBC Bitesize)
- Interactive games and quizzes
- Projects
- Online learning sessions (e.g. Oak Academy, White Rose Maths, Sentence Stacking, Ruth Miskin RWI etc)
- Creative projects or topic-based learning

3.2 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.

3.3 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

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

3.5 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

3.6 Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

3.7 Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

3.8 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

4. Returning to school

- 4.1 The Headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so.
- 4.2 After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.
- 4.3 The Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

- 5.1 This policy annex will be reviewed in line with any updates to government guidance.
- 5.2 All changes to the policy will be communicated to relevant members of the school community.

