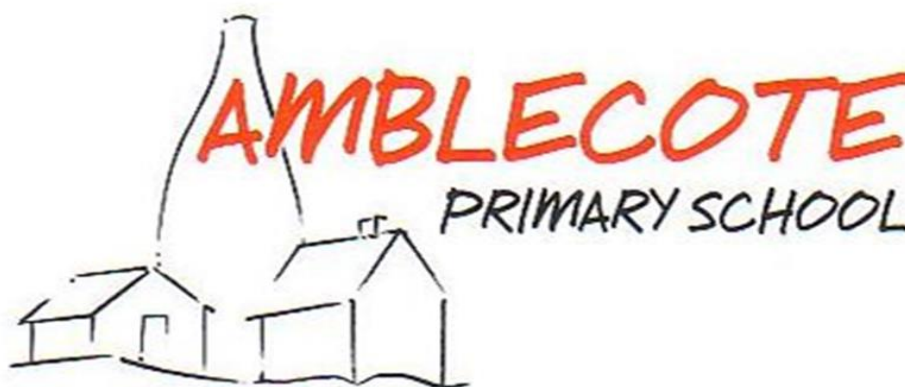


# Amblecote Primary School



*'At Amblecote we achieve because in our pupils we believe.'*

## Amblecote Primary School Remote Learning Policy

Responsibility for monitoring this policy: Head teacher

Review Annually

(or in response to changes in legislation/ DSCB operating procedures)

Updated: November 2021

Review date: November 2022

Proposed by the Headteacher.....J Cook.....Mrs J. Cook

Approved by Governing Body.....[Signature].....Mrs C. Roberts (Chair of Governors)

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## **Statement of intent**

At Amblecote, we understand the need to continually deliver high quality education, including during periods of remote learning. 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:

- 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.
- 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 supported during periods of remote learning.

## 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 2004
  - The General Data Protection Regulation (GDPR)
  - Data Protection Act 2018
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE (2020) 'Keeping children safe in education' (Updated January 2021)
  - DfE (2020) 'School attendance' (Updated January 2021)
  - DfE (2015) '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'
- 1.3. 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 Plan**
  - **Health and Safety Policy**
  - **Attendance Policy**
  - **Acceptable Use Agreement**
  - **Staff Code of Conduct**

## 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 and pupils are aware of 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 staff monitor 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.

The Deputy Headteacher and Senior Leaders are responsible for:

- Arranging any additional training staff may require to support pupils during the period of remote learning.
  - Conducting regular reviews of provision of the remote learning arrangements to ensure pupils' education does not suffer.
  - Requiring teachers to facilitate appropriate support for parents when large numbers of children are at home.

2.3. The School Business Manager is responsible for:

- 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.

2.4. The **Data Protection Officer** (Your IG) is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- 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.
- The Data Protection Officer can be contacted via:  
[YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)

2.5. The Designated Safeguarding Lead (DSL) is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
  - Liaising with the ICT technicians 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 relevant staff 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 SENDCOs (Special Educational Needs Co-ordinators) are responsible for:

- Liaising with the Headteacher to ensure that the technology used for remote learning is available 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 Deputy Headteacher and other organisations to make any alternative arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.7. The School Business Manager 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.

2.8. RM technicians (external providers) are responsible for:

- 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.
- Working with the SENDCOs to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9. 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 School Business Manager and asking for guidance as appropriate.

- Reporting any safeguarding incidents to the DSL 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 defects on school-owned equipment used for remote learning to the Headteacher and/or School Business Manager.
- Adhering to the Staff Code of Conduct at all times.

2.10. 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 (wherever possible) set out in paragraphs 9.1 and 9.2) of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- 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.
- Ensuring that pre-recorded lessons, which support your child's learning are only used for this purpose and are not shared on any social media platforms or forwarded on to others.
- Ensuring that their child is appropriately dressed for all TEAMS meetings and in all photographs and videos sent to the class teacher.

2.11. 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 set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- 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.
- Ensuring that they are appropriately dressed for all TEAMS meetings and in all photographs and videos sent to the class teacher.

### 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:
  - Work booklets
  - Email
  - Past and mock test papers
  - Current online learning portals
  - Educational websites
  - Reading tasks
  - Webinars
  - Pre-recorded video or audio lessons
  - Voiced PowerPoints
  - Oak Academy resources
  - You tube videos as directed by their teacher
  - ClassDojo platform to share, upload and provide feedback on pupils' work.
- 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. Lesson plans should be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.5. 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. providing work on PDFs which can easily be printed from a mobile device wherever possible.
- 3.6. High quality printed booklets to support remote learning have been purchased for pupils across the school, so that everyone has immediate access to remote learning.
- 3.7. Additional work packs will be made available for pupils who do not have access to a printer or the internet – these packs can be collected from school (national restrictions permitting).
- 3.8. Teaching staff will liaise with the SENDCOs and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period. Support staff will be invited to lessons where they would offer in class support (subject to staffing).



- 3.9. The SENDCOs will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls, TEAMS meetings.
- 3.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.11. 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/ chrome books.
- 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 academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with section 7 of this policy.

#### **Costs and expenses**

- 3.14. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.15. The school will not reimburse any costs for childcare.
- 3.16. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the 'Device Loan agreement for Pupils' prior to commencing remote learning.

#### **4. Online safety**

- 4.1. This section of the policy will be enacted in conjunction with the school's E 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 (without parents present) are not permitted.
  - 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.
- 4.4. All staff and pupils using audio communication (voiced PowerPoints) must:
  - Use appropriate language
  - Maintain the standard of behaviour expected in school.

- Use the necessary equipment and computer programs as intended.
- 4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND or to provide small bespoke classes for our Pupil Premium students. This will be decided and approved by the SLT, in collaboration with the SENDCOs, but will still require the presence of parents in the room.
  - 4.6. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
  - 4.7. During the period of remote learning, the school will maintain contact with parents to:
    - Reinforce the importance of children staying safe online.
    - Direct parents to useful resources to help them keep their children safe online.
  - 4.8. 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 Lead DSL (Headteacher), Deputy DSL's will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) prior to the period of remote learning.
- 5.3. The DSLs will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible and when staff use their own phones to withhold their personal number.
- 5.5. The DSLs will liaise with staff to arrange for regular contact with highly vulnerable pupils once per week, with additional contact, including home visits / door step checks, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on CPOMS.
- 5.7. The Lead DSL and Deputy DSL's will oversee the contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

- 5.8. All home visits / doorstep checks must:
- Have at least one suitably trained individual present.
  - Be undertaken by no fewer than two members of staff.
  - Be suitably recorded on CPOMS and the records stored so that the DSL has access to them.
  - Actively involve the pupil.
- 5.9. Vulnerable families will be provided with a means of contacting (school email, class email and direct message on the ClassDojo platform) the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- 5.10. 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.
- 5.11. All members of staff will report any safeguarding concerns to the DSL and Deputy DSL's immediately and record on CPOMS.
- 5.12. Pupils and their parents will be encouraged to contact the class teacher or DSL 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.
- 5.13. Forensic monitoring will continue to be used.

## **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 GDPR 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. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.5. All contact details will be stored in line with the Data Protection Policy.
- 6.6. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.8. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.

- 6.9. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedures.

## **7. Marking and feedback**

- 7.1. All schoolwork completed through remote learning must be:
- Finished when returned to the relevant member of teaching staff.
  - Returned on or before the deadline set by the relevant member of teaching staff.
  - Completed to the best of the pupil's ability.
  - The pupil's own work.
  - Marked in line with the Marking and Feedback Policy and Presentation Policy.
  - Returned to the pupil, once marked, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork –we will contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased. This will be monitored by class leaders and phase leaders, who will escalate any concerns to the Deputy Head teacher and Headteacher where necessary.
- 7.4. 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 their Phase Leader as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCOs as soon as possible. The academic progress of Pupil Premium students should be carefully tracked and monitored.
- 7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.
- 7.7. The school will log participation and pupil engagement with remote education of whole year groups who are self-isolating.
- 7.8. The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a virtual praise assembly sent out to parents and pupils which celebrates exemplary work and recognises engagement or positive outcomes. Senior Leaders will continue to provide information for parents when large numbers of pupils in year groups are isolating.

## **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. Staff will ensure pupils 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.

## **9. School day and absence**

- 9.1. Timetables for remote learning will be issued to all parents and pupils. Lessons and associated tasks are set daily via the ClassDojo platform. Remote Learning includes work set on Class Dojo, Teams support sessions, YouTube videos as directed by the teacher etc.
- 9.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. (We request that parents inform the school, if this is the case).

## **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 letter and the school website, Parent Hub, and ClassDojo about remote learning arrangements as soon as possible.
- 10.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 10.4. All communication with pupils and their parents will take place within the school hours outlined in section 9.
- 10.5. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.6. 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.
- 10.7. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.8. The Headteacher will review the effectiveness of communication on a fortnightly 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 Headteacher.
- 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 January 2022.

# 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, the 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 (2021) 'Safeguarding and remote education during coronavirus (COVID-19)'
  - DfE (2021) 'Adapting teaching practice for remote education'
  - DfE (2021) 'Guidance for full opening: schools'
  - DfE (2021) 'Get help with technology during coronavirus (COVID-19)'
  - DfE (2021) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
  - DfE (2020) 'How schools can plan for tiered local restrictions'
  - DfE (2021) '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'
  - DfE (2020) 'Remote education good practice'

## 2. Contingency planning

- 2.1 The school will work closely with the LA to ensure the premises is COVID-secure, and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.
- 2.2 The school will work 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 The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.

- 2.5 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.
- 2.6 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**

- 2.7 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**

- 2.8 The school will adopt a rota system which will require a combination of remote learning and classroom-based learning to be provided. The rota will allow for some time at school and some time at home.
- 2.9 Children of critical workers and vulnerable children will be able to access full-time on-site provision. Attendance for these pupils will be prioritised and strongly encouraged.
- 2.10 When considering remote learning in a rota system, teachers will:
- Set assignments 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.
  - Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
  - Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- 2.11 Pupils who will be unable to engage effectively in remote education at home due, e.g. to a lack of devices or quiet space to study, might be considered vulnerable and, therefore, able to attend on-site provision.

#### **Tier 3 local restrictions**

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



## **Tier 4 local restrictions**

2.13 The school will limit on-site attendance to just vulnerable children and children whose parents are classed as Critical Workers. 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 prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:
  - Ensuring pupils receive clear explanations.
  - Supporting growth in confidence with new material through scaffolded practice.
  - Application of new knowledge or skills.
  - Enabling pupils to receive feedback on how to progress.
- 3.3 The school will use a range of teaching methods to cater for all different learning styles.
- 3.4 Teachers will try to ensure that there are opportunities to promote interactivity amongst pupils and between pupils and staff, e.g. Class TEAMS calls or use of the 'chat' function on meeting software, to lessen feelings of isolation and to promote pupil progress and motivation.
- 3.5 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.
- 3.6 When teaching pupils who are working remotely, teachers will:
  - Set assignments 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 tasks and be clear on how regularly work will be checked.
  - Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
  - Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

- 3.7 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.
- 3.8 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.
- 3.9 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.
- 3.10 The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations.
- 3.11 Pupils will be encouraged to take regular physical exercise to maintain fitness, and time will be allocated within the school week for pupils to focus on this, in addition the school website signposts parents to a wide range of physical activities available.
- 3.12 The school will remain mindful of families who do not have access to the resources required for remote education, and will ensure that an up-to-date record of which pupils do not have appropriate devices or internet access is maintained.
- 3.13 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.
- 3.14 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 Year 1 - 6
  - 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
- 3.15 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.
  - Device Loan Agreement for Pupils is signed by a parent.
- 3.16 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.

- 3.17 The school will approach remote learning in a flexible manner where necessary, e.g. ensuring that lessons are recorded to accommodate contexts where pupils have to share a single device within the home.
- 3.18 Where live lessons are recorded, the school will ensure all recording procedures have due regard for the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation.
- 3.19 The school will maintain good communication with parents to ensure that parents are aided in supporting their child's remote education.

#### **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.