



Remote Education Policy

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Review Date: March 2024

Statement of Intent

At Burnley Brow, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

In situations where a pupil is unable to attend school but is able to undertake remote education, the school will only consider providing this on a case-by-case basis as part of a plan to reintegrate the pupil back to school. This will only happen when it is judged that its provision will not adversely affect the pupil's return to school.

The 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 lesson content.
- Protect pupils from the risks associated with using an online learning platform.
- Ensure staff, parents and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during online lessons.
- Ensure all pupils have the provisions required to take part in online lessons and complete their work to the best of their ability, and remain happy, healthy, and supported during periods of remote learning.

The governing body will be responsible for:

- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the headteacher.
- Ensuring that online safety training for staff is integrated and considered as part of the school's safeguarding approach.

The headteacher will be responsible for:

- Ensuring staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating and managing risks associated with remote education, including online lessons.
- Ensuring there are arrangements in place for monitoring incidents associated with remote education provision.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Ensuring that pupils have access to remote education as soon as is reasonably practicable, where appropriate.

- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing body and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require to support pupils with online lessons.
- Conducting reviews of the online lesson arrangements to ensure pupils' education does not suffer.

Staff Members will be responsible for:

- Adhering to this policy at all times when preparing and delivering remote education.
- Reporting any safeguarding incidents and concerns to the Designated Safeguard Lead (DSL) and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for remote education to the ICT manager.
- Adhering to the Online Safety, ICT and Acceptable Use Policy.
- Reporting any health and safety incidents to the Health and Safety Team.
- Reporting any concerns they may have about remote learning, to the headteacher.

The SENCO will be responsible for:

- Liaising with the ICT manager to ensure that any technology used for remote education 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 during periods of remote education and liaising with the headteacher and other agencies to make any alternate arrangements for pupils with EHC plans and HCPs.
- Identifying the level of support or intervention that is required while pupils with SEND receive remote education.
- Ensuring that the remote education provision put in place for pupils with SEND is monitored for effectiveness.
- Liaising with the headteacher and LA in circumstances where delivering remote education to pupils with EHC plans proves challenging or impossible in order to find other ways to provide education.

The Designated Safeguarding Lead (DSL) will be responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding remote education.
- Liaising with the ICT manager to ensure that any technology used for remote education is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they take part in remote education.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in remote education.
- Identifying the level of support or intervention required while pupils take part in remote education and ensuring appropriate measures are in place.

The Data Protection Officer (DPO) will be responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring that all computer programs used for remote learning are compliant with the UK GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning can efficiently recover lost data.

ICT Manager will be responsible for:

- Ensuring that any school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost documents 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.
- Working with the SENCO to ensure that equipment and technology used for learning remotely is accessible to all pupils and staff.

Parents will be responsible for:

- Adhering to this policy during periods of remote learning.
- Ensuring the child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- Ensuring that their child always has access to remote learning material.
- Reporting any absence in line with the terms set out in 'Attendance and absence' section of this policy.
- Ensuring their child uses the equipment and technology provided for remote learning as intended.
- Reporting any technical issues with school-owned devices to the school as soon as possible.

Pupils will be responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Pupils will not share any passwords knows how to contact the class teacher to report any concerns.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Ensuring they have access to remote learning materials and know how to notifying a responsible adult if they do not have access.
- Ensuring they use any equipment and technology for remote learning as intended.
- To behave in any online lessons as they would in school.

Resources

The school will utilise a range of different teaching methods when delivering remote education. For the purpose of providing remote learning the school may make use of the following:

- Printed resources e.g. workbooks and text books
- Test papers
- Online learning portals e.g. Oak Academy, White Rose Maths and BBC Bitesize.
- Educational websites
- Reading tasks
- Online lessons
- Pre-recorded video lessons

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning. Teachers will ensure the programs chosen for online learning have a range of accessibility features to support pupils with SEND.

Where remote education is needed, the school will ensure that it is equivalent in length to the core teaching pupils would receive in schools and includes recorded or online direct teaching time, as well as time for pupils to complete tasks and assignments independently.

Remote education will be for three hours a day on average across the cohort for Key Stage 1, with less for younger children, and four hours for Key Stage 2.

When setting remote education work, the school will consider the pupil's age, stage of development and SEND. The school will also consider where this would likely require significant levels of support from parents, e.g. younger pupils or pupils with SEND.

Lessons will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning. The school will review the resources pupils have access to and adapt learning to account for this.

Work packs will be made available for pupils who cannot access online learning – these packs can be collected from the school office.

Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period. The SENCO will arrange additional support for pupils with SEND in line with their individual's needs. The SENCO will also contact the pupil's parents to see how the pupil can be supported by adults while learning remotely.

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.

For pupils who cannot access digital devices at home, the school will, where possible, supply ICT equipment.

Pupils and parents will be required to maintain the upkeep of any equipment they used to access remote learning resources. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Device Loan Agreement prior to commencing remote learning.

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 'marking and feedback' section of this policy.

Systems and technology

Staff will only download software for online lessons from a trusted sources and teachers will review the DfE's list of online education resources [online education resources](#) and utilise these resources as necessary.

For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation.

For PE lessons we use Complete PE lesson cards or video demonstrations. Pupils will be encouraged to take regular physical exercise to maintain fitness.

Any live online lessons that take place will be recorded and a copy of these will be kept until the child returns to school. These copies will then be deleted.

Safeguarding

The DSL will arrange for regular contact to be made with vulnerable pupils during a period of remote education.

Additional contact, including home visits, will be considered where required. Phone calls made to vulnerable pupils will be made using school phones where possible.

All contact with vulnerable pupils will be recorded and suitably stored.

The DSL will keep in contact with vulnerable pupils' social workers or other care professionals when the pupil is receiving remote education, as required.

All home visits will:

- Have at least one member of the Strategy Team present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded on paper and the records stored so that the DSL has access to them.
- Actively involve the pupil.
- Only take place following the completion of a Home Visits Policy.

The DSL will meet, in person or remotely, with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

All members of staff will report any safeguarding concerns to the DSL immediately. Pupils and their parents/carers will be encouraged to contact the school office if they wish to report safeguarding concerns. The school will also signpost families to the practical support that is available for reporting these concerns.

Pupil Conduct

Pupils will be reminded that they should complete online lessons in an appropriate setting.

Pupils will be reminded not to record 'live' or recorded online lessons on their devices.

Pupils will adhere to the school's Behaviour Policy at all times during 'live' or recorded online lessons, as they would during the normal school day.

The school will ensure that any pupils who breach the Behaviour Policy will be disciplined in line with the policy.

Staff Conduct

Staff will only use school-provided online learning platforms e.g. Google Classroom to communicate with pupils during remote learning.

Staff will only use school-owned devices for conducting setting online lessons or carrying out 'live' lessons, where possible.

Staff will not share personal information whilst conducting live online lessons.

Staff will ensure they conduct any 'live' online lesson from an appropriate location – either the classroom or, if this is not possible, from a quiet area in their home which has a neutral background.

Staff will communicate with pupils within school hours as far as possible.

Staff will not commence 'live' online lessons until at least one other member of staff is in the lesson 'room', and not without confirmation that at least one other colleague is aware that the online lesson is taking place.

Staff will keep a log of what happens during online lessons, e.g. behavioural issues or technical glitches, and share these with the ICT Manager and Headteacher as appropriate.

Online Safety

All staff and pupils using video communication will:

- Wear suitable clothing – this includes others in their household.
- 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 consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the Strategy Team, in collaboration with the SENCO.

Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

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.

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. websites 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.

Marking and Feedback

All schoolwork completed through remote learning will be:

- Completed and returned finished to the relevant member of teaching staff.
- Returned on or before the deadline set.
- Completed to the best of the pupil's ability. Parents/carers are encouraged to support children to complete remote learning but should ensure that the child completes the work themselves.
- Marked in line with the Marking and Feedback Policy.

Pupils and staff will maintain a good work ethic during the period of remote learning.

If there are problems submitting work on the school's remote platform or the work is not able to be submitted on the platform, pupils will send their work via email to the school email address. If they have been given a work pack, they can return the work on their first day back in school.

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via phone if their child is not completing their schoolwork, lacking engagement and motivation in any 'live' online lessons or their standard of work has noticeably decreased.

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

The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. notes home, Twitter and newsletters to parents and pupils which displays exemplary work and rewards engagement or outcomes.

Health and Safety

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

Teaching staff and the ICT manager 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 five-minute screen break every two hours. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

Attendance and Absence

The school will not view remote education as an equal alternative to on-site attendance and will only consider remote education as a last resort when the alternative would be no education.

Circumstances where remote education will be considered will fit into the following two categories:

- School closures or restrictions on attendance, where school access for pupils is restricted
- Individual cases where a pupil is unable to attend school but is able to learn

The school will continue to record pupil attendance and absence in the register in line with the education regulations and attendance guidance, using the most appropriate code.

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 and the school website about remote learning arrangements as soon as possible.

All communication that takes place between pupils and teachers will be via Google Classroom.

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

As far as possible, communication with pupils and their parents will take place within the school hours.

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