



Crich Junior School
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Crich Junior School

Remote Learning Policy

January 2021

Name	Role	Date	
Chris Orridge	Acting Head Teacher	January 2021	
Review date	By whom	Summary of changes made	Date implemented
January 2022			Jan 2021

Statement of Intent

At Crich Junior School we understand the need to continually to deliver high quality education, including during periods of remote working – whether for an individual student or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students 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 students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Protect staff from the risks associated with using devices connected to the internet
- Ensure staff, parent, and student 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 students 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.

Government Guidance

‘Guidance for Full Opening where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September 2020. This planning has been particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.’

When teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to 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

We expect schools to consider these expectations in relation to the pupils’ age, stage of development or special educational needs, for example where this would place significant demands on parents’ help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.

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
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

This policy has due regard to the most up-to-date national guidance including, but not limited to, the following:

- DfE (2019) ‘Keeping children safe in education’
- DfE (2019) ‘School attendance’
- DfE (2017) ‘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 Schoolchildren’
- DfE (2016) ‘Children Missing Education’

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- GDPR and Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Staff Code of Conduct Policy
- Student Behaviour Policy
- Accessibility Policy
- Online Safety Policy (including Appropriate Use of ICT)
- Children Missing in Education Policy

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 each school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis.

2.2. The Acting Head Teacher – Chris Orridge - is responsible for:

- Ensuring that staff, parents and students 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.
- Sharing this policy on annual basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure students' education does not suffer.

2.3. The Acting Head Teacher (Chris Orridge) in partnership with the IT Team are responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Acting Head Teacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4. The DPO (Data Protection Officer) in conjunction with the GDPR contact – Sally Anthony- is responsible for:

- Ensuring all staff, parents, and students are aware of the data protection principles outlined in the GDPR policy.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Ensuring that all staff are aware of the how to report a data breach.

2.5. The DSL- (Chris Orridge and Liane Kemp) 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 students online.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely and liaising with the Head Teacher and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The SENCO (Katie Packard) is responsible for:

- Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.

- Ensuring that students with EHC plans continue to have their needs met while learning remotely and liaising with the head teacher and other organisations to make any alternate arrangements for students with EHC plans and PLPs.
- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.7. The Acting Head Teacher (Chris Orridge) and IT Technician are responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for students 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. The ICT technician (Alasdair Wiggin) is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection 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
- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

2.9. Staff members of Crich Junior School are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Head Teacher 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 Acting Head Teacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct and Staff IT Acceptable Use Policy (Part of the Online Safety Policy) 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 set out by each class teacher 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 times set out by the individual school.
- Ensuring their child uses the equipment and technology used for remote learning as intended.

Parents will:

- Support their child's learning to the best of their ability and encourage them to complete the seesaw activities provided.
- **Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the Seesaw app.**

- Know they can continue to contact their class teacher as normal through the school e-mails address: info@crich-jun.derbyshire.sch.uk if they require support of any kind.
- Be mindful of mental well-being of both themselves and their child and encourage regular breaks, games and fresh air.

2.11. Students 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 by the school, 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 school Behavioural Policy at all times.
- **Refraining from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the Seesaw app.**

3. Resources - for Remote Learning Provision

In order to provide remote learning at Crich Junior, staff will aim to:

- Provide a Maths, English and afternoon activity specific to the needs of their class by 9am each school day.
- Provide feedback to children regarding the tasks that they have submitted.
- Upload daily timetable - activities and resources will link directly to what children would have been covering in school.
- Follow in-school class timetable as much as possible, including a range of subject areas.
- Monitor work to ensure it is being completed.
- Contact parents to provide support where necessary.
- Make reasonable adjustments to ensure that all students have access to the resources needed for effective remote learning.
- Liaise with the SENDCO and other relevant members of staff to ensure all students remain fully supported for the duration of the remote learning period.
- Report any defects or issues with remote learning resources as soon as possible to the relevant member of staff.
- Will oversee academic progression for the duration of the remote learning period and will mark and/or provide feedback on work as agreed in line with section 7 of this policy.
- Teachers are expected to set work in line with the normal school day and therefore expectations on students in terms of volume of work set should not exceed the normal school day expectations.
- Students 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.
- Students and parents will be required to look after any equipment they use to access remote learning resources.
- The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Costs and expenses

- The school will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, council tax, paper or printing costs.
- The school will not reimburse any costs for travel between students' homes and the school premises.
- The school will not reimburse any costs for childcare.
- If a student is provided with school-owned equipment, the student and their parent will sign and adhere to school policy prior to commencing remote learning.

4. Online Safety

- This section of the policy will be enacted in conjunction with the Online Safety Policy.
- Where possible, all interactions will be textual and public.
- Where staff are using **recorded video** to deliver remote learning they should:
 - Be situated in a suitable '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. A virtual background can be used also.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and recommended computer programs as intended.
 - Not record, store, or distribute video material without permission.

5. Safeguarding

- This section of the policy will be enacted in conjunction with the Safeguarding Policy and Child Protection Policy
- The school will identify 'vulnerable' students (students who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The school will arrange for regular contact to be made with vulnerable students, prior to the period of remote learning.
- Phone calls made to vulnerable students will be made using school phones where possible. Where this is not possible it is essential that the identification of the caller is withheld.
- The DSL will arrange for regular contact with vulnerable students as deemed appropriate following local and national guidance.
- The DSL will keep in contact with vulnerable students' social workers or other care professionals during the period of remote working, as required.
- Home visits must not be undertaken. In exceptional circumstances doorstep visits may be undertaken in line with the guidance issued during the COVID-19 pandemic.
- Vulnerable students will be provided with a means of contacting their school. This arrangement will be set up by the school prior to the period of remote learning.
- The DSL should meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable students learning remotely.
- Any concerns/issues raised will be dealt with using the School's Safeguarding procedures.

6. Data Protection

- This section of the policy will be followed in conjunction with the school's GDPR and 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 students' 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 ATLP Retention Schedule.
- The school will not permit paper copies of contact details to be taken off the school premises.

- Students 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 GDPR and Data Protection Policy. All members of staff will report any safeguarding concerns to the DSL immediately.
- All data breaches must be reported immediately to the Schools GDPR contact and DPO.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

7. Marking, Feedback and Assessment

- Any marking of work will only take place for specific "key" pieces as identified by teaching staff and will focus on assessment.
- The school expects students and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENDCO as soon as possible.
- Staff must consider that for some students (particularly those with high levels of anxiety) this will be a stressful time and should consider their expectations in terms of the work set and deadlines set. They should also consider that students might be unwell or not able to do work.
- Schools will not be asking for data on student performance (for the period of time that schools have been engaged in remote learning). Therefore, all assessment should be formative. The purpose of any assessment should be to inform the development of future learning resources and activities. The key principle should be that only assessment that is useful to pupils and their teachers should be undertaken. It will be up to the professional judgement of the school leaders and teaching staff to set appropriate assessed work if they deem it essential.

8. Health and Safety

- This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- Teaching staff and ICT technicians will ensure students 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, students will be encouraged to take a regular breaks every two hours and to exercise and move away from the screen.
- Screen break frequency will be adjusted to five minutes every hour for younger students or students with medical conditions who require more frequent screen breaks.
- If any accidents or near-misses occur in a student's home related to remote learning activity or school equipment, they or their parents are required to report these to the school as soon as is possible so that appropriate action can be taken.

9. School Day and Absence

- Students will be present for remote learning as designated by each individual school taking into account the age of the child and the capacity of the school to deliver the curriculum remotely. Students will be informed of these requirements.
- Students will build in appropriate rest breaks and screen breaks and work set is intended to follow the pattern of the normal school day where possible.
- Students with SEND or additional medical conditions may require more regular breaks as appropriate.
- Students who are unwell are not expected to engage in remote learning until they are well enough to do so.

10. Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents about remote learning arrangements as soon as possible.
- The Head Teacher will communicate with staff as soon as possible

- The school understands that staff and 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.
- Pupils will have response forms for all activities to acknowledge engagement with the task. These forms can take different formats from worksheets to comment sheets. If children fail to engage with their learning for whatever reason the staff will give them a phone call to check if they are having any difficulties that we can help with. We would expect to see some engagement everyday. Every week the Head teacher will collect names of children not engaging.
- Parents and pupils will inform the class teacher if schoolwork cannot be completed.
- 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.
- The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- The Head Teacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

Teaching Staff will:

- Share teaching and activities with their class through Seesaw.
- Continue providing activities in line with current planning that is already in place throughout the school.
- Keep in contact with children through Seesaw .
- Reply to messages, set work and give feedback on activities during the normal teaching hours 8.30am – 3.30pm.
- Allow flexibility in the completion of activities, understanding that the circumstances leading to self-isolation will affect families in a number of ways.
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development;
- If a member of staff is unwell, follow up of messages on Seesaw during this time will not be undertaken until the teacher is fit to work. Senior Leadership Team will inform parents of this change in circumstances.

Remote Learning Access

- Where children are unable to access online learning, packs may be requested by parents and collected from the school office by prior arrangement.
- It may be possible to provide laptops or tablets, and internet connectivity through Government schemes.
- All children should be supported to engage in learning throughout their period of isolation regardless of their circumstances in relation to technology or online access.

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials parents must note that resources are for viewing online only on our secure class site. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

11. Monitoring and Review

11.1. This policy will be reviewed on an annual basis by the Governing Board

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.

Crich Junior School.

January 2021