Pupil Remote Learning Policy

Written Summer 2020

updated- Summer 2024

Next update –Summer 2026

Contents:

Statement of intent

At Bentilee Nursery 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, 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'

   1.1. 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**
   - **Inclusion & Behaviour Policy**
   - **Accessibility Policy**
   - **Teaching & Learning Curriculum Policy**
   - **Recording & Assessment Policy**
   - **E-safety Policy**
   - **Health and Safety Policy**
   - **Attendance Policy**
   - **Staff Code of Conduct**
   - **Data Protection Policy & Guidelines**
   - **Children Missing Education section in our Attendance Policy**

2. **Contingency planning**.

   2.1 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 are published on the school's website.

   2.2 The school will work closely with the Local authority when entering into a local lockdown and implement the provisions set within their contingency plan.

   2.3 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable children and children of critical workers, or if remote working will be applicable for all.

2.4   If there **is not** a local lockdown, but a single person or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

3. Teaching and learning

3.1   All children will have access to high-quality education when remote working.

3.2   The school will use a range of teaching methods to cater for all different learning styles.

3.3   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.

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

- Set learning packs 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.

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 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, 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' 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 IT co-ordinator is responsible for:

- Ensuring all staff, parents, and children are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs /suggested links used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

2.5. The Designated Safeguarding Lead/and deputy are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the teachers 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 SENCO is responsible for:

- Liaising with the teachers to ensure that the technology links 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.
- 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 teachers are responsible for:

- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required.
- Working with the SENCO 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 **Designated Safeguarding Lead and Deputy** 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 software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the **headteacher**.
- Adhering to the **Staff Code of Conduct** at all times.

2.9. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely
- Ensuring that their child always has access to remote learning material.

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:

- Current online learning portals
- Educational websites
- Pre-recorded video or audio lessons

3.2. Teachers will review the DfE's list of <u>online education resources</u> 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. 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,

3.5. Teaching staff will liaise with the **<u>SENCO</u>** and other relevant members of staff to ensure all children remain fully supported for the duration of the remote learning period.

3.6. The **<u>SENCO</u>** will arrange additional support for children with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

3.7. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

3.8. Children will be required to use their own or family-owned equipment to access remote learning resources

Food provision

3.9. The school will signpost parents via **<u>phone call</u>** towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

3.10. Where applicable, the school may provide the following provision for children who are eligible for free school meals

- Providing packed lunches or vouchers to families, or signposting to the local food bank

Costs and expenses

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

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

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

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 staff and children using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Always remain aware that they can be heard.

4.4. 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.

4.5. The school will communicate to parents via **letter** 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.

4.6. During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.

- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.

- Direct parents to useful resources to help them keep their children safe online.

4.7. 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.

5.2. The **DSL (designated safeguarding lead) and deputy** 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 **DSL and deputy** 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 using home/mobile phones, staff will use 141 prior to making a call to protect personal numbers.

5.5. The **DSL and deputy** 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.

5.7. The **DSL and deputy** will keep in contact with vulnerable children's social workers or other care professionals during the period of remote working, as required.

5.8. The **DSL and deputy** 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.

5.9. All members of staff will report any safeguarding concerns to the **DSL and deputy** immediately.

5.10. Parents will be encouraged to contact the **DSL and deputy** if they wish to report safeguarding concerns. 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

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 children' 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.   Any breach of confidentiality will be dealt with in accordance with the school's **Data and E-Security Breach Prevention Management Plan**.

6.8.   Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behavioural Policy** or the **Disciplinary Policy and Procedure**.

7. Feedback

7.1.   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.

7.2.   Written feedback on Facebook posts will be shared between the staff team.

7.3.   Teaching staff will monitor the academic progress of children with SEND and discuss additional support or provision with the **SENCO (special educational needs co-ordinator)** as soon as 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**.

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 **letter, Facebook** and the **school website** about remote learning arrangements as soon as possible.

9.3.   The **headteacher** will communicate with staff as soon as possible via verbally or **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.	As much as possible, all communication with children and their parents will take place within the school hours.

9.6.	Staff will endeavour to have verbal contact with a member of teaching staff at least **once** per **week**

9.7.	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.

10. Returning to school

10.1.	The **headteacher** will work with the LA to ensure children only return to school when it is safe for them to do so.

10.2.	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.

10.3.	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.

11. Monitoring and review

11.1.	This policy annex will be reviewed in line with any updates to government guidance.

11.2.	All changes to the policy will be communicated to relevant members of the school community.

Appendix 1: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 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.

4. [New] Legal framework

4.1	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'

5. Contingency planning

5.1 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.

5.2 The school will work closely with Public Health when entering into a local lockdown and implement the provisions set within their contingency plan.

5.3 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable children and children of critical workers, or if remote working will be applicable for all.

5.4 If there **is not** a local lockdown, 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

6. Teaching and learning

6.1 All children will have access to high-quality education when remote working.

6.2 The school will use a range of teaching methods to cater for all different learning styles

6.3 Teachers will ensure lessons are inclusive for all children and can be adapted to account for the needs of disadvantaged children and children with Special Educational Needs and Disabilities.

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

- 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.

7. Returning to school

7.1 The **headteacher** will work with the LA to ensure children only return to school when it is safe for them to do so.

7.2 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.

7.3   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.

8. Monitoring and review

8.1   This policy will be reviewed in line with any updates to government guidance.

8.2   All changes to the policy will be communicated to relevant members of the school community.

Appendix 1-

School Closure Home Learning Provision/ self- isolating home learning provision–

• A resource pack of activities provided by school for you to complete with your child

- • On Face book staff will add daily activities and suggest links to websites that your child can access

• Reading - We hope that the children will be able to listen to at least one story each day. We suggest children should enjoy books for ten to twenty minutes each day. Ask the children open questions about the story as you are reading – sometimes questions with an obvious answer, sometimes questions where they have to deduce something from the text or express an opinion. This is something we do in Nursery every day and promotes active listening and inference skills whilst also developing their powers of expressive languag

• Writing – Provide lots of opportunities for mark-making to improve fine motor control using a variety of pens, pencils, crayons, chalks etc, practise the correct letter formation for each of the sounds we have learnt, be able to write your name in recognisable letters in the correct sequence form left to right, be able to write down a given sound (adult says the sound, the child writes the correct one down), if your child is able to orally sound out CVC words, begin to attempt to write some CVC words.

• Speaking and listening - This is a key skill for all children and one that we have been working very hard on in Nursery this year. Children should practise answering questions in full sentences, remind children about eye contact and clear voices whenever they can. If your child's responses are grammatically incorrect, remember to repeat it back them correctly rather than asking them to say it again. Role play with toys, doing a commentary for a game or asking fun questions around the dinner table are great ways to promote confident speaking and listening.