

Bleak Hill Primary School



Pupil Remote Learning Policy

Please note: From 22 October 2020 until the end of the 2020/2021 academic year, schools have a legal duty to provide remote education to all pupils who require it. More details can be found in [Appendix A](#).

Last updated: 11.01.21

Statement of intent

At Bleak Hill Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – 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 learning, 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.

Signed by:



Headteacher

Date:

27/01/21



Chair of governors

Date:

27/1/21

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 as required and communicating any changes to staff, parents, and pupils.
- 🏛️ Arranging any additional training staff may be required to support pupils during the period of remote learning.
- 🏛️ Conducting reviews with senior and middle leaders on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The Senior Leadership Team 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 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.

2.4. The DPO with support from IT Department 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.
- 🏛️ Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.5. The DSL, supported by the Pastoral Lead are 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.

-  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.

2.10. Parents are responsible for:

-  Adhering to this policy at all times during periods of remote learning.
-  Ensuring their child is able to access the remote learning provided at a time suitable for their individual family circumstances.
-  Reporting any technical issues to the school as soon as possible.
-  Ensuring their child uses the equipment and technology used for remote learning as intended.








2.11. Pupils are responsible for:

-  Adhering to this policy at all times during periods of remote learning.
-  Reporting any technical issues to their parent or teacher where appropriate 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 appropriate sections of the Behaviour Policy at all times.



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:

-  Email
-  Tapestry
-  Purple Mash
-  Bleak Hill Website
-  Educational websites
-  Reading tasks
-  Pre-recorded video or audio lessons














3.16. Where applicable, the school may provide the following provision for pupils who receive FSM:

-  Keeping the school canteen open during lunchtimes
-  Providing vouchers to families

Costs and expenses

- 3.17. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.18. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.19. The school will not reimburse any costs for childcare.
- 3.20. If a pupil is provided with school-owned equipment, the pupil and their parent will undertake to look after and return the equipment. The equipment will only be used for the purpose of remote learning.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's E-Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils, if 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.
 -  Always remain aware that they are visible.
- 4.4. All staff and pupils, if 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.

- 5.7. The headteacher, with support from the Pastoral Lead, 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 will:
 - 🏠 Have at least one suitably trained individual present.
 - 🏠 Be undertaken by no fewer than two members of staff.
 - 🏠 Be suitably recorded on CPOMS.
 - 🏠 Where appropriate, actively involve the pupil.
- 5.9. The headteacher, with support from the Pastoral Lead, will meet (in person or remotely) with the relevant members of staff regularly to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- 5.10. All members of staff will report any safeguarding concerns to the DSL immediately.

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 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.
- 6.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management/Data Retention 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 contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data Breach Policy.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

- 9.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 9.4. As much as possible, all communication with pupils and their parents will take place within the school hours.
- 9.5. Issues with remote learning or data protection will be communicated to the pupils' class teacher as soon as possible so they can investigate and resolve the issue.
- 9.6. The pupils' class teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 9.7. The headteacher will review the effectiveness of communication on an ongoing basis and ensure measures are put in place to address gaps or weaknesses in communication.

10. Monitoring and review

- 10.1. This policy will be reviewed on a 3-yearly basis by the Governing Body.
- 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 January 2024.

- 🗑️ Providing remote education where it would be unlawful, or contrary to guidance issued from public authorities, for a pupil to travel to or attend the school.
- 🗑️ Having regard to government guidance issued regarding the delivery of remote education, e.g. the DfE's 'Restricting attendance during the national lockdown: schools'.

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 full opening risk assessment will be published on the school's website.
- 2.2 The school will work closely with the local health protection team (HPT) and the DfE when the 'Contingency framework' applies and implement the provisions set within the Coronavirus (COVID-19): Contingency Plan.
- 2.3 The school will communicate its contingency plans to parents, including to which pupils it will remain open under the DfE's contingency framework and which pupils will receive remote education.
- 2.4 The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.
- 2.5 If the contingency framework is not applied, but a 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group as required.

3. Teaching and learning

- 3.1 The school will ensure staff and pupils follow the school's Online Safety Policy when working and learning remotely.
- 3.2 The school will ensure that remote education is available for pupils immediately, i.e. the next school day after they are sent home to self-isolate or after the contingency framework is applied.
- 3.3 All pupils will have access to high-quality education when learning remotely.
- 3.4 The school will prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:
 - 🗑️ Ensuring pupils receive clear explanations.
 - 🗑️ Supporting growth in confidence with new material through scaffolded practice.
 - 🗑️ Application of new knowledge or skills.
 - 🗑️ Enabling pupils to receive feedback on how to progress.
- 3.5 In line with DfE's 'Restricting attendance during the national lockdown: schools', the school will:

- 3.9 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- 3.10 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.
- 3.11 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.
- 3.12 The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations.
- 3.13 Pupils will be encouraged to take regular physical exercise to maintain fitness, and time will be allocated within the school week for pupils to focus on this.

4. Access to technology

- 4.1 The school will remain cognisant of families who do not have access to the resources required for remote education, and will ensure that an up-to-date record of which pupils do not have appropriate devices or internet access is maintained.
- 4.2 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.
- 4.3 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 pupils across all year groups who are shielding or self-isolating in line with government advice
 - ☒ Pupils in all year groups who are unable to access remote education whilst attending school on a hospital site
- 4.4 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 use the devices safely.
- 4.5 Once devices are ready for collection, the school will either arrange for them to be collected by pupils or their parents from school, or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.
- 4.6 The school will endeavour to ensure internet access for disadvantaged pupils is provided, including where pupils rely on mobile data connection to access the internet.