Waverley School

Pupil Remote Learning Policy

Name of School	Waverley School
This policy was drafted on	23rd September 2020
The policy to be reviewed	September 2021
The Designated Safeguarding Leads are	Gail Weir - Headteacher Deniz Oguz - Deputy Head Charlotte Millward-Assistant Head
Agreed	To be agreed at the curriculum meeting on the 24th September 2020 Full governing body meeting 19th October 2020.

Contents:

Statement of intent

Due to unprecedented times as a result of the COVID-19 pandemic, the majority of schools across the UK had to close and/or reduce numbers of pupils in their schools. Special School provision remained open in order to meet the needs of every student and **Waverley School** was no exception to this, as supporting the needs of our pupils is at the heart of what we do. Despite the reopening of schools in September 2020, we recognise and understand that for some of our pupils it may/will not be possible for them to return to onsite education. For those families to continue to access learning it is important that an alternative is offered, in the form of remote learning, so that all pupils continue with their education during these difficult times.

At **Waverley School** 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 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 learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Set out expectations and consistency for all members of the school community in regard to remote learning.
- 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 through the promotion of E-Safety.
- 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.

Signed by:

Gail Weir	**Headteacher**	Date:	19th October 2020
Martin Neild	**Chair of governors**	Date:	19th October 2020

1. Legal framework

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

- **Equality Act 2010**
- **Education Act 2011**
- **The General Data Protection Regulation (GDPR)**
- **Data Protection Act 2018**

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

- **Keeping Children Safe in Education (DFE 2020)**
- **School attendance (DFE 2019)**
- **SEND Code of Practice 0-25 years (DFE 2017)**
- **Health and Safety: responsibilities and duties for schools (DFE 2018)**
- **Health and safety for school children (DFE 2018)**
- **Children missing education (DFE 2016)**

1.2. 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**

- **Curriculum Policy**

- **Assessment Policy**

- **Online Safety Policy**

- **Health and Safety Policy**

- **Attendance and Truancy Policy**

- **ICT Acceptable Use Policy**

- **Staff Code of Conduct**

- **Children Missing Education Policy**

2. Roles and responsibilities

2.1. The **governing board** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. 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 school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an **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.

2.3. The **Deputy Headteacher** is responsible for:

- Conducting reviews on a **weekly** basis 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 **headteacher**.
- 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.
- 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 identified pupils learn remotely.
- Ensuring that the provision put in place for all pupils is monitored for effectiveness throughout the duration of the remote learning period.
- Ensuring that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.4. The **DPO** is responsible for:

- Independent reviews and audits
- Monitoring compliance, advising on policy, training etc.
- Acting as a contact with regulators and the public
- Data breach management
- Providing advice on matters relating to personal data processing, which has legal force but is non-binding

2.5. The **DSL's** 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.
- 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.

2.6. 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.

2.7. **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 **health and safety officer** and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the **DSL's** 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 school-owned equipment used for remote learning to the **deputy head teacher**.
- Adhering to the **Staff Code of Conduct** at all times.

2.8. **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 paragraphs **9.1** and **9.2** of this policy, and that the schoolwork set is completed 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 in paragraphs **9.1** and **9.2.**
- Reporting any absence in line with the terms set out in paragraph **9.6.**
- Ensuring their child uses the equipment and technology used for remote learning as intended.

2.9. **Pupils** are responsible for:

- Engaging in any remote learning activities to the best of their ability.

3. Resources

Learning materials

3.1. The school will accept 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 school may make use of:

- Class DoJo - virtual classroom
- Video links to class/school sessions
- Loaned resources/equipment
- Emails
- Telephone calls
- Symbols/photos
- Pre-recorded video or audio lessons
- Educational websites

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

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

3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with complex needs.

3.5. Lesson plans will be adapted to ensure that the school curriculum remains fully accessible and inclusive via remote learning where practical - where this is not practical pupils can catch up on this area of the curriculum when they return to school.

3.6. The school 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. video's, signs/symbols etc.

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

3.8. The **Teachers** will arrange additional support for pupils which will be unique to the individual's needs, e.g. via weekly phone calls.

3.9. Any issues with remote learning resources will be reported as soon as possible to the **Head teacher** or **Deputy Head teacher.**

3.10. **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, iPads etc.

3.11. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.

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

3.13. **Teaching staff** will oversee learning for the duration of the remote learning period and will mark and provide appropriate feedback on work in line with **section 7** of this policy.

3.14. The arrangements for any 'live' classes, will be communicated via **Class DoJo** no later than **one day** before the allotted time and kept to a reasonable length of no more than **one hour** per session.

3.15. **School staff** are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

3.16. The school will signpost parents via **Class DoJo, email, text or phone calls** towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

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

- Enfield Catering will provide for the following:-
- If a child is self-isolating and the school is providing virtual learning then the family can access food parcels.
- If the school feels they cannot provide safe provision then food parcels can be provided.

Costs and expenses

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

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

3.20.   The school will not reimburse any costs for childcare.

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

4. Online safety

4.1.   This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.

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

4.3.   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 '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.

4.4.   All staff and pupils using audio communication must:

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

4.5.   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. This will be decided and approved by **SLT.**

4.6.   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.

4.7.   The school will consult with parents at least **one week** prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.8.   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.

4.9.   The school will communicate to parents via **class Dojo, email or phone call** 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.

4.10. 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.

4.11. 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.

5. Safeguarding

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

5.2.   The **DSL's** 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.

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

5.4.   The **teacher** will arrange for regular contact with vulnerable pupils through a home visit along with video links to school/class sessions where appropriate.

5.5.   All contact with vulnerable pupils will be recorded on record of contact paperwork in line with the **data protection policy.**

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

5.7.   All home visits **must**:

- Have at least **one** suitably trained individual present.

- Be suitably recorded on paper and the records stored so that the **DSL's** have access to them.
- Actively involve the pupil.

5.8. Vulnerable families will be provided with a means of contacting the **DSL's** or any other relevant member of staff – this arrangement will be set up by the **DSL's** prior to the period of remote learning.

5.9. The **DSL's** 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.

5.10. All members of staff will report any safeguarding concerns to the **DSL's** immediately.

6. Data protection

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

6.2. **Staff members** will be responsible for adhering to the **data protection regulations** when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

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

6.4. 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.

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

6.6. All contact details will be stored in line with the **Data Protection Policy** and retained in line with **data protection regulations.**

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

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

6.9. Any breach of confidentiality will be dealt with in accordance with the school's **Data Protection Policy.**

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behaviour Policy** or the **Code of Conduct.**

7. Marking and feedback

7.1. All schoolwork completed through remote learning must be:

- Completed to the best of the pupil's ability.
- The pupil's own work where possible.
- Marked/commented on in line with the appropriate criteria for the work e.g. verbal feedback.

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

7.3. **Parents** are accountable for the engagement/completion of their child's school work – teaching staff will contact parents via **class Dojo, phone call or email** if their child is not engaging in their schoolwork.

7.4. Teaching staff will monitor the engagement of pupils with and without access to the online learning resources and discuss additional support or provision with the **headteacher or deputy headteacher** as soon as possible..

8. Health and safety

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

8.2. **Teaching staff** will ensure parents are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3. If using electronic devices during remote learning, pupils will be encouraged to take regular screen breaks in line with their needs e.g. dependent on attention/engagement levels for that individual.

8.4. If any incidents or near-misses occur in a pupil's home, their parents are required to report these to the **health and safety officer** or other relevant members of staff immediately so that appropriate action can be taken.

9. School day and absence

9.1. Pupils will be present for remote learning by **9:30am** and cease their remote learning at **3:00pm** from **Monday** to **Friday**, with the exception of breaks and lunchtimes, as outlined in paragraph 9.2.

9.2. Breaks and lunchtimes will take place in accordance with individual pupils schedules/needs and will incorporate times for feeding/administration of medicine etc.

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

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

9.5. Parents will inform their **child's teacher** no later than **9:00am** if their child is unwell.

10. Communication

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

10.2. The school will communicate with parents via **class Dojo, phone calls** or **emails** about remote learning arrangements as soon as possible.

10.3. The **headteacher** or **deputy head** will communicate with staff as soon as possible via **email** or **virtual meetings** about any remote learning arrangements..

10.4. The school understands that pupils 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.

10.5. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in **section 9**.

10.6. Pupils will have verbal contact with a member of the **teaching** staff at least **once** per **week** via **phone call** or **virtual meet**.

10.7. **Parents** will inform the **teacher** as soon as possible if they cannot access remote learning or are finding it difficult to engage their child.

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

10.9. The **deputy 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.

11. Monitoring and review

11.1. This policy will be reviewed on an **annual** basis by the **deputy head teacher.**

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

11.3. The next scheduled review date for this policy is **Sept 2021**.

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, **Waverley School** will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

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

- **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 (COVID-19)'**
- **DfE (2020) 'How schools can plan for tier 2 local restrictions'**
- **DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'**
- **Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'**

2. Contingency planning

    2.1   The school has worked closely with the LA to ensure the premises is COVID-secure, and has completed all necessary risk assessments – results of the opening risk assessment are published on the school's website.

    2.2   The school works closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.

    2.3   The school will communicate its contingency plans for local restrictions with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

    2.4   If local restrictions are **not** applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

    2.5   The level of remote learning provision required will be based on the government's four tiers of local restrictions. Where there are no local

restrictions in place, the school will continue to remain fully open to all, and these tiers will not apply.

Tier 1 local restrictions

2.6   The school will remain open if tier 1 restrictions are in place, and remote learning will not be provided at this time.

Tier 2 local restrictions

2.7   The school will remain open if tier 2 restrictions are in place, and remote learning will not be provided at this time for pupils who attend school.

Tier 3 local restrictions

2.8 The school will remain open if tier 3 restrictions are in place, and remote learning will not be provided at this time for pupils who attend school.

Tier 4 local restrictions

2.9 The school will limit on-site attendance to just vulnerable children and young people. All other pupils will receive remote education in line with section 3 of this appendix.

3. Teaching and learning

3.1   All pupils will have access to high-quality education when remote working.

3.2   The school will use a range of teaching methods to cater for all different learning styles, this includes:

- videos, songs and stories

- signs and symbols

- play activities

- physical activities

- intensive interaction

- developing skills for independence e.g. feeding, dressing etc.

- developing communication e.g. PODD books, eye gaze etc.

3.3   Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with complex needs.

3.4   When teaching pupils who are working remotely, teachers will:

- Set activities so that pupils have meaningful and ambitious work each day.

- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable methods.
- Adjust the pace or difficulty of what is being taught in response to questions or discussions with parents.
- Plan a programme that is of equivalent length to the core teaching pupils would receive at **Waverley School,** ideally including **weekly** contact with **teachers**.

3.5   All provisions for remote learning will be subject to the class group's age, ability and identified needs.

3.6   In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the **headteacher** will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

3.7   The school will utilise the support available through the **DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.**

3.8   Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

3.9   Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

3.10   Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

4. Returning to school

4.1   The **headteacher** will work with the LA to ensure pupils only return to school when it is safe for them to do so.

4.2   After a period of self-isolation, or the lessening of local lockdown rules, the **headteacher** will inform **parents** when their child will return to school.

4.3 The **headteacher** will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

5.1 This policy annex will be reviewed in line with any updates to government guidance.

5.2 All changes to the policy will be communicated to relevant members of the school community.