

The Thomas Lord Audley School

Pupil Remote Learning Policy November 2020

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Statement of Intent

At the Thomas Lord Audley 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.

1. Legal framework

1. 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

1. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2020) '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'

2. This policy operates in conjunction with the following school policies:
 - **Child Protection Policy**
 - **Data Protection Policy**
 - **Special Educational Needs and Disabilities (SEND) Policy**
 - **Behaviour Policy**
 - **Accessibility Policy**
 - **e-Safety Policy**
 - **Health and Safety Policy**
 - **Attendance Policy**
 - **ICT Acceptable Use Policy**
 - **Staff Code of Conduct**

2. Roles and responsibilities

1. The Local Governing Committee is responsible for:
 - Ensuring that the school has robust risk management procedures in place.
 - Ensuring that the school has a business continuity plan in place, where required.
 - Evaluating the effectiveness of the school's remote learning arrangements.

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 after the first 6 months and then on 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.

- From the date remote learning starts, conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
3. The **Health and Safety Officer/Headteacher** 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.
4. The **Data Protection Officer and IT Manager** are 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.
5. 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 IT Manager 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.
 - 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.
6. The **SENCO** is responsible for:
- Liaising with the IT Manager 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 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.
7. The **Headteacher and IT Manager** are responsible for:
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
 - Ensuring value for money when arranging the procurement of equipment or technology.
 - Ensuring that the school has adequate insurance to cover all remote working arrangements.
8. The **IT support team** 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.
9. 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 headteacher.
 - Reporting any defects on school-owned equipment used for remote learning to the IT support team.
 - Adhering to the Staff Code of Conduct at all times.
10. 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 set out in paragraphs 9.1 and 9.2 of this policy, 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.
 - Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.
 - Reporting any absence in line with the terms set out in paragraph 9.6.
 - Ensuring their child uses the equipment and technology used for remote learning as intended.
 - Adhering to the Home School Agreement at all times.
11. 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 set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- 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 Home School Agreement at all times.

3. Resources

Learning materials

1. The school will use 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
 - Email
 - Past and mock exam papers
 - Current online learning portals including Google Classroom
 - Educational websites
 - Reading tasks
 - Live online lessons (No video of staff or students)
 - Pre-recorded lessons (No video of staff)
2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
3. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
6. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
7. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school, posted or delivered.
8. 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.
9. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
11. 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.
12. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through the Sigma Trust.
13. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
14. Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.
15. The IT support team are not responsible for providing technical support for equipment that is not owned by the school. They will provide advice wherever possible to support families.

Food provision

16. The school will signpost parents via email towards additional support for ensuring their children continue to receive the food they need, e.g. food banks. FSM vouchers.
17. Where applicable, the school may provide the following provision for pupils who receive FSM: Providing vouchers to families

Costs and expenses

18. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
19. The school will not reimburse any costs for travel between pupils' homes and the school premises.
20. The school will not reimburse any costs for childcare.
21. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the ICT Acceptable Use Agreement prior to commencing remote learning.

5. Online safety

0. This section of the policy will be enacted in conjunction with the school's e-Safety Policy.
 1. The school will consider whether one-to-one 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.
 2. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
 3. 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.

4. The school will consult with parents at least two weeks prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

5. 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.

6. The school will communicate to parents via letter 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.

7. 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.

9. 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.

6. Safeguarding

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

1. The DSL 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.

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

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

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

5. All contact with vulnerable pupils will be recorded on paper and suitably stored in line with the Records Management Policy.

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

7. All home visits **must**:

- Have at least **one** suitably trained individual present.
- Be undertaken by no fewer than **two** members of staff.

- Be suitably recorded on paper or online and the records stored so that the DSL has access to them.
- Actively involve the pupil.

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.

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.

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

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.

7. Data protection

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

1. 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.

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

3. 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.

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

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

6. The school will not permit paper copies of contact details to be taken off the school premises.

7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

8. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.

9. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

8. Marking and feedback

0. All schoolwork 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 in line with the school expectations. Not all pieces of work are to be marked by the teacher. Self and peer assessment, combined with written feedback through Google Classroom should be planned by teachers.

The school expects pupils to maintain a good work ethic during the period of remote learning.

2. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
3. 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 relevant member of SLT as soon as possible.
4. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.
5. 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.

9. Health and safety

0. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
1. Teaching staff and the IT support team will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.
2. If using electronic devices during remote learning, pupils will be encouraged to take a **five-minute** screen break every **two hours**. With remote learning lessons being no longer than 1 hour, this will always ensure students have access to a break of at least half an hour for food, the toilet and a break from the screen between lessons.

Lesson 1	9.05 - 10.05
Lesson 2	10:05 - 11:05
Morning break/Independent study	11:05 - 11:25
Lesson 3	11:25 - 12:25
Lesson 4	12:25 - 13:25
Lunch break	13:25 - 14:10
Lesson 5	14:10 - 15:10

9. School day and absence

1. Pupils should be present for remote learning by 9:00am and cease their remote learning at 3:10pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in paragraph 9.2. Where students are sharing electronic devices at home, students should aim to share resources and stick to a 09:05-15:10 working day or complete 5 hours of learning where possible.
2. Breaks and lunchtimes will take place at the following times each day:
 - Morning break will take place at 11.05 - 11.25
 - Lunchtime will take place between 13.25 - 14.10
3. Pupils are not expected to do schoolwork during lunchtime but may wish to use their longer break time to complete classwork and homework.
 4. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
 5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
6. Parents should inform the school no later than 8:30am if their child is unwell by telephoning the school to leave a message.
7. The school will monitor absence and lateness in line with the Attendance and Policy.

11. Communication

0. The school will ensure adequate channels of communication are arranged in the event of an emergency.
 1. The school will communicate with parents via email and the school website about remote learning arrangements as soon as possible.
2. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
 3. 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 – live communication is only permitted during school hours.
4. Members of staff will have contact with their line manager at least once per fortnight.
5. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in [section 9](#). Feedback on work, reminders and additional work can be shared outside of school hours but does not have to be accessed by students outside of school hours.
6. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
7. Issues with remote learning or data protection will be communicated to the pupils' teacher or the school via enquiries@tla.school as soon as possible so they can investigate and resolve the issue.

8. The school will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

9. 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.

12. Monitoring and review

0. This policy will be reviewed after the first 6 months and then on an annual basis by the headteacher.

1. Any changes to this policy will be communicated to all members of staff and other stakeholders.

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

1. This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- 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'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'How schools can plan for tier 2 local restrictions'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'

2. Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions#remote-education>

[Please note the "Tier" in this document refers to the DfE August 2020 guidance for the reopening of schools and should not be confused with the Local Tier of Alert]

1. The school will work closely with the Sigma Trust to ensure the premises is COVID-secure, and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school’s website.
2. The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.
3. The school will communicate its contingency plans for local restrictions 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.
4. If local restrictions are **not** applied, but a single class or ‘bubble’ needs to self-isolate, the school will immediately implement remote learning for that group.
5. The level of remote learning provision required will be based on the government’s four tiers of local restrictions. Where there are no local restrictions in place, the school will continue to remain fully open to all, and these tiers will not apply. **In the event of significantly increased staff absence, it may however be necessary to partially or fully close the school. In such circumstances the school will provide as much notice as possible.**

Tier 1 local restrictions

6. The school will remain open if tier 1 restrictions are in place, and remote learning will not be provided at this time.

Tier 2 local restrictions

7. The school will adopt a rota system which will require a combination of remote learning and classroom-based learning to be provided. The rota will allow for **two** weeks at home and **two** weeks in school.

8. Children of critical workers and vulnerable children will be able to access full-time on-site provision. Attendance for these pupils will be prioritised and strongly encouraged.

9. When considering remote learning in a rota system, 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.
- 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.

- 2.10 Pupils who will be unable to engage effectively in remote education at home due, e.g. to a lack of devices or quiet space to study, might be considered vulnerable and, therefore, able to attend full-time on-site provision.

Tier 3 local restrictions

- 2.11 The school will limit on-site attendance to just vulnerable children and children of critical workers. All other pupils will receive remote education in line with section 3 of this appendix.

Tier 4 local restrictions

- 2.12 The school will limit on-site attendance to just vulnerable children and young people. All other pupils will receive remote education in line with section 3 of this appendix.

3. Teaching and learning

1. All pupils will have access to high-quality education when remote working.
2. The school will use a range of teaching methods to cater for all different learning styles.
3. 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.
4. 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 of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
5. All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
6. 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.
7. Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.
8. The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.
9. 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 children across all year groups who are shielding or self-isolating in line with government advice
 - Children in all year groups who are unable to access remote education whilst attending school on a hospital site
10. 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 and their families use the devices safely.

11. Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

5. Returning to school

0. The **headteacher** will work with the LA and the Sigma Trust to ensure pupils only return to school when it is safe for them to do so.

1. 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.

2. 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.

6. Monitoring and review

0. This policy annex will be reviewed in line with any updates to government guidance.

1. All changes to the policy will be communicated to relevant members of the school community.