CITY OF ROCHESTER SCHOOL
PUPIL REMOTE LEARNING POLICY

*T*his policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. This policy is also publically available on the school website*
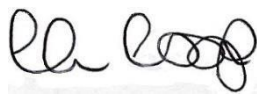
Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher, being responsible for the day to day organisation of the curriculum, monitoring the weekly lesson plans for all staff, ensuring all planning is appropriately differentiated with relevant, appropriate learning objectives.

- The Headteacher along with the whole school teaching and therapy team review the long-term and medium-term planning and ensure that appropriate targets and strategies are in place. It is intended that the ongoing review and development of the curriculum will support enthusiastic and inspirational teaching. The process of review plays a key role in the continuing professional development of all staff at City of Rochester School.

- The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so requires. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date Reviewed: September 2020
Date of Next Review: September 2021
Version No. 3
Policy No 12(a):008

Alicja Emmett   Claire Cooper
Headteacher   Chair of Trustees and Safeguarding Trustee

This policy will be reviewed no later than September 2021, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Contents:

Statement of Intent

At City of Rochester School we understand the need to continually deliver high quality education, including during periods of remote working – 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 working, 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.

- **Legal framework**
  a) 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
  b) 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'
  c) This policy operates in conjunction with the following school policies:
     - Child Protection and Safeguarding Policy
     - Data Protection Policy
     - Behavioural Policy
     - Accessibility Policy
     - Marking and Feedback Policy
     - Teaching and Learning Policy
     - Online Safety Policy
     - Health and Safety Policy
     - Attendance Policy
     - ICT Acceptable Use Policy
     - Staff Code of Conduct

- **Roles and responsibilities**
  a) The **Board of Trustees are** 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.
  b) The H**eadteacher** is responsible for:
     - Ensuring that staff, parents and pupils adhere to the relevant policies at all times.

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- 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 in coordination with Subject Leads/Form Tutors on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

c) The **Business and Facilities Manager** is responsible for:
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the <u>headteacher.</u>
- 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.
- 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
- 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.
- 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 DSL to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

d) The **DSL** is responsible for:
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Ensuring 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.
- Liaising with the Business and Facilities Manager to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

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- In conjunction with Subject Leads and Form Tutors, ensuring that pupils continue to have their EHCP needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements that might be necessary.

e) The **form tutor** is responsible for:
- Being able to provide remote learning, between 8.30am and 4.30pm.

- If unable to work for any reason during this time, for example due to sickness or caring for a dependent, reporting this using the normal absence procedure.

- Should a child need to self-isolate or quarantine:
    - On the first day of isolation, communicate either before or after school, via phone call to advise of the home learning package. (If we know in advance the CGP books must be sent home with the pupil, if not they will need to be dropped).
    - Continue to call every other day to check progress.
    - Co-ordinate with other teachers, including those teaching in school, to ensure consistency across the subject and to make sure pupils with limited access to devices can still complete the work.
    - Email a weekly timetable that will give the starting point and an overview for home learning using the CGP books. This can link with videos from The Oak National Academy or https://whiterosemaths.com/homelearning/ or from work on Edplace.
    - Encourage pupils to read texts that may already have at home (or are sent home) or for primary use: https://www.oxfordowl.co.uk/for-home/find-a-book/library-page/

- In the event of a full lockdown:
    - Communicate, via phone call to advise of the home learning package.
    - Continue to call every other day to check progress (with the support of support staff)
    - Co-ordinate with other teachers, including those teaching in school, to ensure consistency across the subject and to make sure pupils with limited access to devices can still complete the work.
    - Email a weekly timetable that will give the starting point and an overview for home learning using the CGP books. This can link with videos from The Oak National Academy or https://whiterosemaths.com/homelearning/ or from work on Edplace.
    - Provide at least one daily online lesson using Teams.
    - Encourage pupils to read texts that may already have at home (or are sent home) or for primary use: https://www.oxfordowl.co.uk/for-home/find-a-book/library-page/
    - Providing feedback on work.

f) **Support staff are** responsible for:
- Being available to assist with teaching between 8.30am and 4.30pm.

- If unable to work for any reason during this time, for example due to sickness or caring for a dependent, reporting this using the normal absence procedure.
- Supporting pupils who aren't in school with learning remotely in conjunction with their form tutor.

g) Alongside their teaching responsibilities, **Subject leaders are** responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent.
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent.
- Monitoring the remote work set by teachers in their subject.
- Alerting teachers to resources they can use to teach their subject remotely

h) **All 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.

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- 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 Business and Facilities Manager
- Adhering to the Staff Code of Conduct at all times.

i) **Parents** are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- 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.
- Ensuring that their child has access to remote learning material
- 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.
- Ensuring personal IT equipment is protected with suitable anti-virus and malware protection before connecting to school systems

j) **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.
- 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 Behavioural Policy at all times.

- **Resources Learning materials**
    a) For the purpose of providing remote learning, the school may make use of:
    - Work booklets and work books
    - Email
    - Past and mock exam papers
    - Online learning portals such as Edplace
    - Educational websites
    - Reading tasks
    - Live webinars
    - Pre-recorded video or audio lessons
    - Home visits
    - Telephone calls/conferencing
    - Video calls/conferencing

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The following books are available to be issued to pupils (with a spare copy for the teacher)

	Maths	English	Science
Neptune	Ages 6-7		
Jupiter	Ages 7-8		KS2 Science Year 3 Workout — Nutrition & The Body
Earth	Ages 8-9		KS2 Science Year 4 Workout — Living Things & Habitats
Pluto		Year 7	
Venus	Functional Skills Maths Entry Level 3 — Study & Test Practice	Functional Skills English Entry Level 3 — Study & Test Practice	Key Stage Three Science Foundation Level — The Workbook
Mars	Functional Skills Maths Level 1 — Study & Test Practice	Functional Skills English Level 1 — Study & Test Practice	Key Stage Three Science Foundation Level — The Workbook
Saturn	Functional Skills Maths Level 1 — Study & Test Practice	Functional Skills English Level 1 — Study & Test Practice	Key Stage Three Science Foundation Level — The Workbook

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b) Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

c) Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.

d) Teaching staff will liaise with the headteacher/assistant headteacher and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

e) Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

f) 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. ipads.

g) Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

h) 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.

i) The arrangements for any 'live' classes, e.g. webinars, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.

j) The Business and Facilities Manager is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

k) The school will signpost parents via letter towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

l) Where applicable, the school may provide the following provision for pupils who would have been entitled to FSM, had their child been at a state funded maintained school:
- Making food hampers available for delivery or collection

Costs and expenses

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

n) The school will not reimburse any costs for travel between pupils' homes and the school premises for parents/carers.
    o) The school will not reimburse any costs for childcare.

p) 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.

q) Costs of repair or replacement for damage to school-owned equipment will be charged to the parents.

r) Any costs for additional technology or programs required to facilitate home learning must be approved by the school in advance. Reimbursement for unauthorised purchases will not be made.

- **Online safety**
  a) This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
  b) Where possible, all interactions will be textual and public.
  c) City of Rochester will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
  d) Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school behaviour policy/code of conduct.
  e) When delivering remote learning, staff, therapists and pupils will:
    • Only use online tools that have been evaluated and agreed by leadership.
    • Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
    • Where possible, pre-record content.

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- If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
- Staff will record the length, time, date and attendance of any online lessons/contact held or made.
- Live sessions will involve at least two members of staff where possible.
- Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable.
- Staff will agree online behaviour expectations with learners at the start of lessons.
- Staff will revisit our acceptable use of technology policy with learners as necessary.
- All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or prerecorded) are neutral and appropriate.
- Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
- Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- If Live streaming, staff will mute and/or disable learners' videos and microphones, as required.

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

g) 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.

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

i) 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.

j) 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.

k) Staff must record all contact made with pupils onto CPOMS.

l) Therapists using video and audio communication must record an outline of the session onto CPOMS.

- **Safeguarding**
  a) This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy
  b) 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.
  c) The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
  d) Phone calls made to vulnerable pupils will be made using school phones where possible.
  e) The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
  f) All contact with vulnerable pupils will be recorded on CPOMS.
  g) The Pupil Welfare Coordinator/DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
  h) All home visits must:
    - Have at least one suitably trained individual present.
    - Be undertaken by no fewer than two members of staff (where possible in line with Government Guidelines of social distancing)
    - Visits must be conducted at an appropriate distance (in line with Government Guidelines of social distancing)
    - Be suitably recorded on CPOMS so that the DSL has access to them.
    - Actively involve the pupil.
  i) All parents/carers and 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.

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j) 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.

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

- **Data protection**
  a) This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

  b) 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.

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

  d) 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.

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

  f) All contact details will be stored inline with the Data Protection Policy.

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

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

  i) Any intentional breach of confidentiality will be dealt with in accordance with the School's Behavioural Policy or the Disciplinary Policy and Procedure.

- **Marking and feedback**
  a) All schoolwork set through remote learning must be:
    - Complete when returned to the relevant member of teaching staff.
    - Returned 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 Marking and Feedback Policy.
    - Returned to the pupil, once marked, by an agreed date.

  b) The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

  c) Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.

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

  e) 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 headteacher as soon as possible.

  f) Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the Headteacher/Assistant Headteacher as soon as possible.

- **Health and safety**
  a) This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

  b) Teaching staff will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

  c) If using electronic devices during remote learning, pupils will be encouraged to take a five minute screen break every two hours.

  d) 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.

  e) If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

- **School day and absence**
  a) Pupils will be present for remote learning by 9:00am and cease their remote learning at 3:15pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in paragraph 9b.
  b) Breaks and lunchtimes will take place at the following times each day:
     - Morning break will take place at **10:30am** until **10:45am**.
     - Lunchtime will take place between **12:00pm** and **12:45pm**.
     - Afternoon break will take place at **2:00pm** until **2:15pm**.
  c) Pupils are not expected to do schoolwork during the times outlined in paragraph 9b.
  d) Pupils who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
  e) Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
  f) Parents will ring the school to inform the office no later than 8:30am if their child is unwell.
  g) The school will monitor absence and lateness in line with the Attendance Policy.
  h) It is noted, that although the school day is outlined above, pupils at City of Rochester School may find it difficult to understand and adhere to remote learning due to their additional needs. The school will work with parents/carers to try to ensure that some kind of structure is maintained during periods of remote learning.

- **Communication**
  a) The school will ensure adequate channels of communication are arranged in the event of an emergency.
  b) The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.
  c) The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
  d) Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
  e) 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.
  f) Members of staff will have contact with their line manager once per week.
  g) Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call.
  h) Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
  i) 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.
  j) The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
  k) 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.

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