Coppice School

Remote Learning Policy

Date Published	January 2021
Approved Date	January 2021
Review Cycle	Half-Termly
Review Date	February 2021

An academy within:

neXus
Multi Academy Trust

"Learning together; to be the best we can be"

This policy should be read in conjunction with other school policies relating to interaction between adults and students. In particular Curriculum Policy, E Safety Policy and Child Protection and Safeguarding Policy.

The responsible people for the implementation of this policy are the Senior Leadership Team. The policy will be reviewed half-termly by the Head Teacher in consultation with the staff.

Contents
1. Introduction
2. Aims
3. Roles and responsibilities
4. Who to contact
5. Data protection
6. Online safety
7. Marking and feedback (Tracking and assessment)
8. Resources
9. Safeguarding
10. Monitoring arrangements
11. Extended school closure

INTRODUCTION
Due to unprecedented times as a result of the COVID-19 pandemic, the majority of schools in the UK have had to close and/or reduce numbers within Schools. However, special provision schools have remained open, and meeting the needs of every student is our main objective at Coppice School. As a result of reduced numbers attending school due to staff and pupil shielding, we have introduced remote learning to the students who are working from home. This gives every student the opportunity to continue with education during this time.

AIMS
The purpose of this remote learning policy is to ensure the following:
· Ensure consistency in the school's approach to remote learning.
· Set out expectations for all members of the school community with regards to remote learning.
· Provide appropriate guidelines for GDPR.
· Reduce disruption to student's education and the delivery of the curriculum, so that every pupil has access to high quality learning resources.
· To promote E-Safety.
· Ensure that safeguarding measures are continued during remote learning.
· Ensure all pupils have the provision they need to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of remote learning.

1 ROLES AND RESPONSIBILITIES

1.1 The Senior Leadership Team are responsible for:
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a half-termly 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.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Senior Leadership Team.
- 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.

1.2   The School Business Manager is responsible for:

- 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.

·　　　Working with the Teaching and Learning Lead to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

1.3　　The Designated Safeguarding Lead is responsible for:

·　　　Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
·　　　Liaising with the School Business Manager to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
·　　　Identifying vulnerable pupils who may be at risk if they are learning remotely.
·　　　Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the Senior Leadership Team 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.

1.4　　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 Leadership Team and asking for guidance as appropriate.
·　　　Reporting any safeguarding incidents to the Designated Safeguarding Lead 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 Senior Leadership Team.
·　　　Reporting any defects on school-owned equipment used for remote learning to the School Business Manager.

1.5　　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 scheduled by the school.
- 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.
- Reporting any absence before the session has begun.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the set rules by Coppice School.

1.6   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 scheduled by the school.
- 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 Behaviour Policy at all times.

1.7   Teachers are responsible for:

- Setting work.
- Who they need to provide work for, including if they may need to cover for other classes.
- The amount of work they need to provide.
- How they should coordinate with other Teachers and the Teaching and Learning Lead to ensure consistency across the curriculum.
- Providing feedback on work.
- Handling of any complaints and making sure they are passed on to the relevant line manager.
- Attend virtual meetings.
- Wear appropriate clothing.
- To liaise with teaching assistants with regards to subject content.

1.8   Teaching assistants are responsible for:

- Wear appropriate clothing.
- To liaise with teachers with regards to any questions about curriculum content.

1.9   Curriculum leads are responsible for:

Alongside their teaching responsibilities, as outlined above, curriculum leads are responsible for:

- · Considering whether any aspects of the curriculum need to change to accommodate remote learning.
- · Working with Teachers teaching their curriculum to make sure work set is appropriate and consistent.
- · Working with other curriculum leads to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.
- · Monitoring the work set by teachers in their curriculum area – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set.
- · Alerting teachers to resources they can use to teach their subject.
- · Coordinating the remote learning approach across the school.

WHO TO CONTACT

If staff have any questions or concerns, they should contact the following individuals:

- · Issues in setting work – SLT (Linda Allison/Natalie Swearman/Tracey Conlon)
- · Issues with behaviour – SLT (Linda Allison/Natalie Swearman/Tracey Conlon)
- · Issues with IT – Mark Jarred
- · Issues with their own workload or wellbeing – Tracey Conlon
- · Concerns about data protection – Mark Jarred
- · Concerns about safeguarding – DSLs (Linda Allison/Tracey Senior)

2 DATA PROTECTION

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

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

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

2.4 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.

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

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

2.7 Any breach of confidentiality will be dealt with in accordance with the school's GDPR Information.

2.8 Any intentional breach of confidentiality will be dealt with in accordance with the school's Data Protection Policy

3 ONLINE SAFETY

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

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

3.3 All staff and pupils using video communication must:
- Communicate in groups – one-to-one sessions need to be agreed with SLT
- 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.

7

- 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.

3.4 The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with further complex needs or in situations of crisis. This will be decided and approved by the Senior Leadership Team, in collaboration with the Teaching and Learning Lead.
.
3.5 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.

3.6 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.

3.7 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.

3.8 The school will communicate to parents via letter, email or telephone 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.

3.9 During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.
.
310 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.

4 ASSESSMENT AND FEEDBACK

4.1 All schoolwork set through remote learning must be:
- · Completed to the best of the pupil's ability.
- · The pupil's own work.
- · Assessed in line with the appropriate criteria for the work.
- · Feedback given to the pupil, once assessed, by an agreed date.

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

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

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

5 RESOURCES

Learning materials:

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

- · Work booklets where appropriate
- · Past and mock exam papers where appropriate
- · Online learning portals where appropriate
- · Educational websites where appropriate
- · Reading tasks where appropriate
- · Microsoft Teams where appropriate
- · Advice on therapies to do within the home
- · Advice on activities to do within the home
- · Learning packs sent out where appropriate
- · Signposting to videos / links on Coppice website where appropriate

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

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

5.4 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.

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

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

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

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

5.9 Teaching staff will oversee academic progression for the duration of the remote learning period and will assess and provide feedback on in line with section 4 of this policy.

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

5.11 The School Business Manager is not responsible for providing technical support for equipment that is not owned by the school.

6 SAFEGUARDING

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

6.2 The Headteacher and DSL 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 All contact with vulnerable pupils will be recorded on Safe and Well Check Doucument and suitably stored in line with the data protection policy.

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

6.6 All members of staff will report any safeguarding concerns to the Designated Safeguarding Lead immediately.

6.7 Pupils and their parents will be encouraged to contact the Designated Safeguarding Lead 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 MONITORING ARRANGEMENTS

7.1 This policy will be reviewed on a half-termly basis by the Senior Leadership Team.

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

Conclusion

By introducing Remote Learning to our practices, we aim to encourage an inclusive approach to education which achieves better outcomes for our students at Coppice School.