

Castle Hills Primary Academy



PUPIL REMOTE LEARNING POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	SL/NH	NEW POLICY	JULY 2020	JULY 2021
1.2	SL/NH	REVIEW	JULY 2021	JULY 2022
1.3	SL/NH	REVIEW / Leger Format	FEB 2022	FEB 2024
1.4	NH	REVIEW / Updates 2.2	FEB 2023	FEB 2025
1.5	NH	REVIEW	FEB 2025	FEB 2027

Contents

1.	STATEMENT OF INTENT	3
2.	LEGAL FRAMEWORK	3
3.	ROLES AND RESPONSIBILITY	3
4.	RESOURCES.....	6
5.	ONLINE SAFETY.....	7
6.	SAFEGUARDING	8
7.	DATA PROTECTION	8
8.	MARKING AND FEEDBACK	9
9.	HEALTH AND SAFETY	9
10.	ACADEMY DAY AND ABSENCE	10
11.	COMMUNICATION.....	10
12.	MONITORING AND REVIEW.....	11

1. STATEMENT OF INTENT

At Castle Hills, 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 academy 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.

2. LEGAL FRAMEWORK

2.1. 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)

2.2. Data Protection Act 2018 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Keeping children safe in education'
- DfE (2022) 'School attendance'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'

2.3. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Accessibility Policy
- Marking and Feedback Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance and Absence Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct

3. ROLES AND RESPONSIBILITY

3.1. The governing body is responsible for:

- Ensuring that the academy has robust risk management procedures in place.
- Ensuring that the academy has a business continuity plan in place, where required.
- Evaluating the effectiveness of the 's remote learning arrangements.

3.2. 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 academy has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a bi-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 of the remote learning arrangements to ensure pupils' education does not suffer.

3.3. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with senior staff.
- 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.

3.4. The DPO is responsible for:

- Overseeing that all academy-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.

3.5. The DSL 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.
- 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.

3.6. The SENDCO 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, including EAL, learn remotely.

- Ensuring that the provision put in place for pupils with SEND, including EAL, is monitored for effectiveness throughout the duration of the remote learning period.

3.7. The SBM is 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.

3.8. The ICT technicians are responsible for:

- Ensuring that all academy-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.

3.9. 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 senior staff 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 academy-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

3.10. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any technical issues to the academy as soon as possible.
- Ensuring that their child always has access to remote learning material.
- Reporting any absence in line with the terms set out in paragraph 9.5.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

3.11. 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 stated by their teacher 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.

4. RESOURCES

Learning materials

4.1. The academy will provide 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 academy may make use of:

- Work booklets/packs
- Email
- Past and mock exam papers (phonics, KS1 and KS2 SATS)
- SeeSaw learning platform
- Google Classroom (2022)
- Educational websites
- Reading tasks
- Video links
- Pre-recorded video or audio lessons

4.2. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

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

4.4. The academy recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity, e.g. questioning during pre-recorded lessons, eliciting and reflective discussion with carers, to the best of their ability.

4.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

4.6. The academy 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.

4.7. Work packs will be made available for pupils who do not have access to a printer – these packs will be delivered by staff.

4.8. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

4.9. The SENDCO will arrange additional support for pupils with SEND, including EAL, where necessary which will be unique to the individual's needs, e.g. via weekly phone calls.

4.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

4.11. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the academy agrees to provide or loan equipment, e.g. laptops.

4.12. For pupils who cannot access digital devices at home, the academy will always provide differentiated paper based work and where possible, apply for technology support through their LA.

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

4.14. 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.

4.15. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the academy.

Food provision

4.16. Where applicable, the academy may provide the following provision for pupils who receive FSM:

- Providing vouchers to families to be delivered by staff

Costs and expenses

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

4.18. The academy will not reimburse any costs for travel between pupils' homes and the academy premises.

4.19. The academy will not reimburse any costs for childcare.

4.20. If a pupil is provided with academy-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

5. ONLINE SAFETY

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

5.2. Where possible, all interactions will be textual and public.

5.3. 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 living area within the home with an appropriate background;
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in academy.
- 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.

5.4. All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in academy.
- 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.

5.5. The academy will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND, including EAL. This will be decided and approved by the SLT, in collaboration with the SENDCO.

5.6. Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.

5.7. The academy 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.

5.8. The academy 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.

5.9. The academy will ensure that all academy-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.

5.10. The academy 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.

5.11. During the period of remote learning, the academy 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.

5.12. The academy will not be responsible for providing access to the internet off the academy premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the academy.

6. SAFEGUARDING

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

6.2. 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.

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

6.4. Phone calls made to vulnerable pupils will be made using academy phones where possible.

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

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

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

6.8. All home visits will:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on paper and the records stored so that the DSL has access to them.
- Actively involve the pupil.

6.9. 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.

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

6.11. Pupils and their parents will be encouraged to contact the class teacher 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

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

7.2. 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.

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

7.4. 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.

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

7.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

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

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

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

8. MARKING AND FEEDBACK

8.1. 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 Marking and Feedback Policy.
- Returned to the pupil, once marked, within 24 hours.

8.2. The academy expects pupils and staff to maintain a good work ethic during the period of remote learning.

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

8.4. 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.

8.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCO as soon as possible.

8.6. The academy 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.

8.7. The academy will log participation and pupil engagement with remote education, and this will be reported to parents.

8.8. The academy will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and pupils which displays exemplary work and rewards engagement or outcomes.

9. HEALTH AND SAFETY

9.1. This section of the policy will be enacted in conjunction with the academy's Health and Safety Policy.

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

9.3. If using electronic devices during remote learning, pupils will be encouraged to take a 10-minute screen break every hour.

9.4. 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.

9.5. Report any absence from remote learning using the procedures set out in the absence policy.

10. ACADEMY DAY AND ABSENCE

10.1. Pupils are expected to engage with remote learning for at least 3 hours per day.

10.2. Work hours should be made up of a mixture of live, pre-recorded, on-screen and paper based work.

10.3. Where able to, pupils will be present for live lessons at the time stated by the teachers.

10.4. Where lessons are pre-recorded or paper-based, pupils are able to access these throughout the school day at times to suit the family circumstances.

10.5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

10.6. Parents will inform their child's teacher no later than 8:30am if their child is unwell.

10.7. Where a child is self-isolating but their bubble remains open, the class teacher will provide paper based work packs and interactive activities through SeeSaw. Staff are expected to provide feedback and guidance on SeeSaw at the end of the academy day and ensure that telephone contact is made once per week.

10.8. The academy will monitor absence and lateness in line with the Attendance and Absence Policy.

11. COMMUNICATION

11.1. The academy will ensure adequate channels of communication are arranged in the event of an emergency.

11.2. The academy will communicate with parents via letter and the academy website about remote learning arrangements as soon as possible.

11.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.

11.4. 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.

11.5. All families have access to daily communication with staff via SeeSaw and email.

11.6. In most cases where support is needed responses occur within an hour between 8.30am and 5.30pm.

11.7. The academy understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their academy and home lives – communication is only permitted during academy hours.

11.8. Members of staff will have contact with their line manager once per week.

11.9. As much as possible, all communication with pupils and their parents will take place within the school hours

11.10. Pupils will have verbal contact with a member of support staff at least once per week

11.11. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

11.12. 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.

11.13. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

11.14. 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

12.1. This policy will be reviewed on a bi-annual basis by the headteacher.

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

12.3. The next scheduled review date for this policy is February 2027.

