CURRICULUM & TEACHING
Remote Learning Policy
Our Lady's Bishop Eton Primary School

This policy is reviewed and approved by Governors as required.

INTENT

At Our Lady's Bishop Eton, our intention is to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil, whole class bubble or in the case of a National Lockdown. 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 curriculum content, 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 immediate access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:
- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'

DfE (2020) 'Get help with remote education'

IMPLEMENTATION: OUR PROVISION

We are aware that there are a variety of potential isolation/ lockdown situations: self-isolation, bubble isolation or a Full National Lockdown and we have endeavoured to produce a system that meets the needs of these scenarios. We have followed government advice and local authority guidance to produce a system that helps further your child's education, limits the academic impact of any one of these situations and is accessible to all children absent from school as a result of the Covid 19 pandemic.

Scenario	Provision
Self-isolation for a child who is at home awaiting the result of a Covid-19 test for themselves or a household member (approximately 1-2 days).	Oak National Academy lessons will be uploaded onto Google Classroom daily. Lesson topics will reflect those being taught in school. Doodle Homework and other OLBE Apps will continue to be available as links on the Google Classroom.

Self-isolation following a positive test in the household (10 days).	Oak National Academy lessons will be uploaded onto Google Classroom daily. Lesson topics will reflect those being taught in school. Doodle Homework and other OLBE Apps will continue to be available as links on the Google Classroom.
Bubble isolation - Whole bubble isolating at home due to a confirmed positive case of Covid-19 (10 days).	Oak National Academy lessons will be uploaded onto Google Classroom daily. Work will be uploaded onto the Google Classroom daily. Lesson topics will reflect those being taught in school. Doodle Homework and other OLBE Apps will continue to be available as links on the Google Classroom.
Full National Lockdown – School Closure for all pupils except children of critical workers and vulnerable children.	Oak National Academy lessons will be uploaded onto Google Classroom daily. Work will be uploaded onto the Google Classroom daily. Lesson topics will reflect those being taught in school and as closely as possible will reflect the school's long term planning. Doodle Homework and other OLBE Apps will continue to be available as links on the Google Classroom.

We expect that remote education (including remote lessons, independent work, work pack activities, reading, comprehension and Live Welcome and Feedback) will take pupils broadly the following number of hours each day:
- Key Stage 1 (Years 1 and 2 when pupils are aged between 5 and 7): 3-4 hours a day
- Key Stage 2 (Years 3-6 when children are aged between 7 and 11): 4-5 hours a day

It is important to remember that the work set on the Google Classroom will last the entirety of the school day for those pupils learning in school.

The school's remote learning provision provides pupils with recorded lessons from the Oak National Academy, quizzes which give instant feedback to pupils and live Welcome and Feedback sessions which allow pupils the opportunity to interact with teachers and their peers.

For the purpose of providing remote learning, the school will make use of online and paper resources:

Online resources:
- Google Classroom
- Pre-recorded video or audio lessons (Oak National Academy)
- Live Welcome and Feedback sessions (daily)
- Educational Apps (OLBE Apps)
  1. Doodle Homework Apps
  2. Oak Library
  3. TT Rockstars
  4. Numbots
  5. LetterJoin
  6. IDL (for those pupils enrolled)
  7. Maths No Problem! (online textbook and workbook)

Physical resources:
- Reading books
- Comprehension (Year 2 to Year 6)
- Spelling and handwriting booklets

Our school recognises that interactive sessions are vital for the engagement of pupils and promote pupil well-being. Live sessions with teachers will give pupils confidence, direction and structure. Pupils will have the opportunity to experience appropriate questioning and reflective discussion. These live sessions will have regular time slots and will be recorded for viewing by those pupils who are unable to make the live time. Changes to these times will be communicated via an update in the Class Stream before the allotted time and kept to a reasonable length.

In order to make the curriculum fully accessible during a Full National Lockdown when not all pupils are studying in school, we will switch our curriculum to the Oak National Academy for all pupils. The school will review the resources pupils have access to and will ensure that all lessons are accessible from the Google Classroom. The school will continue to review the DfE's guidance on where schools can source these educational resources and utilise these as appropriate. The school will endeavour to ensure the equality of access whether studying from home or in school. If physical resource packs are utilised, they will be made available for pupils who are not currently attending school or for those pupils who are attending school less frequently (for example, due to the parent's critical worker shift pattern) – these packs can be collected from school on specified days. Clear time slots will be allocated and it is expected that social distancing will be applied when on school grounds.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning. Any issues with remote learning resources should be reported as soon as possible to the relevant member of staff.

IMPLEMENTATION: ROLES AND RESPONSIBILITIES

The **GOVERNING BODY** is responsible for:
- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

The **HEADTEACHER AND SLT** 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.
- 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.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews with SLT on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.
- 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.

The **SENCO** is responsible for:
- Liaising with the class teachers to ensure that the provision used for remote learning 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 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 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.

STAFF MEMBERS are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- 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 dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the headteacher or a member of SLT.
- Reporting any defects on school-owned equipment used for remote learning to the business manager.
- Adhering to the Staff Code of Conduct at all times.

RESPONSIBILITY AT HOME
Parents are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely during the school day, 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.
- Ensuring that their child always has access to remote learning material during the school day.
- Reporting any absence.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the **Online Code of Conduct** at all times.

Pupils are responsible for:
- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely, and that their schoolwork is completed 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. For example not having other tabs open or using other devices during a live session.
- Remember that they are in an online classroom therefore they must adhere to the school's Behaviour Policy at all times.

REPLICATING THE CLASSROOM REMOTELY

INTERVENTION
In order to maintain the progress of pupils during a period of remote learning, we are facilitating the use of online intervention when possible. Pupils, who are learning remotely and enrolled on intervention programmes, will have access to their programme via the Google Classroom and the internet. Those pupils who are attending school will continue to access their online interventions from school.

ACCESS AT HOME
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, sim cards, routers etc.

For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through the appropriate government channels or offer alternative plans. If parents are to loan equipment from the school, they accept responsibility for the item and its condition. Both pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

If a pupil is provided with school-owned equipment, their parents or carers will sign and adhere to the **Technology Acceptable Use Agreement** prior to commencing remote learning from this device.

The school is not responsible for providing technical support for equipment that is not owned by the school. As a school we have a dedicated IT help desk to provide parental support when dealing with issues such as passwords, logins and other Google Classroom difficulties. We will provide regular updates and suggestions related to remote platforms to all parents.

SUPPORTING PUPILS WITH SEND

Teachers will ensure provision chosen will be accessible and will support pupils with SEND. When necessary, class teachers will liaise with SENDCO and SLT in order to plan and organise alternative provision for those identified pupils who are unable to access the class provision. This will be unique to the individual's needs and class teachers will inform parents of such changes.

Pupils will also have a range of apps as detailed in the Access section of this policy. Some apps offer personalised learning and will match childrens' needs.

ASSESSMENT, MONITORING AND FEEDBACK

Our school has high expectations with regards to the consistent quality of assessment. Quality assessment will be used alongside the Oak National Academy lessons to ensure quality planning of discrete, logically sequenced units and to support children to achieve mastery of each unit i.e. a deeper understanding through problem solving, questioning, the encouragement of deeper thinking and quality feedback.

The Oak National Academy gives pupils instant feedback through quizzes and reviews answers to any online activities. Pupils can assess these with parents or independently for those learners who are capable of doing so. Pupils will be encouraged to share work with their teachers. This will allow teachers to monitor work in class and the work of those who are learning remotely.

Teachers will not mark individual pieces which are submitted online, but will tailor feedback to the cohort. Teachers will provide feedback sufficient to the task. Where more in-depth feedback is required, such as for longer writing tasks, teachers will provide substantial whole class feedback in line with our assessment policy.

During a Full National Lockdown all teachers will be working in school teaching their classes. Therefore, instant monitoring and feedback will not be possible. Monitoring will be completed at different points throughout the day and any comments posted to staff will be read throughout the day. Teachers will address comments either during the live sessions or a telephone call home if it is required.

Teachers will monitor submitted work for future provision. Teachers will use their professional judgement and monitored work as evidence for a return to school plan. Teachers will select units which require consolidation or further explanation based on their continuous monitoring and assessment of work.

SAFEGUARDING

At Our Lady's Bishop Eton, the safety of pupils and staff is paramount. In order to protect everyone at our school we have set the following standards:

- Communicate in groups – one-to-one sessions are not permitted and all feedback will to a whole group.
- Be prepared for Meetings, including wearing suitable clothing.
- Be situated in a suitable, quiet area within the home.
- Pupils and staff can use the blur function as a background.
- Use appropriate language when online and in the chat function.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Pupils cannot record, store, or distribute video material from the live sessions.
- Staff members will record live sessions and they will be made available on the Stream, these will be deleted from the Stream after 1 week has past.
- Always remain aware that they are visible.

We expect the same standard of behaviour in our Google Classroom as we would expect in school. Our Online Classroom mirrors the physical classroom. If pupils do not match the expectations as listed above staff can remove pupils from the Meeting and will follow the school's behaviour policy. Parents of those pupils who are not following our behaviour policy will be contacted immediately.

Unauthorised users will not be accepted into live Meetings. Parents and pupils must be mindful that live Meetings are recorded. Any recordings of live Meeting will be deleted from the Stream after a week's teaching.

Teachers expect pupils to always be prepared for live Meetings. During live sessions, pupils will have no use of other devices or other internet tabs open, they will mute audio unless they have been requested to speak and will have their camera on. If there are issues with technology, pupils must notify staff during the live session or parents can contact the school office. Where possible staff will attempt to support pupils on how to rectify problems when using the Google Classroom for live Meetings. If there are issues with video footage or pupil display, staff will ask pupils to speak to confirm they are live. If they are unable to do this, staff can remove pupils from the meeting.

During a Full National Lockdown, staff members will monitor pupils who are accessing the Google Classroom. Where there is a concern, staff members will report these to members of the SLT team/ Safeguarding team. Our school will make contact with parents of pupils who are not accessing the platform and not completing work to see if there is any further support we can offer.

In a Full National Lockdown, children from vulnerable families and those children with critical worker status will continue to attend school. The school will ensure that vulnerable children have a place available and where pupils. The school will maintain contact with these families throughout the lockdown period. The school will ensure that correspondence is understood and make clear the support available. The Safeguarding team will continue to monitor such cases in regular safeguarding meetings and will act on concerns raised.

DATA PROTECTION

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

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

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

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.

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 processes outlined in the Data Protection Handbook. The school will not permit paper copies of contact details to be taken off the school premises.

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

Any breach of confidentiality will be dealt with in accordance with the processes outlined in the school's Data Protection Handbook and Disciplinary Policy.

Food provision

Our school will monitor vulnerable families on an individual basis and will signpost parents towards additional support for ensuring their children continue to receive the food they need. Where applicable, the school may provide the following provision for pupils who receive FSM: Providing vouchers through Wonda to families. If you think you are eligible for such support, please contact the school office.

Further costs and expenses

Our school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax. The school will not reimburse any costs for travel between pupils' homes and the school premises. Nor will the school reimburse any costs for childcare.

IMPACT

Our school leadership closely monitors the progress of remote learning. We do this regularly through monitoring at a class, year group, and whole school level. We will continue to make changes where required in line with guidance from government and the local authority. Any changes will be communicated promptly to parents.

We are confident our online provision enables children to become:
- Confident, well-motivated, independent learners at home.
- Children who enjoy learning and who maintain good relationships with adults and other children.
- Have a sense of pride in their work at school and a determination to reach their personal goals and targets.

Teachers and teaching assistants who are:
- Are professional, knowledgeable, skilled, confident, motivated and happy in their work and their work/life balance.

Parents who:
Are fully engaged in their children's learning and understand, and are proud of their children's progress and achievements.