

Fairfield Endowed CE Junior School PUPIL REMOTE LEARNING POLICY

Last updated: 2nd April 2020

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Statement of intent

Our school & its vision & ethos

MISSION STATEMENT

'At Fairfield Endowed CE Junior School, we aim to develop and educate each child to their full potential within a loving and caring Christian environment'.

THE SCHOOL AIMS & VISION STATEMENT

We are a church school committed to excellence and although proud of our Christian foundations, we endeavour to instil respect for other religious and moral values, religion and ways of life.

Working in partnership with parents, we provide a happy, stimulating environment rooted in Christian values, human values and citizenship. All are cared for and nurtured spiritually, morally, intellectually, physically, socially and emotionally ... a school with high expectations for all and where all are valued as individuals. Being a Christian school drives every aspect of our school vision and has a major impact on relationships and the experience of all within the school community.

We aim to create a caring community and environment, setting out to meet the needs of the children, and to encourage them to care for others, through understanding and respect, by creating a sound atmosphere in which the children feel happy and secure, and establishing links with parents and the wider community.

We encourage and highlight the key values of generosity, courage, compassion, truthfulness, perseverance, trust, friendship, justice, thankfulness, respect, forgiveness and service – focusing upon one each half term. We encourage the children to adopt values which will leave the world a better place because of what they themselves will be able to contribute.

Children are expected to do their best at all times and to take pride in the work they produce. Good manners and good behaviour are encouraged and expected at the school, and the children are taught to care for the school. This is encouraged through our code of conduct, The Fairfield Way.

The school aims to work towards all children experiencing a measure of real success and progress in areas of activity and learning. We provide a wide range of experiences in order to stimulate the children's interest and imagination and fully extend the pupils in all abilities. This aim is reflected in our school motto of 'Happy, Proud, Successful'.

At Fairfield Endowed C of E Junior 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 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.

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 (2019) '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
- GDPR and Data Protection Policy
- SEN Policy and Information Report
- Behaviour Policy
- Equality and Accessibility Plan
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- E-Safety Policy
- Health and Safety Policy
- Attendance Policy

- Acceptable Use of the Internet Policy
- Code of Conduct Policy Staff/Governors
- Missing from Education Policy

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 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.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
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2.3. The **safeguarding team of 3 Designated Safety Leads (DSLs) and Special Educational Needs Co-ordinator (SENCO)** is responsible for:

- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.

2.4. The **Designated Safety Lead (DSL) team** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period. These may be via internet meeting technology in some circumstances.
- Liaising with the ICT technician provision 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.
- 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.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- 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.

2.5. The **Special Educational Needs Co-ordinator (SENCO)** is responsible for:

- Liaising with parents and children working remotely to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required and raising any issues with the IT Support function.
- Ensuring that pupils with Education and Health Care (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.
- Identifying the level of support or intervention that is required while pupils with Special Educational Need and Disabilities (SEND) learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.6. The **School Business Manager (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.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.6.1 Through liaising with the **Data Protection Officer (DPO)/IT Support function** for:

- o Overseeing that all school-owned electronic devices loaned for remote learning have adequate anti-virus software and malware protection.
- o Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- o Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- o Overseeing that any school-owned ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- o Ensuring that all school owned electronic devices loaned for remote learning are covered by an appropriate Health and Safety Risk Assessment.
- o Ensuring that any incidents re school owned electronic devices loaned for remote learning raised under the appropriate Health and Safety Risk Assessment are logged and actions relating to this are recorded.

2.7. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any safeguarding incidents to the DSL on duty at the time and asking for guidance as appropriate.
- Logging via the electronic safeguarding system any safeguarding incidents and notifying the appropriate staff members.
- 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 the SMB.
- Adhering to the Code of Conduct for Staff/Governors at all times.

2.8. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring 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 their child uses any equipment and technology provided by the school for remote learning as intended.

2.9. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.

- Ensuring that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to parents who can inform 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.
- Ensuring they use any equipment and technology loaned by school you able them to access remote learning as intended.

3. Resources

Learning materials

3.1. For the purpose of providing remote learning, the school may make use of:

- Work booklets and paper based tasks
- Online learning portals – e.g. Purple Mash, MyMaths
- Educational websites – e.g. Oddizi
- Reading tasks – e.g. Oxford Owls
- Pre-recorded video or audio lessons

3.2. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning whether that be paper based or technology based.

3.3. School will aim to set tasks covering the broad curriculum via remote learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.

- 3.4. 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.
- 3.5. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.6. 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.
- 3.7. Pupils and parents will be required to maintain the upkeep of any equipment they have been loaned from school to access remote learning resources.
- 3.8. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.
- 3.9. The arrangements for any 'live' classes, e.g. webinars, will be communicated via Class Dojo and text to parents no later than one day

before the allotted time and kept to a reasonable length of no more than 30 minutes per session. Taking part in these sessions will be optional, they will enhance learning rather than delivering key learning.

3.10. The school staff and IT support function are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

3.11. The school will signpost parents whose children have an entitlement to Free School Meals (FSM) via the text service and email service towards additional support for ensuring their children continue to receive the food they need e.g. voucher systems, hampers

- Vouchers will be provided via email to children who are entitled to FSM
- In some cases the Local Authority will cover the provision of food to FSM families during school holiday period. School will communicate this to parents as they are made aware of arrangements.

Costs and expenses

3.12. The school will not contribute to any household expenses incurred while pupils

learn remotely, e.g. heating, lighting, or council tax.

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

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

3.15. 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.

4. Online safety

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

4.2. Where possible, all interactions will be textual and public.

4.3. All video communication between staff and pupils must:

- Be group based – refrain from 1:1 communication.
- Ensure that suitable clothing is worn throughout– 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.
- Always remain aware that they are visible.

4.4. 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.
- Always remain aware that they can be heard.

4.5. Pupils not using devices or software as intended will be removed from the school learning platforms and will be issued with paper based learning instead.

4.6. The school will risk assess the learning platforms and software used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.7. Where possible the school will consult with parents at least 1 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.

4.8. The school will ensure that all school-owned

equipment and technology loaned 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.

4.9. The school will communicate to parents via the text and email service, on the school website and via learning platforms 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.

4.10. 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.

- 5.2. The DSLs and headteacher 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 DSLs and headteacher 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 where possible.
- 5.5. The **DSLs** will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required unless this is deemed to be unsafe due to pandemic conditions.
- 5.6. All contact with vulnerable pupils will be recorded on electronically via the CPOMS system remotely.
- 5.7. The DSLs and headteacher and Family Liaison Worker will keep in contact with vulnerable pupils' 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 electronically via CPOMS and the records stored so that the DSLs and headteacher has access to them.
- Actively involve the pupil.

5.9. Vulnerable pupils will be provided with a means of contacting the school via the Family Liaison Worker, DSLs and headteacher – this arrangement will be set up by the prior to the period of remote learning.

5.10. The DSLs and headteacher will meet (in person or remotely) to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.11. All members of staff will report any safeguarding concerns to the DSLs or headteacher immediately.

6. Data protection

6.1. This section of the policy will be enacted in conjunction with the school's GDPR and 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' and pupils' up-to-date contact details will be collected prior to the period of remote learning where possible or as soon as practical at the beginning of the period.
- 6.6. All contact details will be stored in line with the GDPR and 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 may have been loaned to them for the purposes of remote learning.

6.9. Any breach of confidentiality will be dealt with in accordance with the school's Code of Conduct Staff/Governors.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Disciplinary Procedure.

7. Marking and feedback

7.1. All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of teaching staff, if it a piece of work that requires submission.
- Returned before the deadline set by the relevant member of teaching staff if it a piece of work that requires submission.
- Completed to the best of the pupil's ability.
- The pupil's own work.

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

7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via the text and email service and Class Dojo 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 pupils with and without access to the online learning resources.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO should additional support be required.

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 will ensure pupils are shown how to use any loaned equipment and technology safely and correctly prior to the period of remote learning where possible.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take at least a five minute screen break every hour.
- 8.4. If any incidents or near-misses related to on loan equipment occur in a pupil's home, their parents are required to

report these to their teacher as soon as possible so that appropriate action can be taken.

9. School day and absence

- 9.1. Remote learning activities will be set between the hours of 9.00 am and 3:30 pm Monday to Friday.
- 9.2. Pupils who are unwell are not expected to complete remote learning activities until they are well enough to do so.

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 via the text and email service, the school website and messaging on Class Dojo about remote learning arrangements as soon as possible and throughout any remote learning period.
- 10.3. The headteacher will communicate with staff as soon as possible via email and the relevant WhatsApp group about any remote learning arrangements.

- 10.4. Members of staff involved in remote teaching will ensure they have a working device that is available to communicate with children, parents and other staff throughout the day. Key members of staff such as the Family Liaison will ensure they have access to a school mobile phone.
- 10.5. The school understands that both pupils and staff involved in 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 meet remotely as a staff once per week. They will have access to their line manager remotely during the school day.
- 10.7. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.8. 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.

10.9. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10.10. 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 April 2021.

