

John Bunyan Primary School & Nursery



Pupil Remote Learning Policy

Reviewed by: SLT

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Statement of Intent

At John Bunyan Primary and Nursery, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or for many children. 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 working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- 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.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure provision is in place so that all pupils have access to high quality learning resources.

1. Legal Framework

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)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

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

- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- 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'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs (SEND) Policy
- Behaviour Policy
- Accessibility Policy
- Curriculum Policy
- Assessment Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct

2. Roles and Responsibilities

The governing board is responsible for evaluating the effectiveness of the school's remote learning arrangements.

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 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.

The Data Protection Officer 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.

The Designated Safeguarding Lead is 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.
- 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 pupils who are at a high risk, where required.
- 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.

The SENCO is responsible for:

- Ensuring that pupils 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 pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The ICT Technicians are 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 SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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 their Assistant Headteacher
- Adhering to the Staff Code of Conduct at all times.

Parents are responsible for:

- Ensuring their child is available to learn remotely 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 absence/illness to the class teacher via TAPESTRY/TEAMS

Pupils are responsible for:

- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their parents and /or teacher as soon as possible.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Adhering to the Behaviour Policy at all times.

3. Resources

- 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:
 - Work booklets
 - Current online learning portals – TEAMS, TAPESTRY, TT Rock Stars
 - Educational websites
 - Reading tasks
 - Pre-recorded video or audio lessons, occasionally live webinars
- Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 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 and inclusive via remote learning.
- Work packs will be made available for pupils who do not have access to a device— these packs will be delivered from school.
- Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via regular phone calls/emails.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- Pupils will be required to use their own or family-owned equipment to access remote learning resources.
- Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work.
- The arrangements for any 'live' classes, e.g. webinars, class chats will be communicated via the class TEAMS or TAPESTRY no later than two days before the allotted time and kept to a reasonable length of no more than 30 minutes per session.

- The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.
- If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

4. Online Safety

- 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.
 - 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.
- 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 they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.
- Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- 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.
- During the period of remote learning, the school will maintain regular contact with parents to:
 - Reinforce the importance of children staying safe online.
 - Be 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 them 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.

5. 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 DSL and Headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via a 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.
- 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 on My Concerns and suitably stored in line with the Data Protection Policy.
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 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.
- 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.
- 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.

6. 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.
- 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.
- 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.

7. Marking and Feedback

- All school work completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
 - Returned on or before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked with a positive comment and feedback.
 - Returned to the pupil, once marked, by an agreed date.
- The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
 - Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via the class TAPESTRY/TEAMS or by telephone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
 - 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 Assistant Headteacher as soon as possible.
 - Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
 - The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and Safety

- This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- Teaching staff will ensure pupils are shown how to use the necessary technology safely and correctly prior to the period of remote learning.
- If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.
- Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

9. School Day and Absences

Foundation Stage – via TAPESTRY

- Teachers will communicate the learning for the day on Tapestry by 9am. At 10am there will be an opportunity to meet the teacher via a zoom link, so that everybody can say good morning and communicate the learning for the day.
- Children who are unwell are not expected to be present for remote learning until they are well enough to do so. Parents - please inform your child's teacher no later than 9.15am if your child is unwell via Tapestry.
- Each day at 2.00pm there will be an opportunity for pupils to meet their class teacher via a zoom link which will be posted on Tapestry for a class story.

Key Stage 1 – via TAPESTRY

Lower School (Years 1&2)

- Teachers will communicate the learning for the day on Tapestry by 9am. At 9.30am there will be an opportunity to meet the teacher via a zoom link so that everybody can say good morning and communicate the learning for the day.

- Children who are unwell are not expected to be present for remote learning until they are well enough to do so. Parents - please inform your child's teacher no later than 9.15am if your child is unwell via Tapestry.
- Each day at 2.15pm there will be an opportunity for pupils to meet their class teacher via a zoom link which will be posted on Tapestry for a class story/feedback.

- **Key Stage 2 – TEAMS**

Middle School (Years 3&4)

- Pupils should be present for remote learning by 9:10am each morning.
- At 9.15am there will be an opportunity to meet the teacher via TEAMS so that everybody can say good morning and the Early Morning and Maths activity will be communicated.
- At 11.00am they will log on and their class teacher will go through the English and Topic learning for the day.
- At 2.30pm they will log on for a class story/feedback with their teacher.
- The teacher will arrange for there to be an opportunity for children to ask questions at an agreed point in the day.
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. Parents - please inform your child's teacher no later than 9.15am if your child is unwell.

Upper School (Years 5&6)

- Pupils should be present for remote learning by 8.55am each morning.
- At 9.00am there will be an opportunity to meet the teacher via TEAMS so that everybody can say good morning and communicate the learning for the day. They will log on to their platform and meet their teacher who will go over the work posted for the day.
- The teacher will arrange for there to be an opportunity for children to ask questions at an agreed point in the day.
- They will then meet again at 2.45pm for a class story/feedback with their teacher.
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. Parents - please inform your child's teacher no later than 9.15am if your child is unwell.

The school will monitor absence and lateness in line with the Attendance Policy.

10. Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via parentmail and the school admin email about remote learning arrangements as soon as possible.
- The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take messages during their agreed working hours. (TEAMS will be the preferred platform for calls).
- The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

- Members of staff will have contact with their line manager once per week.
- As much as possible, all communication with pupils and their parents will take place within the school hours.
- Pupils will have regular verbal contact with a member of the teaching staff via group phone call/class chat.
- Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 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.

11. Monitoring and Review

- This policy will be reviewed on an annual basis by the Headteacher and SLT
- Any changes to this policy will be communicated to all members of staff and other stakeholders.
- The next scheduled review date for this policy is the Summer term 2021.

Appendix A

1. Remote Learning During the Coronavirus (COVID-19) Pandemic

- Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning, so pupils 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.
- The school will work closely with the local health protection team when entering into a local lockdown. The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
- If there is not a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will implement remote learning immediately for that group. A parentmail will be sent out with relevant links/ passwords etc on the first day and then teachers will begin remote learning via TAPESTRY OR TEAMS on day 2.

2. Teaching and Learning

- All pupils will have access to high quality education when remote working. The school will use a range of teaching methods to cater for all different learning styles, this includes:
 - Current online learning portals (TAPESTRY/TEAMS)
 - Quizzes
 - Online materials
 - Educational Websites
 - Live webinars

- Pre-recorded video or audio lessons
 - Various reading tasks – e.g. comprehension
 - Daily challenges
 - Times Table Rock Stars
 - Mental Health/ Well-being activities
- Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.
 - When teaching pupils who are working remotely, teachers will:
 - Set assignments so that pupils 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.
 - Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
 - Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
 - Plan a programme that is similar to the core teaching pupils would receive in school, ideally including daily contact with teachers.

All provisions for remote learning will be subject to the class group's age and ability. 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 make the decision lightly. Teachers will continue to make use of formative assessments throughout the academic year.

3. Returning to school

The Headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. 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. 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.