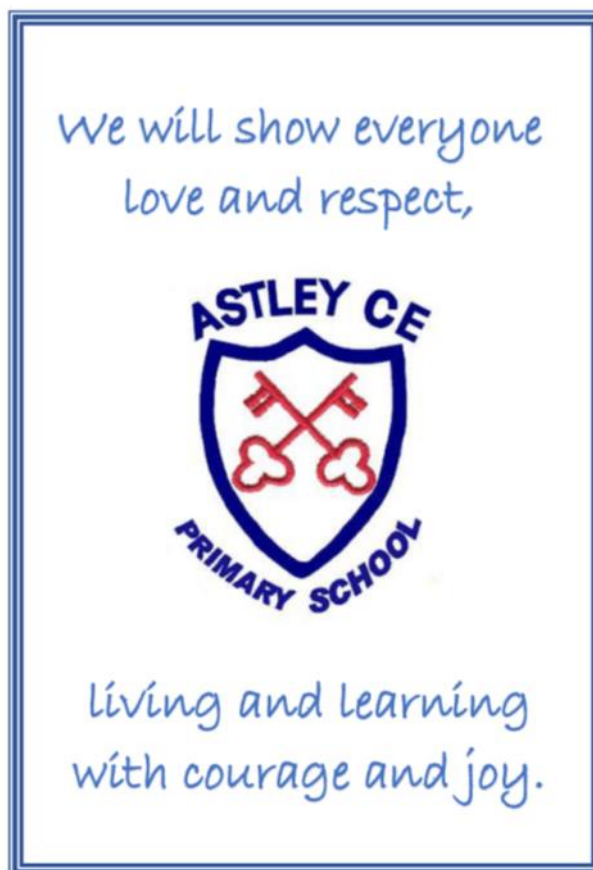


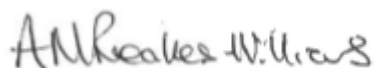
Our Vision and Values

Astley School recognises that our values are at the heart of every activity in school and will drive our plans and responses should we experience the need to move to remote learning. Love and respect will ensure that we consider the needs of everyone, offer high quality learning for all our children and communicate positively. Courage will drive us out of our comfort zones to embrace new things and overcome barriers to learning. In achieving this, we expect that joy will continue to abound, both in our community and in our learning together.

Ratified by the Governing Body: Tuesday 24th November 2020

Date for review: November 2022

Signed by:

A handwritten signature in black ink, appearing to read 'Alison Reakes-Williams'.

Chair of governors Date: Tuesday 24th November 2020

Headteacher Date: Tuesday 24th November 2020

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Contingency Planning

The governors and staff have discussed a tiered response to the threat of Coronavirus balancing the need to keep our community safe against the need to continue learning.

This response includes:

- Providing two days of paper based work for children self-isolating whilst waiting for a household test.
- Providing ten days of paper based work for pupils self-isolating for 14 days following a positive household test.
- Providing remote learning via Teams for a class who are self-isolating due to a confirmed case.
- Significantly reducing the numbers of children in school to manage a rise in cases locally by moving Key Stage Two children to a two week rota system.
- Moving to remote learning for all but keyworker and vulnerable children, due to a local lockdown
- In all these instances, the school will communicate its intentions clearly via email and the school website and where necessary gain parent views via an online response form.

Statement of intent

At Astley C.E. Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or 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.

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 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.

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 (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'
DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
DfE (2020) 'Adapting teaching practice for remote education'
DfE (2020) 'Guidance for full opening: schools'
DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus'
DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus'



Responsible body**Title of policy**

Governing body

Remote Education Policy

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
Behaviour Policy
Accessibility Policy
Online Safety Policy
Health and Safety Policy
Attendance Policy
ICT Acceptable Use Policy
Staff Code of Conduct

Roles and 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 Head Teacher is responsible for:

Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
Working with IBS and staff to ensure the technology is in place to facilitate home learning.
Providing training to staff, children and parents to improve access to remote online learning.
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.
Making weekly contact with each teacher to discuss the remote learning offer and offer advice or support as appropriate.
Arranging any additional training staff may require to support pupils during the period of remote learning.
Conducting reviews on a fortnightly basis of the remote learning arrangements to ensure pupils' education does not suffer.

The Designated Safeguarding Lead and Deputy DSLs are 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 and ensuring appropriate measures and/or support is in place.
Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with other organisations as necessary.
Ensuring all safeguarding incidents are adequately recorded and reported by all staff via CPOMS

The SENCO is responsible for:

Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head teacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
Identifying and monitoring the level of support or intervention that is required while pupils with SEND learn remotely.

Teachers are responsible for:

Being available during their normal working hours, ensuring that appropriate breaks are taken on a regular basis.
Using Teams and other Microsoft Office 365 applications to provide remote learning and to make daily contact with the class.

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Responsible body**Title of policy****Governing body****Remote Education Policy**

Providing a daily timetable of learning on Teams following the planned curriculum as far as practicable by 9am each morning. This will include English, maths and a foundation subject daily. It may include signposting to high quality and relevant resources (White Rose Maths, Sentence Stackers, Oak Academy).

Record short teaching videos, as appropriate, that children may access during the day to support learning. This may include reading stories or teaching a specific skill or concept.

Being available via Teams posts or telephone to provide one to one support for appropriate sections of the school day, if needed. This is likely to be 1 hour in the morning and 1 hour in the afternoon. Suggested times are 11am to 12pm and 2pm to 3pm.

Provide daily, individual feedback for English and maths tasks in line with our usual feedback policy and designed to move learning on.

Contact pupils and their parents if work is not submitted on a daily basis to understand the barriers to continuing their learning at home.

Work with the head teacher to remove barriers to learning and provide paper based material if needed.

Take time away from the online learning commitments during the working day (9am to 5pm) to fulfil other duties. This includes training, reporting safeguarding incidents via CPOMS, providing feedback, contacting individual pupils or parents and planning and recording future lessons.

Reporting any inability to work through the normal absence procedure.

Adhering to the Staff Code of Conduct at all times.

Teaching assistants are responsible for:

Being available during their normal working hours to supervise learning in school with keyworker or vulnerable pupils, as required

Supporting remote learning as requested by the teacher. This may include contacting pupils or parents to provide individual support via Teams or telephone.

Using the Teams online classroom to provide daily communication with pupils.

Taking part in professional development as required.

Reporting safeguarding incidents through CPOMS.

Reporting any inability to work through the normal absence procedure.

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.

Providing their own equipment to access remote learning resources, wherever possible.

Ensuring their child completes and submits the daily work – where possible by 4pm so that it can be marked and returned the same day.

Ensuring that their child takes regular breaks, with fresh air and exercise and a good balance of online and offline activities.

Reporting any barriers to learning to the class teacher as soon as possible, within the working day (9am to 5pm).

Reporting any sickness absence as soon as possible on the day of the absence via the School Office answer machine.

Pupils are responsible for:

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

Ensuring they complete their daily work to the best of their ability.

Submitting daily work – where possible by 4pm to allow for marking.

Seeking relevant support at home or via their teacher to help address any difficulties they have with their learning or with technology.

Taking regular breaks and maintain a balance between online and offline activities.

Ensuring all online communications are positive and appropriate and within the hours of the working day (9am to 5pm).

Following online safety rules at all times to keep themselves safe.

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**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 and/or audio 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 '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.

The school will ensure that all school owned equipment is fit for purpose with the required monitoring and anti-virus software installed. Any pupils not using devices or software as intended will be spoken to swiftly rectify this. This may involve removing the equipment from their home if the misuse persists.

Parents should ensure that their home equipment is similarly fit for purpose with a secure connection and age appropriate parental controls and internet filters.

The school will regularly update parents during remote learning about the importance of children staying safe online and direct them to appropriate resources.

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 head teacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via a risk assessment prior to the period of remote learning.

The head teacher will arrange for regular, weekly contact to be made with vulnerable pupils, throughout the period of remote learning.

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

All contact with vulnerable pupils will be recorded on CPOMS.

Where a home visit is deemed necessary, it will be undertaken by two staff members (at least one DSL trained staff member), actively involve the pupil and be recorded on CPOMS.

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.

Health and safety

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

Teaching staff will ensure pupils 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, pupils will be encouraged to take a regular screen break.

Communication

The school will ensure adequate channels of communication are arranged throughout the period of remote learning. The school will communicate with parents via email and the school website about remote learning arrangements as soon as possible.

The head teacher will communicate with staff as soon as possible about any remote learning arrangements.

The school understands that staff, parents and pupils have the right to privacy out-of-hours learning remotely and should be able to separate their school and home lives. Communication should, as much as possible, only take place during school hours.

Members of staff will have contact with the head teacher at least once per week.

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

Parents and pupils will inform the 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 pupils' teacher as soon as possible so they can investigate and resolve the issue.

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

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

We understand that children may not be able to complete their learning if there is illness in the family. In the same way, school may have to reduce the daily learning offer if a teacher is unwell or absent.