

Rainow Primary School

Caring, Learning, Achieving

Remote Learning Policy

Member of staff responsible:	Headteacher
Date approved by the governors:	Spring 2022 (TLC)
Date to be reviewed:	Spring 2026

Introduction

At Rainow 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. We understand that the effectiveness of remote teaching is determined by many of the same factors as determine the effectiveness of live teaching. For example,

- 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;

We endeavour to apply these factors to all of our remote learning experiences in an age-appropriate fashion.

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.

Scenarios where pupils might receive remote education

Circumstances where it might not be possible for pupils to receive in-person education fit into two broad categories:

- School closures or restrictions on attendance, where school access for pupils is restricted.
- Individual cases where a pupil is unable to attend school but is able to learn.

In general, if a child is absent from school through illness, they should not have to access remote learning. If children are well enough to work, they should be in school.

There may be certain situations, such as a broken limb, where school may provide access to some remote learning.

In all scenarios, it will be at the school's discretion as to whether pupils are in a position to receive remote learning.

Aims

This policy aims to:

- Minimise the disruption to pupils' education.
- Deliver a curriculum, which is closely aligned to our normal school offer.
- 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.

The policy will be rolled out in the event of a local lockdown which results in whole school closure, or in the case of individual classes closing under the direction of the UK Health Security Agency. For pupils who are

one-off cases, the school will provide a link to resources for the period isolation and consider ways of inviting children into virtual, live sessions where appropriate.

Legal Framework

This Policy has been written with due regard to the DfE document. 'Providing remote education – non-statutory guidance' (Jan 23).

Attendance is mandatory for all pupils of compulsory school age. This includes, for example, where such guidance means that a class, group or a small number of pupils need to self-isolate. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.

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)
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (Sep 2022) 'Keeping Children Safe in Education'
- DfE (Sep 2022) 'Working together to improve school attendance'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (April 2022) 'Health and Safety: Responsibilities and Duties for Schools'
- DfE (Sep 2016) 'Children Missing Education'

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
- Children with health needs who cannot attend school
- Behaviour and Anti-Bullying Policy
- Accessibility Policy
- E-Safety Policy
- Health and Safety Policy
- Attendance Policy
- Staff Code of Conduct

Roles and Responsibilities

The Governing Body is responsible for:

- Ensuring that remote education is a last resort when the alternative would be no education.
- Ensuring that there are robust risk management procedures in place which adhere to any legal guidance.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the budget requirements of remote learning.

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. This must be done in line with any relevant legislation.
- 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.
- Arranging the loans / procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Reviewing the effectiveness of this policy on at least 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.
- Managing the effectiveness of health and safety measures designed to eliminate or reduce the risks associated with remote learning, through a robust system of reporting, investigating, and recording incidents. This must be done in line with any relevant legislation.

The SBM/DPO 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.

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- 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 Head teacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.

The SENDCo is responsible for:

- Liaising with the IT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with Educational Health Care (EHC) plans, as far as possible, continue to have their needs met while learning remotely, and liaising with the Head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and Individual Health Care Plans.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The IT technician is responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENDCo to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.
- Overseeing that any IT equipment used for remote learning is resilient and can efficiently recover lost data.

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 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 Head teacher.
- Reporting any defects on school-owned equipment used for remote learning to the IT technician.
- Adhering to the Staff Code of Conduct at all times.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely across the school day and 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. Reporting any illness and subsequent absence from remote learning.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Help children log on in an independent space to minimise disruption to their learning.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Seeking help if they need it, from teachers or teaching assistants.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the school Behaviour Policy at all times.

Example of a School Day during Remote Learning for a Whole Class Bubble

The following are a set of guiding principles. *Teachers will use their judgment and discretion to adapt these guidelines as they see fit for their class:

** 'Teachers' also includes Teaching Assistants who, where appropriate, may also play a part in your child's remote learning provision. This will be in collaboration with the class teacher and / or SENDCo.*

- Pupils should be present for remote learning by 9:00am, Monday – Friday, and will be expected to complete the day's learning. Teaching staff will be available during normal school hours as a minimum. The school understands that parents may have other commitments, be working from home or have a shared need for the computer / laptop / device. Parents should discuss these issues with the class teacher who will try to make alternative arrangements.
- Teachers will ensure that they arrange a live contact / check-in with the pupils at least once per day at 9:15am. Recordings of your child's class teacher (video and / or audio) may also form part of their remote learning provision.
- Teachers will set at least a maths, English and other (Science/Topic/Art/DT/PE/PSHE) task per day.
**Time allocated per subject will vary according to a number of factors: age of the pupil, complexity of task etc.

***We expect work to be set that is of equivalent length to the core teaching pupils would receive in school, and as a minimum 3 hours a day, on average, across the school cohort:*

KS1: 3 hours with less for younger children;

KS2: 4 hours

- Teachers will provide clear instructions for every activity and may suggest the amount of time to spend on each piece of learning.
- Pupils with SEND and/or additional medical conditions might require more regular breaks, e.g. sensory breaks. Your child's teacher will make allowances for this.

- Pupils who are unwell are not expected to be present for remote learning until they are well enough to do so.
- Parents will inform their child's teacher and the school office no later than 8:30 a.m. if their child is unwell.
- The school will monitor absence and lateness in line with the Attendance Policy.

Learning Materials

- The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. Your VLE will be the predominant online learning platform. For the purpose of providing remote learning, the school may also make use of:
 - Work booklets
 - E mail
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
 - Past test papers
- Work packs will be made available for pupils who do not have access to a printer.
- Teaching staff will liaise with the SENDCo and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 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 or iPads.
- For pupils who cannot access digital devices at home, the school will, where possible, loan school devices out.
- Pupils and parents will be required to maintain the upkeep of any equipment they loan to access remote learning resources.
- The IT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Feedback and Marking

- Teachers will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Head teacher as soon as possible.
- Teachers will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCo as soon as possible.
- Pupils (and parents in the case of younger children) are accountable for the completion of their own schoolwork – teaching staff will contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- The school accepts a variety of formative assessment and feedback methods, e.g. through live feedback commentary, quizzes and other digital tools. As in school, the frequency and amount of feedback and marking will be task-specific and decided by the class teacher.

Communication

- The school will communicate with parents via their VLE, e-mail, letter, and the school website about remote learning arrangements as soon as possible.
- As much as possible, all communication with pupils and their parents will take place within school hours and via the VLE and / or email.
- The Head teacher will communicate with staff regularly about any remote learning arrangements.

Costs and Expenses

- The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, wi-fi or council tax.

- The school will not reimburse any costs for travel between pupils' homes and the school premises.
- The school will not reimburse any costs for childcare.
- If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to Device Loan agreement (Appendix A) prior to commencing remote learning.

Online safety

This section of the policy should be read in conjunction with the school's E-Safety Policy [here](#), and acts as supplementary guidance for it.

All staff and pupils using video communication must:

- Adhere to the [esafety policy](#), including the Acceptable Use Agreements found in the appendices of that policy.
- 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.
- 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.
- Try to ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.
- 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.
- During the period of remote learning, the school will maintain regular contact with parents to:
 - Reinforce the importance of children staying safe online.
 - 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 should be read in conjunction with the school's Child Protection and Safeguarding Policy and acts as supplementary guidance for it.

- The DSL and Headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) 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.
- The DSL will arrange for regular contact with vulnerable pupils once per week as a minimum, with additional contact arranged where required.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 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.
- All members of staff will report any safeguarding concerns to the DSL immediately and record on CPOMS.

- 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.

Data protection

This section of the policy will be enacted in conjunction with the school's Data Protection Policy and acts as supplementary guidance to it.

- 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 and 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.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection 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 GDPR Policy.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

Food Provision

- Where applicable, the school will provide free school meal vouchers for all children in receipt of the pupil premium.

Appendix A

Device Loan Agreement

EQUIPMENT LOAN AGREEMENT

This Agreement is made between:

1. **RAINOW PRIMARY SCHOOL**
and,
2. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

and governs the use and care of Equipment identified in the schedule hereto ("the Equipment") as issued to the parent's child (the "Young Person").

This agreement covers the period from the date the Equipment is issued through to the return of the same to the Setting. All issued Equipment shall remain the sole property of the Setting and is governed by the Setting's policies.

The Setting is lending the Young Person the Equipment ("the Equipment") for educational purposes; it is recognised however that the Equipment may be used for wider purposes including the communication with the Young Person's social worker if he or she has one; to help the Young Person to access other services benefiting their welfare and to help prevent social isolation.

This agreement sets out the conditions for taking the Equipment home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the Young Person will adhere to the terms of loan.

DAMAGE, LOSS OR THEFT

By signing this agreement, I agree to take full responsibility for the loan Equipment issued to the Young Person and confirm that I understand the conditions of this agreement.

I understand that I and the Young Person are responsible for the Equipment at all times.

If the Equipment is damaged, lost or stolen, I will immediately inform the Headteacher, Rainow Primary School. I acknowledge that I shall be responsible for any reasonable costs requested by the Setting to repair or replace the Equipment if the Equipment is damaged whilst in my or the Young Person's care. If the Equipment is stolen, I will immediately inform the police and provide the crime number to the above-named person.

I agree to keep the Equipment in good and reasonable working condition and to return it to the Setting on demand.

I will not leave the Equipment unsupervised in unsecured areas.

To make sure I and the Young Person act responsibly and so as to protect the Equipment I shall:

- keep the Equipment in a secure place when not in use
- not leave the Equipment in a car or on show at home
- not allow anyone to eat or drink around the Equipment
- ensure that the Equipment is not lent to the Young Person's siblings or friends
- ensure that the Equipment is not left unsupervised in any unsecured area
- lock the device when left inactive for a long period of time
- log off and power down the device when not in use

UNACCEPTABLE USE

I am aware that the Setting may monitor the Young Person's use of and activity on this Equipment.

I agree that the Young Person will not carry out any activity that constitutes 'unacceptable use'.

I shall therefore seek and do all things reasonably possible to ensure that:

- use of the Equipment is in accordance with all guidelines as to use as notified by the Setting to me
- the Equipment or access to the internet via the Equipment is not used to bully or harass someone else, or to promote unlawful discrimination
- use of the Equipment does not result in any illegal conduct, or statements which are deemed to be advocating illegal activity
- use of the Equipment does not result in any activity which defames or disparages the Setting, or risks bringing the Setting into disrepute
- nothing is done that would cause intentional damage to computer facilities or materials
- no use is made of inappropriate or offensive language whilst using the Equipment

I accept that the Setting may sanction the Young Person if the Young Person engages in any of the above **at any time**.

DATA PROTECTION

I agree to take the following measures to keep the data on the Equipment protected:

- I shall keep the Equipment 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)
- I shall make sure the Young Person locks the Equipment if it's left inactive for a period of time
- I shall not share the Equipment with family or friends

If I need help observing any aspect of this agreement, I will contact the Headteacher, Rainow Primary School.

RETURN DATE

I will return the Equipment in good working order to the Headteacher, Rainow Primary School within 7 days of being requested to do so.

I will ensure the return of the Equipment to the Setting if the Young Person no longer attends the Setting.

ACCEPTANCE

By signing this form, I confirm that I have read and agree to the terms and conditions set out above. I also confirm that as matters stand the Young Person does not currently have access to a laptop or a tablet device (if a laptop is being provided), and/or access to the internet (if a 4G dongle is being provided).

YOUNG PERSON'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

SCHEDULE

DETAILS OF YOUNG PERSON	
NAME	
CLASS / TUTOR GROUP	
ADDRESS	
PARENT'S TELEPHONE NUMBER	
PARENT'S EMAIL	
LOAN DETAILS	
LOAN DATE	
DATE RETURNED	
LAPTOP DETAILS (IF APPLICABLE)	
TYPE	
MAKE	
MODEL	
SERIAL NUMBER	
ASSET NUMBER	
EQUIPMENT CONDITION	
4G DONGLE DETAILS (IF APPLICABLE)	
IMEI	
MOBILE NUMBER	
SIM CARD DETAILS	