



STUDENT REMOTE LEARNING POLICY

Reference this policy is aligned to with LCC	n/a
Agreed with Support Staff Trade Unions	n/a
Adopted by the Governing Body	tbc
Next Review Due	May 2022
Agreed with Teacher Trade Unions and Professional Associations	n/a (Model policy from the school bus)

Statement of intent

At Welland Park Academy (WPA), we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to support their learning.

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 students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and student 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 students 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

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

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

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

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

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

- Positive Behaviour Policy
- Accessibility Policy
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Data and E-Security Breach Prevention and Management Plan

Roles & responsibilities

The governing body 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.

The Principal is responsible for:

- Ensuring that staff, parents and students adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a biennial basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews with appropriate middle leaders, on a fortnightly basis of the remote learning arrangements to ensure students' education does not suffer.

The E safety / 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 the Principal.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that students 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.

The Operations Manager is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and students are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

The 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 students online.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely, and liaising with the Principal and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students 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.

The SENDCo is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the Principal and other organisations to make any alternate arrangements for students with EHC plans and / or Provision Maps.
- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The School Business Manager 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.

The ICT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.

- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

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 E safety / 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 Principal.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

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 page 10 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 on page 10.
- Reporting any absence in line with the standard school policy. (This does not apply to exceptional circumstances e.g. COVID 19 where the majority of students are working from home).
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

Students 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 page 10 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 or the IT Helpdesk 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 Positive Behavioural Policy at all times.

Resources – learning materials

For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Online learning portals
- Educational websites
- Reading tasks
- Live webinars
- Pre-recorded video or audio lessons

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 a broad curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will provide opportunity for students can catch up on these areas of the curriculum when they return to school.

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

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

Students 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. This will be organised on a case by case basis.

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

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with the marking and feedback section, page 9, of this policy.

The arrangements for any 'live' classes, e.g. webinars, will be conducted on MS Teams as per the students' timetable and kept to a reasonable length of no more than one hour per session. Any changes will be communicated via Edulink & Teams.

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

Food provision

The school will signpost parents via SchoolComms towards additional support for ensuring their children continue to receive the food they need, e.g. food banks / voucher systems for parents of children who qualify for FSM.

Where applicable, the school may provide the additional following provision for pupils who receive FSM:

Keeping the school canteen open during lunchtimes, if appropriate.

Making food hampers available for delivery or collection if parents cannot access the supermarket.

Costs and expenses

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

The school will not reimburse any costs for travel between students' homes and the school premises.

The school will not reimburse any costs for childcare.

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

Online safety

This section of the policy will be enacted in conjunction with the school's E safety policy

Where possible, all interactions will be textual and public.

All staff and students using video communication must:

- Ensure that students switch their cameras off, the teacher will have their camera on for the part of the live lesson in which they are teaching or interacting with their students.
- Students will be permitted to turn their cameras on for specific GCSE purposes e.g. GCSE PE or Drama coursework. This will have been authorised, in advance, by the Remote Learning Senior Leader / DSL or Principal / Vice Principal.
- Communicate in groups – one-to-one sessions are permitted only with the agreement of the Remote Learning Senior Leader or the Principal e.g. NTP sessions, support of SEND students.
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- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

All staff and students using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.

- Always remain aware that they can be heard.

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

The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will share with parents, where possible, 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.

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.

The school will communicate to parents via letter, if appropriate, 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.

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.

Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy.

The DSL and Principal will identify 'vulnerable' students (students who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

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

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

The DSL will arrange for regular contact with vulnerable students once per fortnight (suggested minimum), with additional contact, including home visits, arranged where required. (Contact once per fortnight may not be possible in certain circumstances e.g. Covid19 and may comprise e mails or messages via Edulink).

All contact with vulnerable students will be recorded on CPOMs and suitably stored in line with the Records Management Policy.

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

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 CPOMs and then recorded so that the DSL has access to them.
- Actively involve the student.

Vulnerable students will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

The DSL will meet, (in person or remotely), with the relevant members of staff once per fortnight to discuss new and current safeguarding arrangements for vulnerable students learning remotely.

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

Data protection

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

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

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

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.

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

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

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

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

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

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

Marking & feedback

All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of teaching staff.
- Returned for the deadline set by the relevant member of teaching staff.
- Completed to the best of the student's ability.
- The student's own work.
- Marked in line with the Marking and Feedback Policy.
- Returned to the student, once marked, by an agreed date.

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

Students 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.

Work that cannot be completed for genuine reasons will be completed when the student returns to school.

Teaching staff will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the Principal as soon as possible.

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

Health & safety

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

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

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

Screen break frequency will be adjusted to five minutes every hour for younger students or students with medical conditions who require more frequent screen breaks.

If any incidents or near-misses occur in a student'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 & absence

Students will be present for remote learning by 8:45am and cease their remote learning at 3:20pm from Monday to Friday, with the exception of breaks and lunchtimes.

Breaks and lunchtimes should take place at the following times each day:

- Morning break will take place at 10:05am until 10:25am.
- Lunchtime will take place between 12:25pm and 1:15pm.
- Afternoon session will start at 1.20pm.

Students are not expected to do schoolwork during these times.

Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.

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

For individual students who have arranged with the SENDco or DSL to undertake remote learning, parents will inform their child's teacher no later than 8:30am if their child is unwell

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

Communication

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

The school will communicate with parents via letter / SchoolComms and the school website about remote learning arrangements as soon as possible.

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

Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

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

Members of staff will have contact with their line manager once per fortnight via email, phone call or meeting via Microsoft Teams.

We will aim to have verbal contact for vulnerable students with a member of teaching / pastoral staff once per fortnight via a phone call / email or messages on Edulink.

All other students will receive regular messages through Edulink, Teams, or email with regard to their work.

Parents and students will inform the office or relevant member of staff as soon as possible if schoolwork cannot be completed.

Issues with remote learning or data protection will be communicated to the students' teacher as soon as possible so they can investigate and resolve the issue.

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

The Principal will review the effectiveness of communication on a fortnightly basis and ensure measures are put in place to address gaps or weaknesses in communication.

Monitoring & review

This policy will be reviewed on a biennial basis by the Principal.

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

The next scheduled review date for this policy is May 2022

Microsoft Teams: Protocol for use of student cameras

For all online lessons on Microsoft Teams at WPA, the default mode is that student cameras are switched off at all times, for a range of safeguarding reasons. There will be exceptions to this rule, either if a level of interaction/visual connection is required for the completion of the GCSE specification, or if face to face interaction is required for intervention work by the pastoral or SEND teams. On these occasions, the protocol below will come into effect:

Staff will:	Students will:	Parents will:
-notify students and parents in advance of the lesson, making them aware of these protocols required	-ensure they are suitably dressed for a school lesson. This doesn't need to be full school uniform	-reinforce the expectations regarding appropriate dress, attendance, backgrounds and conduct during online sessions using the camera function
-reinforce these protocols with students at the start of the lesson	-ideally work in a communal well lit area in their house, avoiding their bedroom. If possible use a blurred background	-reinforce the importance of students not attempting to capture images from the lesson
-carefully monitor students for the duration of the period where student's cameras are activated	-never take screen shots, record or take images of the lesson using a second device	
-give clear instructions regarding the turning on and off for student cameras	-turn cameras on and off immediately at the request of the teacher	
-address any distracting behaviour as they would in a regular classroom, applying appropriate sanctions	-behave as if they are in a classroom, avoiding all distracting behaviours including online chat outside of lesson	
-challenge any student who is not visible whilst student cameras are enabled	-ensure that they are visible to the teacher whilst using the camera feature (head and shoulders profile is advised)	
-notify students of the use of recording in the event of group work	-ensure they behave appropriately at all times especially whilst recording is on	
-alert a DSL if you have any concerns		

Any use of cameras in lessons is to be approved by a member of SLT in advance of the lesson.

