REMOTE LEARNING POLICY – FULL SCHOOL CLOSURE

This policy has been written with understanding and reference to:
Remote education practice for schools during coronavirus – DfE May 2020

The responsible people for the implementation of this policy are the Headteacher, Deputy Headteacher and SENCo.

The policy will be reviewed annually by the Headteacher in consultation with the staff and Governing Body

AIMS
The purpose of this remote learning policy is to ensure the following:
·   Ensure consistency in the school's approach to remote learning.
·   Set out expectations for all members of the school community with regards to remote learning.
·   Provide appropriate guidelines for GDPR
·   Reduce disruption to student's education and the delivery of the curriculum, so that every pupil has access to high quality learning resources.
·   To promote E-Safety.
·   Ensure that safeguarding measures are continued during remote learning.
·   Ensure all pupils have the provision they need to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of remote learning.

ROLES AND RESPONSIBILITIES

1.1.   The above named are 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.

1.2. The above named are 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 pupils 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.

1.3. The DSL is responsible for:

· Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

· Ensuring 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

· 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.

1.4. 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 Lead and asking for guidance as appropriate.

· 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.

1.5. 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 scheduled by the school.

· 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.

·   Reporting any attendance or absence before the session has begun by emailing support@kimichicschool.co.uk

1.6.   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 scheduled by the school.
·   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.

1.7.   Teachers are responsible for:

·   Teachers must be available between 9:30AM- 4:45PM, or part thereof depending on their contract. 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.
·   Setting work as appropriate
·   Who they need to provide work for, including if they may need to cover for other classes.
·   The amount of work they need to provide.
·   How they should coordinate with other teachers to provide consistency in the subject.
·   Providing feedback on work.
·   Handling of any complaints and making sure they are passed on to HT/DHT
·   To ask all students to abide in the correct manner when being taught remotely. Enforce this via the Behaviour Policy.
·   Attend virtual meetings.
·   Wear appropriate clothing.

1.8.   The SENCO is responsible for:

·   Ensuring all students on the SEN register are individually contacted and supported
·   Monitor those on EHCP's to ensure a meaningful curriculum is being accessed
·   Continue to adhere to EHCP reviews as the situation allows
·   Providing additional support where needed as prescribed by the EHCP.

*W*HO TO CONTACT

If staff have any questions or concerns, they should contact:

ATTENDANCE – attendance@kimichischool.co.uk

SAFEGUARDING – s.alexander@kimichischool.co.uk

EHCP SUPPORT – support@kimichischool.co.uk / c.passey@kimichischool.co.uk

ALL ENQUIRIES – s.alexander@kimichischool.co.uk

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 GDPR principles when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

5.3   Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

5.4   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.

5.5   Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

5.6   All contact details will be stored in line with the Data Protection Policy.

     5.7 Any breach of confidentiality will be dealt with in accordance with the school's **GDPR Information.**

     5.8 Any intentional breach of confidentiality will be dealt with in accordance with the school's **Data Protection Policy**

ONLINE SAFETY

     6.1 This section of the policy will be enacted in conjunction with the school's **E Safety Policy**.

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

6.3   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 – '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 they have a stable connection to avoid disruption to lessons.

·   Always remain aware that they are visible.

6.4   The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with further complex needs or in situations of crisis. This will be decided and approved by the SLT, in collaboration with the Teaching and Learning Support Manager.

6.5   Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

6.6   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.

6.7   The school will consult with parents at least one 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.

6.9   The school will communicate to parents via letter, email or telephone 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.

6.10 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.

6.11 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.

<u>MARKING AND FEEDBACK</u>

7.1 All schoolwork set through remote learning must be:

·   Complete when uploaded to the Drive
·   Completed to the best of the pupil's ability.
·   The pupil's own work.
·   Marked in line with the appropriate criteria for the work**.**
·   Feedback given to the pupil, once marked, by an agreed date.

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 email, telephone or through home visits if their child is not completing their schoolwork or their standard of work has noticeably decreased.

7.4   Work that cannot be completed for genuine reasons will be completed when the pupil returns to school.

7.5   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 teaching and learning leads soon as possible.

7.6   Teaching staff will monitor the academic progress of pupils and discuss additional support or provision with Teaching and learning lead as soon as possible.

SAFEGUARDING

9.1 This section of the policy will be enacted in conjunction with the school's **Safeguarding Policy & Child Protection Policy**, which has been updated to include safeguarding procedures in relation to remote working.

9.2 The **Headteacher and DSL** 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.

9.3   The **DSL** will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

9.4   Phone calls made to vulnerable pupils will be made using school phones where possible.

9.5   The **DSL** will arrange for regular contact with vulnerable pupils **once** per **week** at minimum, with additional contact, including home visits, arranged where required.

9.7   The **DSL** will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

9.9   Vulnerable pupils will be provided with a means of contacting the **DSL**, their deputy, or any other relevant member of staff – this arrangement will be set up by the **DSL** prior to the period of remote learning.

9.10 The **DSL** will meet (in person or remotely) with the relevant members of staff **once** per **week** to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

9.11 All members of staff will report any safeguarding concerns to the **DSL** immediately.

9.12 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.

MONITORING ARRANGEMENTS

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.

EXTENDED SCHOOL CLOSURE

11.1   If further school closures are announced, the policy will be reviewed and changed in accordance with government guidance for educational settings.

11.2   All staff will be informed before any changes occur.

11.3   All parents and guardians will be informed before any changes occur.

Conclusion

By introducing Remote Learning to our practices, we aim to encourage an inclusive approach to education which achieves better outcomes for our students at Kimichi School.

Date of Policy reviewed: June 2020
Reviewed by: S Damerall