Annan School

Remote learning Policy

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1. Introduction

At Annan School we recognise the importance of maintaining high standards in all areas of children's learning. We also recognise that sometimes events/situations outside the control of either the school or our individual families will lead to a disruption to usual school attendance with pupils not being able to access the school site for a period of time. This policy outlines the processes and resources that the school will employ to ensure that all pupils who find themselves in this situation have access to the learning resources and support they need to succeed.

Our Remote Learning Policy lays out the responsibilities of each of the members of our school community in relation to the provision of remote learning capability to our pupils and details the practical and operational matters associated with this provision.

Its aims are to:

- Set out a framework for the effective operation of Remote Learning at Annan School.
- Set out our expectations for all members of the school community with regards to remote learning.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure staff, parent, and pupil data remains secure and used in line with Data Protection regulations.

Our Remote Learning Policy will necessarily change in line with changing events, technologies and methodologies and as such will be regularly revised. Any changes will be communicated via our website and using our regular communication channels (newsletters, email etc.)

This Policy applies to all staff, pupils, parents and carers.

All staff are responsible for reading and understanding this policy before carrying out tasks relating to remote learning and for following the policy.

The Senior Leadership Team are responsible for ensuring the staff read and understand this policy before carrying out related tasks, and that they follow this policy, including reporting any suspected breaches of it. The Senior Leadership Team is also responsible for any breaches of the policy.

2. The legal framework

Relevant legislation, statutory instruments, statutory guidance and Department for Education guidelines are detailed below:

Equality Act 2010

Education Act 2004

The General Data Protection Regulation (GDPR)

Data Protection Act 2018

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'

The latest Government guidance can be found at:
https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19

3. Remote learning, when it applies and how it is delivered

A child needing remote learning support will either:

1. Be unable to attend school for a reason that applies solely to themselves (for example personal ill health)

2. Be unable to attend school for a reason that applies to the whole class, or whole school (for example pandemic lockdowns or the school site being inaccessible (snow) or unsafe for use)

The remote learning support that is offered in each of the above situations will differ.

1. If an individual child is unable to attend school and is absent for more than a week then the class teacher will consult the parents and discuss what support is appropriate. The aim will be to achieve as much continuity in the learning of the child as possible, within the boundaries of the situation they find themselves in. The resources that could be employed in this situation are drawn from the list below (section 5). At Annan, our Froebelian ethos values connected learning experiences and topic-based planning, where different curriculum areas are delivered as sequences of inter-related lessons. We are aware that this makes reintegrating back into school after time off potentially more challenging for a child. The class teacher will endeavour to make the child's return to school as smooth as possible through keeping them and the parents informed as to how the termly topic is progressing. Where possible, activities will be sent home that will mirror the work that is being done by the class in school, thus facilitating as smooth a return to school and reintegration into their class for the child that has been absent.

2. If a class is off school for more than a week then the class teacher will move across to whole class remote teaching and learning. At Annan we believe it is in the best interest of the children engaging in home learning to be provided with structured and sequenced remote learning activities that replicate their classroom experience as closely as possible. This means that remote learning will look different class to class, as teachers plan and deliver with sensitivity to the age of the children they teach.

Before any period of whole class remote learning begins, parents will be asked to sign the Pupil and parent remote learning acceptable use agreement (Appendix 1) to ensure that everyone understands their responsibilities during a period of remote learning.

The learning methods and resources selected will be based on:

- Being realistic and focusing on what is most important, recognising that remote learning can be more difficult for many pupils and providing appropriate support.

- Allowing flexibility in the completion of activities, understanding that families may have more than one child sharing home resources and that workspaces may be shared with multiple family members, including by designing activities that are accessible for all pupils, including those working offline.

- Ensuring remote education practices are inclusive, including tailoring the remote curriculum for pupils with SEND

Parents will be made aware of the program of lessons that are planned by the class teacher through a weekly timetable that will be emailed to parents before the start of the week.

In the Kindergarten what is offered depends on the cohort of children but is likely to include some or all of the following:

- Weekly online wellbeing check-in for parents and children.

- Activity ideas for continuous provision uploaded weekly.

- Focused/topic related activity ideas uploaded daily.

- Live (and prerecorded) story telling sessions.

- Links to music sessions.

- Opportunities to upload photos of your week to help everyone stay connected.

4.Resources

We will use a range of delivery methods and resources to facilitate remote learning, including:

Directed online learning – Annan School uses Microsoft Teams for remote learning. Each class has its own channels that can be used to:

- share files with the class while at home

- Provide an area children can upload completed work to

- Deliver direct whole class teaching sessions through video conferencing facilities

- Provide a way for parents and children to talk to the class teachers about remote lessons

- Register the children

- Provide a way for the children to engage with whole school activities

Work booklets / sheets

Extended projects, including child initiated project work

Quizzes

Educational websites, including those that the school has a specific subscription for such as My Maths and Nessy

Reading tasks

5.Equipment

Pupils will need to use their own or family-owned equipment to access remote learning resources. Pupils will need a computer with microphone and camera as a minimum. If this cannot be provided by a family, the school may be able to provide or loan equipment at the discretion of the Principal.

6.Safeguarding

Safeguarding and child protection remains as important in this environment as anywhere else, and staff members will apply the school's safeguarding guidance to remote learning, just as they would to classroom working – staff who become aware of any child protection concerns will continue to follow established safeguarding procedures.

When working remotely, we will ensure that the current Child Protection & Safeguarding Policy along with any addendums, is adhered to at all times.

7. Data Protection

Data Protection remains as important in this environment as anywhere else, and staff members will apply the school's GDPR policy to remote learning, just as they would to classroom working – staff who become aware of any data breaches will continue to follow established data protection procedures. This includes maintaining the same high standards of data protection, when sharing events and lessons remotely, as we would sharing any other sensitive, personal or confidential data. Teams is password protected, with each child and staff member having their own password. Their individual login will allow them access to whole school shared channels, as well as the Teams channels relating to their class.

Remote learning will generate personal data including pupil images, names and contributions that will be protected, processed and retained in the same way as all personal data, in line with the school's GDPR policy.

We will follow the procedures in our GDPR Policy for recording, reporting and responding to data breaches, suspected data breaches and cyber security incidents.

8. Wellbeing

In addition to safeguarding, pupil wellbeing is a significant consideration in our planning for remote learning. We will ensure our remote learning curriculum factors in support for pupils' mental and physical wellbeing. This includes scheduling regular breaks in teaching, recommending fresh air and exercise-based activities and by ensuring a reasonable balance between online and offline activities.

9. School & home communications

Maintaining a sense of community with parents, carers and pupils is very important to us and we will provide regular communication to parents about any general measures that need to be put in place if their child is learning remotely.

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

- Ensure parents are aware of what their children are being asked to do and when.

- Reinforce the importance of children staying safe online.

- Provide further information as the necessity arises.

10. School Responsibilities

Each member of our school community plays a part in the safe and effective delivery of remote learning. These responsibilities are outlined below.

The Senior Leadership Team are responsible for:

- Ensuring that the school has robust procedures in place for remote learning.
- Evaluating the effectiveness of the school's remote learning arrangements including to ensure that the curriculum remains fully accessible and inclusive to all.
- Ensuring the school's remote learning approach is effectively communicated to the whole school community and providing regular and timely updates as dictated by any circumstances relating to the invocation of a period of remote learning.
- Co-ordinating and monitoring the effectiveness of remote learning delivery across the school, including to ensure that the curriculum remains fully accessible and inclusive to all.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Overseeing that the staff and pupils have the resources and appropriate training necessary to ensure effective remote learning in accordance with this policy.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Managing the effectiveness of safeguarding measures through a robust system of reporting, investigating, and recording incidents
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of data protection measures through a robust system of reporting, investigating, and recording incidents including the relevant Data Protection Impact Assessments are carried out prior to sharing pupil (or other high risk) information.
- Regular reviews of the effectiveness of this policy.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- 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.
- Ensuring that all staff understand and follow the procedures for data breaches

The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- 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 principals 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.

The Learning and Development Coordinator (SENDCO) is responsible for:

- Ensuring that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- 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 learn remotely.

- Arranging additional support for pupils with SEND which will be unique to the individual's needs.

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

The Teaching & Learning staff are responsible for:

- Reviewing the security of remote learning systems and flagging any security breaches to the Data Protection Officer.

- Ensuring pupils are shown how to use Teams and other tools to be utilised in the delivery of remote learning.

- Create learning plans in line with this policy.

- Adhering to this policy at all times during periods of remote learning.

- Taking appropriate steps to ensure their devices remain secure in line with the ICT Acceptable Use Policy including by setting privacy settings on devices used to deliver or engage in remote learning to an appropriate level to protect themselves and the pupils/parents involved

- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.

- Reporting any health and safety incidents to the health and safety officer and asking for guidance as appropriate.

- Reporting any Data Protection incidents to the Data Protection Officer 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.

- Liaising with the Learning and Development Coordinator (SENDCO) and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

- Reporting any defects on school-owned equipment used for remote learning to the Senior Leadership Team

- Adhering to the requirements of the policies listed in section 3 including as they relate to remote learning.

Monitoring and review

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures and statutory guidelines in accordance with the school's policy review guidelines.

Appendix 1: Pupil and parent remote learning acceptable use agreement

Introduction

This agreement supplements the school's Behaviour Policy during periods of remote learning. If any conflict arises between the remote learning acceptable use agreement and the school's Behaviour Policy this document shall prevail during periods of remote learning.

Parents are asked to sign this agreement (or confirm agreement by email) before the start of any period of whole class remote learning

Pupils and parents agree to and are responsible for:

- Following the instructions and acceptable use guidance given by the teaching staff while in a period of remote learning
- Taking care of their personal information.
- Taking reasonable steps to prevent unauthorised access to devices that are being used to access remote learning.
- Ensuring the privacy of all individuals participating in events and lessons via video conferencing or other remote means, by not sharing any sensitive, personal or confidential data
- Not using the information / images obtained for any other purpose than learning.
- Not copying (by means of screen grab, photo or other means) or recording any element of an online lesson and disseminating or distributing it in any way.
- Informing an appropriate member of school staff as soon as is reasonably practical if they become aware of a data security risk or breach.
- Informing an appropriate member of school staff as soon as is reasonably practical if they have worries or concerns about wellbeing
- Adhering to the Behaviour Policy and rules for distance learning online at all times
- Ensuring they have access to remote learning materials and notifying an appropriate member of school staff if they do not have access.
- Reporting any technical issues to an appropriate member of school staff as soon as possible.
- Ensuring they are available to learn remotely during the school day/ normal school timetable, and that their schoolwork is completed on time and to the best of their ability.
- Informing an appropriate member of school staff as soon as possible if they are feeling unwell or if schoolwork cannot be completed for whatever reason
- Maintaining the upkeep of any equipment they use to access remote learning resources.
- If a pupil is provided with school-owned equipment, taking care of this equipment so that it is returned to the school at the end of the period of remote learning in the same state of functionality that it was allocated in

Signature of Parent (or confirmation by email received from):_____

Date:_____