



MARTIN PRIMARY SCHOOL

Remote Learning Policy

Reviewed and ratified by the Standards & Achievement
Committee: autumn 2023

Reviewed every three years

Contents:Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Resources](#)
4. [Online safety](#)
5. [Safeguarding](#)
6. [Data protection](#)
7. [Marking and feedback](#)
8. [Health and safety](#)
9. [School day and absence](#)
10. [Communication](#)
11. [Monitoring and review](#)

Statement of intent

At Martin Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – 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 working, 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
- 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.

1. Legal framework

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

- Equality Act 2010
- The General Data Protection Regulation (GDPR)
- The Education (Pupil Registration) (England) Regulations 2006
- DfE (2023) 'Providing remote education'
- DfE (2022) 'Safeguarding and remote education'
- DfE (2022) 'Keeping children safe in education'
- (2015) 'SEND code of practice: 0 to 25 years'
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Help with accessing and buying resources for remote education'
- DfE (2021) 'Get help with remote education'

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
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- Staff Code of Conduct

2. Roles and responsibilities

2.1 The Governing Body is responsible for:

- evaluating the effectiveness of the school's remote learning arrangements.
- ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

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 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

- ensuring that the remote education provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired
- conducting reviews of the remote learning arrangements to ensure pupils' education does not suffer
- ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required
- ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR

2.3 The Designated Safeguarding Lead is responsible for:

- attending and arranging, where necessary, any safeguarding meetings regarding remote learning
- 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
- identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate safeguarding measures are in place

2.4 The SENCO is responsible for:

- liaising with the ICT technicians to ensure that the technology 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
- Liaising with the headteacher and LA in circumstances where delivering remote education to pupils with EHC plans proves to be challenging or impossible in order to find other ways to provide education.

2.5 The Bursar is responsible for:

- ensuring that the school has adequate insurance to cover all remote working arrangements.

2.6 The ICT technician 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 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 **SENCO** to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

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 Headteacher 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 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 an ICT technician
- 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 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
- ensuring their child uses the equipment and technology used for remote learning as intended.

2.9 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 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.

3. Resources

3.1 Learning materials

- 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:
 - Google Classroom/Tapestry
 - Work books/sheets
 - Educational websites
 - Reading tasks
 - Pre-recorded video or audio lessons.

Teachers will review the DfE's guidance and follow as required.

- Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- Teachers will ensure, where possible, that the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
- Lesson plans 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 all pupils needs by using a range of different formats.
- Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.
- 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 which will be unique to the individual's needs, e.g. via weekly phone calls.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 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, provide appropriate support
- Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- Teaching staff will oversee academic progression and will mark and provide feedback on work in line with [section 7](#) of this policy.
- The **ICT technicians** are not responsible for providing technical support for equipment that is not owned by the school.

3.2 Food provision

The school will signpost parents via **letter** towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

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

- making food hampers available for delivery or collection
- providing vouchers to families.

3.3 Costs and expenses

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

4. Online Safety

Please see Appendix 2 of the school's Online Safety Policy.

5. Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy

- The DSL and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) and will arrange for regular contact to be made with vulnerable pupils if they are learning remotely
- The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- All members of staff will report any safeguarding concerns to the DSL immediately.
- Pupils and their parents will be encouraged to contact the 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.

6. Data Protection

This section of the policy will be enacted in conjunction 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 Data Protection Policy and retained in line with the Records Management Policy.
- 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 school's Data Protection Policy.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

7. Feedback

- The school expects pupils and staff to maintain a good work ethic when learning remotely.
- Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email if their child is not completing their schoolwork 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 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.

8. Health and safety

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

- If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every hour.
- Screen break frequency will be adjusted for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the health and safety officer or other relevant member of staff immediately so that appropriate action can be taken.

9. 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 may 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, and in line with the school's Attendance and Absence Policy.

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

Pupils who are unwell are not expected to be present for remote learning until they are well enough to do so. Parents will inform their child's teacher no later than 8:30am if their child is unwell.

The school will monitor absence and lateness in line with the Attendance and Absence Policy.

For individual cases where a pupil is unable to attend school but is able to partake in remote education, the school will consider providing remote education on a case-by-case basis as part of a plan to reintegrate the pupil back to school. Remote education will only be provided when it is judged that its provision will not adversely affect the pupil's return to school.

School closures and attendance restrictions

The school will ensure that every effort is made to ensure pupils can be taught in person where possible. The school will explore all options to ensure the school can

remain open to all pupils; however, in circumstances where it is not possible to safely remain open or where remaining open would contradict local or central government guidance, the school will consider providing remote education. The school will ensure that it has a plan in place outlining remote education procedures for teachers, parents and pupils. The DfE's emergency planning guidance will be consulted in the event of school closures or attendance restrictions

9. 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.
- The teacher/teaching assistant will try to communicate with the parents/carers at least once a fortnight to discuss the child's progress.
- The headteacher will communicate with staff as soon as possible via email 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.
- 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.
- As much as possible, all communication with pupils and their parents will take place within the school hours.
- Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- Issues with remote learning or data protection will be communicated to the pupil's teacher as soon as possible so they can investigate and resolve the issue.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- The headteacher will review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

