

FLEET INFANT SCHOOL

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Policy: Remote Learning Policy**Ratified: February 2024****Review date: February 2026****Statement of intent**

At Fleet Infant School, we understand the need to continually deliver high quality education, including during periods of remote learning however, remote learning will only be used when the school has been asked to close by the Government. We recognise the importance of maintaining high expectations in all areas of school life and ensuring pupils have access to the learning and support they need to succeed.

Through the implementation of this policy, we aim to address the key areas associated with remote working, such as online safety, access to educational resources, data protection and safeguarding.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Minimise the disruption to pupils' education and the delivery of the curriculum
- Set out expectations for all members of the school community with regards to 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
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning
- Provide appropriate guidelines for data protection

Roles and responsibilities**Governing Body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Headteacher

The Headteacher is responsible for:

- Ensuring staff, parents and pupils adhere to the relevant policies at all times
- Ensuring there are arrangements in place for identifying, evaluating and managing any risks and incidents associated with remote learning
- Overseeing that the school has the resources necessary to action procedures in this policy
- Reviewing the effectiveness of this policy annually and communicating any changes to all stakeholders
- Arranging any additional training staff may require to support children's remote learning
- Monitoring remote learning arrangements regularly to ensure pupils' education does not suffer

- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce risks associated with remote learning
- Ensuring that at risk pupils are provided with necessary information and instruction as required
- Updating governors on remote learning processes and the progress of pupils

Designated Safeguarding Lead

The DSL and DDSLs are responsible for:

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Attending and arranging any safeguarding meetings that occur during the remote learning period
- Identifying vulnerable pupils who may be at risk if they are learning remotely
- Ensuring child protection plans are enforced during remote learning periods and if deemed necessary, make alternative arrangements
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Continuing to ensure all safeguarding incidents are adequately recorded, reported and followed up.

(Please refer to the Child Protection and Safeguarding policies)

Teachers

When providing remote learning, teachers will be available between 9.00am-12.00pm and 1.00pm-3.00pm.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure by telephoning the Headteacher and the Admin Officer. In the event that the Headteacher is not available, contact the Deputy Headteacher.

When providing remote learning, teachers are responsible for:

- Setting work:
 - To provide work for the pupils in their class, and if needed, to their year group
 - This will include daily Maths, English, phonics and a selection of foundation subjects over the week
 - Work will be available at 9.00am on the day of teaching
 - There will be some differentiated work set
 - Work will be uploaded onto Google Classroom
 - Year group teachers should co-ordinate with each other, including those teaching in school, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work
 - Class teachers will keep parents and pupils informed of any changes to the remote learning arrangements or the school work set through Google Classroom. In the event of IT failure this will be through Arbor.
 - Identified families will have learning packs sent home weekly.
- Providing feedback on work:
 - In KS1 identified daily work will be completed on Google Classroom and returned to the teacher to be marked or commented on, this will not be every piece of work.
 - Work that has been marked or commented on will be returned to the pupil to allow for rethinks.
 - Hand in dates for work will be communicated via Google Classroom. Maths and English should be returned the day the work has been set.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Contact will be made via Google Classroom. For the very few who do not have on line learning, a weekly telephone call will be made by the Class Teacher or a senior leader.
- Emails and contact through Google Classroom will only be answered between the hours of 9am-4.00pm, Monday to Friday.
- Any complaints or concerns shared by parents and pupils should be reported to the Headteacher or Deputy Headteacher – for any safeguarding concerns, please refer to the section below
- Any child/ren who are not completing the set school work will be reported to Mrs Clark and a telephone call home will be made to the parent.
- Appropriate provision is made for pupils with EHCPs and those with IEPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code remains the same as when teachers are in school
- When attending a virtual meeting please consider the room you are having the meeting in and ensure there is nothing inappropriate in the background. Background noise must also be considered.

Teaching assistants

When assisting with remote learning, teaching assistants must be available during their contracted working hours.

If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure by telephoning the Headteacher and the Admin Officer. In the event that the Headteacher is not available, contact the Deputy Headteacher.

When assisting with remote learning, teaching assistants are responsible for:

➤ Supporting pupils who aren't in school with learning remotely:

- If working 1:1, providing resources to support the child's learning
- Supporting Class Teachers to identify possible learning resources to support learning

➤ Attending virtual meetings with teachers, parents and pupils:

- Dress code remains the same as when staff are in school When attending a virtual meeting please consider the room you are having the meeting in and ensure there is nothing inappropriate in the background. Background noises must also be considered.

If teaching assistants are working in school, they will be directed by the Class Teacher, year group or senior leaders.

Subject leads/SENCO

Alongside their teaching responsibilities, subject leads and the SENCO are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject by monitoring planning and pupils work
- Alerting teachers to resources they can use to teach their subject remotely
- SENCO and Deputy Headteacher to monitor the appropriateness of work set for those pupils on the SEN register

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set and reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

All staff are responsible for adhering to this policy during periods of remote learning and for reporting any health and safety or safeguarding incidents to the DSL. Staff are required to take part in any training conducted to meet the requirements of this policy, including on how to use Google Classroom. Any concerns they have about remote learning must be reported to the Headteacher. Staff must adhere to the Staff Code of Conduct at all times.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline provided by teachers to the best of their ability
- Seek help if they need it, from teachers
- Adhere to the School's Behaviour Policy

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Support their children in accessing Google Classroom
- Ensure their child/ren are available to learn remotely at the times set by the teachers during normal school hours and that the school work set, is completed on time, and to the best of their child's ability.
- Seek help from the school if they need it
- Report any technical issues to the class teacher as soon as possible
- Adhere to this policy at all times during periods of remote learning
- For health and safety, plan in regular breaks especially when using a screen
- Pupils with SEND or additional medical needs may require longer breaks
- Be respectful when making any complaints or concerns known to staff
- Parents need to let the school know if they do not have a suitable remote learning platform for their child e.g. laptop

Resources and Learning Materials

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

- Work booklets
- Email
- Online learning portals such as Oak Academy
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons via PowerPoint
- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

- Lesson plans will be adapted to ensure that the curriculum remains fully accessible 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.
- Teaching staff will liaise with the headteacher/SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- Teaching staff will oversee academic progression for the duration of the remote learning

Who to contact

- Work being set – in the first instance, speak to your child’s class teacher via Google Classroom
- Issues with IT – please speak to or email Mrs Glennon
- Concerns about data protection – talk to the Data Protection Officer, Mrs Glennon
- Concerns about safeguarding – talk to the DSL, Mrs Clark or the DDSLs Mrs Beasley, Mrs Tyne and Mrs Hutchison

Data protection

This section of the policy will be enacted in conjunction with the school’s Data Protection Policy.

- 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.
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 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.
- Up-to-date contact details for parents and pupils will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school’s Data and E-Security Breach Prevention Management Plan.
- Any intentional breach of confidentiality will be dealt with in accordance with the school’s Behaviour Policy or the Disciplinary Policy and Procedure

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

On Line Safety

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

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

All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted unless a parent or another staff member is present in circumstances such as ELSA or intervention sessions and in these instances the conversation may be recorded, failure to agree to this may lead to termination of the session.
- 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.
- Not record, store, or distribute video material without permission.
- Ensure as far as possible they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

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.
- Ensure as far as possible they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

The school will consider whether 1:1 sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO/headteacher. Each child will be individually risk assessed for this and the session may be recorded for the purposes of safeguarding.

- Pupils not using devices or software as intended will be disciplined in line with the school’s Behaviour Policy. Teachers will monitor Google Classroom to ensure that devices are used accordingly.
- 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.
- 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.
- The school will communicate to parents via letter, email and the website about any precautionary measures that need to be 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.

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.

- 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

Safeguarding

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 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.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Phone calls made to vulnerable pupils will be made using school phones where possible.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact arranged where required.
- All contact with vulnerable pupils will be recorded
- The DSLs and Designated Teachers for Looked After Children will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- All members of staff will report any safeguarding concerns to the DSLs immediately, additionally recording this information
- Pupils and their parents will be encouraged to contact the DSLs 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.

Links with other policies

This policy is linked to our:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy and Privacy Notices
- Attendance Policy
- Home-school Agreement
- ICT and Internet Acceptable Use Policy
- Online Safety Policy