



St Paul's CE Primary School

Remote Learning During the Coronavirus (COVID-19) Pandemic Policy

Rationale

At St Paul's we understand the need to continually deliver high quality education, including periods of remote learning, whether for an individual pupil or for 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

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, or the need to close a bubble, 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. Our school's graduated approach outlines how we will deliver remote education during the pandemic.

Aims

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure consistency in the approach to remote learning.
- Set out expectations for all members of the school community with regards to remote learning.
- 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 by providing appropriate guidelines for data protection.
- 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.

Contingency Planning

The school will

- Open to all pupils at the start of the Autumn term, in line with national and local guidance.

- Work closely with the LA 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.
- Work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
- 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.
- Immediately implement remote learning for a single class or ‘bubble’ if it needs to self-isolate.

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 help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school will make use of:
 - Work booklets
 - Email
 - Test papers
 - Current online learning portals
 - Educational websites
 - Google Classroom
 - Reading tasks
 - Pre-recorded video or audio lessons
 - Live lessons
- 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.

Roles and Responsibilities

1. All Staff Members

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any Health & Safety incidents to the head teacher and asking for guidance if appropriate.
- Reporting any safeguarding incidents to the DSL and reporting them on Cpoms.
- 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 the school owned equipment using for remote learning to the computing lead, in the first instance.
- Adhering to the Staff Code of Conduct at all times.

2. Teachers

When providing remote learning, teachers must be available, in school, between 8:45 am and 3:15 pm. If the school has had to close due to multiple outbreaks within the school, then the staff must be available between 8:45 am and 3:15 pm at home.

If a teacher is unable to attend school, but is not unwell, e.g. self-isolating or looking after a dependant who is self isolating, they should fulfil his/her work commitment from home. The teacher should inform the head teacher as soon as possible or before 8 am of the first day of absence. The teacher should ring the head teacher either at school or at home, using the numbers that have been provided with.

If a teacher is unable to attend school for sickness reasons, he/she should inform the head teacher as soon as possible or before 8 am of the first day of absence. The teacher should ring the head teacher either at school or at home, using the numbers that have been provided with.

When providing remote learning, teachers are responsible for:

- **SETTING WORK**
 - Work should be set for:
 - Any child or children who are absent from his/her class, due to Coronavirus
 - The whole class, if the class has to be closed due to Coronavirus
 - The work should be set in line with the school graduated approach
 - The work needs to be set and uploaded (unless live) by 8:30 am on the day that it is intended to be used
 - The school's graduated approach states where the work should be uploaded/set
 - The teacher will
 - Ensure lessons are inclusive for all pupils being adapted to take into account the needs of disadvantaged pupils, pupils with SEND and pupils with EAL.
 - Set work so that pupils have meaningful and ambitious work each day.
 - Deliver a planned, coherent and well-sequenced curriculum that allows skills to be built incrementally.
 - Provide frequent, clear expectations of new content through high-quality curriculum resources, including educational videos.
 - 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.
 - All provisions for remote learning will be subject to the class group's age, ability and/or SEND/EAL.
 - In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload; the head teacher will assess this

need, keeping pupils' best interests in mind, and will not take the decision lightly.

- Teachers will continue to make use of formative assessments throughout the period that the school is closed.

- PROVIDING FEEDBACK ON WORK

- Online learning should be monitored for completion and execution, when automatically marked by a program
- Feedback should be given on a daily basis to children, where appropriate
- Progress to be assessed using questions and other suitable tasks

- KEEPING IN TOUCH WITH PUPILS WHO ARE NOT IN SCHOOL AND THEIR FAMILIES

Teachers will:

- Will make regular contact with pupils and families, in line with lists provided by school and the school's Safeguarding Policy.
- Answer necessary emails from pupils and parents from his/her designated email address, emails will only be answered in school time, by phone calls In line with the school's Code of Conduct
- Forward emails to the relevant staff if he/she are unable to resolve the problem or it is a safeguarding matter, when the email will be forwarded to the school's DSL (Jonathon Purdey).

3. Teaching Assistants (TAs, SSAs, HLTAs)

When providing remote learning, teaching assistants must be available, in school, between 9:00 am and 3:00 pm, unless otherwise stated on his/her contract. If the school has had to close due to multiple outbreaks within the school, then the staff must be available between 9:00 am and 3:00 pm at home, unless otherwise stated on his/her contract.

If a teaching assistant is unable to attend school, but is not unwell, e.g. self-isolating or looking after a dependant who is self isolating, they should fulfil his/her work commitment from home. The teaching assistant should inform the head teacher as soon as possible or before 8 am of the first day of absence. The teacher should ring the head teacher either at school or at home, using the numbers that have been provided with.

If a teaching assistant is unable to attend school for sickness reasons, he/she should inform the head teacher as soon as possible or before 8 am of the first day of absence. The teaching assistant should ring the head teacher either at school or at home, using the numbers that have been provided with.

- Special Support Assistant (SSAs)

All SSAs will be responsible for:

- Providing support for his/her designated child(ren) in school in line with the school's graduated approach to support.

- Providing support for a targeted group in school in line with the school's graduated approach
- Assisting the class teacher in work preparation for identified children and the whole class
- Teaching Assistants (TAs)

All TAs will be responsible for:

- Providing support for a targeted group in school in line with the school's graduated approach
- Assisting the class teacher in work preparation for identified children and the whole class
- Higher Level Teaching Assistants (HLTAs)

All HLTAs will be responsible for:

- Setting online work for classes which they provide PPA Cover for
- Providing support for a targeted group in school in line with the school's graduated approach
- Assisting the class teacher in work preparation for identified children and the whole class

4. SEND LEADER

The SEND leader will:

- Liaise with staff and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- Arrange additional support for pupils with SEND which will be unique to the individual's needs
- Keep in contact by telephone with the pupils with SEND, as designated by a school generated phoning list.

5. SUBJECT LEADERS

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 delivering their subject remotely to make sure all work set is appropriate and consistent.
- Monitoring the remote work set by teachers.
- Alerting teachers to resources they can use to teach their subject remotely.

6. THE HEAD TEACHER

The head teacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times
- Co-ordinating the remote learning approach across the school
- 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.
- Arranging any training staff may require to support pupils during the period of remote learning.
- Conducting reviews with other senior leaders and subject leaders on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

7. DESIGNATED SAFEGUARDING LEAD

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with In4tech (IT Tech) to ensure that the 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 head teacher alongside other organisations to make alternative arrangements for pupils who are at 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.

8. THE INTERIM EXECUTIVE BOARD

The IEB are responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Online Safety

This section of the policy will be enacted in conjunction with the school's Online Safety Policy.

- 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 households.

- When at home, 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 the 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.

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.

Data Protection

When accessing personal data for remote learning purposes, all 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.
- Ensure sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
 - Keeping the device password-protected with a string password with at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters.
 - Making sure the device locks itself if left inactive for a period of time.
 - Not sharing the device among family or friends

The school will ensure that devices have:

- Encrypted hard drives
- Antivirus and anti-spyware software installed
- Up-to-date operating systems

Monitoring

The implementation of the this policy will be monitored by the head teacher.

This policy will be review as and when necessary, in line with Government Guidelines issued during the COVID-19 pandemic.