

## **Remote Learning Policy**

At Pear Tree School, we understand the need to continually deliver high quality education to all of our pupils and achieve the best we can in everything we do, even if a pupil is unable to attend school for a period of time.

Remote learning may occur due to a variety of reasons including, but not limited to:

- Unavoidable school closures due to weather or unforeseen circumstances that leave it unsafe to open school.
- Outbreaks of illness.
- Exceptional circumstances for an individual pupil who may not be able to attend school for medical reasons.

### **Our remote learning policy aims to:**

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure a whole school approach to remote learning.
- Ensure parents and carers know what to expect during periods of remote learning.
- Ensure staff operate within the code of conduct and guidance of safer working practice.
- Ensure robust safeguarding measures continue to be effective 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.

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

- DfE (2020) Keeping children safe in education
- DfE (2017) special educational needs and disability code of practice: 0-25 years

This policy should be read alongside the following school policies:

- Safeguarding and child protection
- Data protection
- Accessibility
- Online safety
- Teaching and learning
- Attendance
- Children missing from education
- ICT acceptable use
- Staff code of conduct

## **Roles and Responsibilities**

### **The Governing Body is responsible for:**

- Ensuring school has in place a remote learning policy and clear procedures in which to operate.
- Ensuring remote learning is available for pupils for whom this is appropriate.
- Ensure both pupils and staff are safeguarded during remote learning.

### **The headteacher/deputy headteacher are 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 for both students and staff.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Reviewing the effectiveness of this policy and communicating any changes to staff, parents and pupils.
- Reviewing impact of delivery on pupil progress.
- Ensuring access for all pupils.
- Ensuring available resources to facilitate remote learning.

### **The DSL is responsible for:**

- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring multi agency working is effective to safeguard all children but particularly vulnerable pupils and any child on a child protection plan.
- 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 learning, ensuring all safeguarding incidents are adequately recorded and reported.

### **Staff members are responsible for:**

- Adhering to this policy at all times during periods of remote learning.
- Following the schools safeguarding policy.
- Adhering to staff code of conduct at all times.
- Planning and delivering remote learning and ensuring this is personalised and appropriate for each individual.
- Keeping in contact with families

### **Parents are responsible for:**

- Adhering to this policy at all times during periods of remote learning.
- Supporting their child to access remote learning.

- Communicating with school staff.
- Ensuring their child is dressed appropriately and in a safe place when accessing remote learning. Children must be fully dressed when attending zoom sessions.

### **Pupils are responsible for**

- Adhering to this policy at all times during periods of remote learning, particularly regarding communication with staff.

### **Online Safety and Safer Working Practice**

Our online safety policy applies during periods of remote learning. The following amendment has been added to the policy and the staff code of conduct to safeguard both pupils and staff:

Staff must not send personal emails to pupils or respond to pupils via email. However, during periods of remote learning, there may be a need to email work to a pupil or give further explanation. Ideally, work should be sent to a parent/carer unless parents/carers and a senior leader in school agree for the work to also be sent to the pupil. In this case, a member of staff must:

- always use a school email account;
- email only during school time;
- copy either Rebecca Warnock or Vicky Farish into the email and the parent or carer;
- upload any emails (sent and received) ASAP onto CPOMS.

It must be made clear to the pupil that they must only communicate with the teacher for work purposes.

Children must be fully clothed when accessing all online sessions and in any photographs or videos parents take to share with school.

When a teacher is using zoom to deliver sessions they must, where possible, ensure the following:

- The zoom session link should be sent directly to the parent carer unless this has been agreed as set out above.
- Sessions are delivered from school wherever possible.
- When delivering a zoom session from home, this must be done from a 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.
- Students should access zoom sessions from public areas of their home and not in their bedroom. They must be fully clothed.
- Appropriate language is used and the standard of behaviour expected in school is maintained.

## **Safeguarding**

- Our whole school safeguarding and child protection policy has been updated to include safeguarding procedures in relation to remote learning.
- The DSL and headteacher will identify vulnerable children and will arrange for staff to make regular contact with families during remote learning periods. Staff will be permitted to contact parents on personal phones but the number should be withheld and all phone calls made directly to the parent/carer. All conversations must be documented on CPOMS.
- Any safeguarding concerns must be raised immediately by the member of staff with the DSL.
- The DSL will notify social workers of periods of remote learning from the first day.
- The DSL will maintain multi agency working to safeguard children.

## **Data Protection**

- This section must be read alongside the school's Data Protection Policy.
- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure 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.
- Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if data is lost, stolen or subject to unauthorised access, it remains safe until recovered.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the Data Protection Policy.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Staff are not permitted to allow family members or friends to use any school owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in line with the school policy.

## **Communication**

- School will communicate with parents via letter, email, the school website and facebook page about remote learning arrangements as soon as possible.
- After initial communication from senior leaders in school, the class teacher will take lead on organising communication with families.
- The deputy headteacher/lead practitioner will communicate with staff as soon as possible via email/phone call about any remote learning arrangements.
- Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.
- As much as possible, all communication with pupils and their parents will take place within the school hours.

- Parents will inform the relevant member of staff as soon as possible if schoolwork can not be completed.
- Issues with remote learning will be communicated to the teachers as soon as possible so this can be resolved.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

This policy was updated October 2023

This policy will be reviewed annually as standard but amendments may be made throughout the school year as necessary.