



# **Severne Primary School**

## **Remote Learning Policy**

**Respect • Succeed • Celebrate**



## **Rationale**

At Severne we believe that every child has the right to succeed in life.

Diversity is respected, celebrated and used to provide a curriculum full of opportunities which broadens the children's understanding of the wider world and the life choices available to them.

## **Aims**

This Remote Learning Policy aims to:

- ❖ outline Severne Primary School's approach for pupils that are not attending school as a result of self-isolation or in line with government guidelines.
- ❖ provide clear expectations of all members of the school community with regards to remote learning across the school.
- ❖ ensure a consistency of approach to remote learning which is understood by staff, pupils and families.

## **Who is the policy applicable to?**

- ❖ A child (and their siblings if they are also attending Severne Primary School) is absent because they are awaiting test results and the household is required to self-isolate.
- ❖ A child's whole class are not permitted to attend school due to Public Health advice..

Remote learning will be shared with families when they are absent due to Covid related reasons the day after we are informed.

## **Remote learning**

Severne Primary School will provide remote learning (online) for pupils that are not able to attend school using BGfL 365. We are committed to working in close partnership with families and recognise that each family is unique and because of this, different families should approach home learning in a way which suits their individual needs.

We are aware that some families may have no hardware for an online approach to learning. Where this is the case, we could consider lending the child a laptop. A family would still need to have their own Wi-Fi system to connect the laptop to the internet.

If a family has no access to online learning, we will provide home learning packs. The pupil would receive a pack weekly and return their completed work on a weekly basis to enable the teacher to mark it.

We do recognise that the health and wellbeing of our pupils is paramount and we appreciate that the level of work that might be undertaken by a child will reflect the situation and circumstances at home.

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.

### **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)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

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

- DfE 'Keeping children safe in education'
- DfE 'School attendance'
- DfE 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Health and safety for school children'
- DfE 'Children missing education'
- DfE 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE 'Adapting teaching practice for remote education'
- DfE 'Guidance for full opening: schools'
- DfE 'Get help with technology during coronavirus (COVID-19)'

### **Roles and responsibilities**

#### **The governing body is responsible for:**

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

#### **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 on an annual basis 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.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

**The health and safety officer 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.

**The DPO 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.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

**The online safety DSL is responsible for:**

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT Network Manager 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 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.

**The Inclusion Leader is responsible for:**

- 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.

**The SBM 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.

**The ICT Network Manager is responsible for:**

- Ensuring that all school-owned devices and government devices used for remote learning have suitable anti-virus software installed.
- Working with the Inclusion Leader to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

**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 health and safety officer 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 Network Manager.
- Adhering to the Staff Code of Conduct at all times.

**Family (parent/guardian) are responsible for:**

- Where possible, maintaining a regular and familiar routine. We would recommend that each 'school day' maintains structure.
- Providing a quiet space and resources needed to complete the work.
- Ensuring their child uses the equipment loaned (if applicable) to them for remote learning only.
- Contacting the school via the school email address [enquiry@severne.bham.sch.uk](mailto:enquiry@severne.bham.sch.uk) or call on 0121 706 2743 should accessing the work be an issue or anything be unclear in the work that is set.

**Pupils are responsible for:**

- Ensuring that they complete their schoolwork on time and to the best of their ability.
- Ensuring they use any equipment and technology for remote learning as intended.
- Report any technical issues to a parent/teacher as soon as possible.

**Teaching and Learning**

Work will be set for pupils the day after we have been informed of an absence and will be uploaded to BGfL 365 <https://login.bgfl365.uk/>. Families should view this together, and then make appropriate plans to complete the work.

	<b><u>Action</u></b>
<p><b><u>Access and time frame</u></b></p> <p><u>How will my child access any online remote learning?</u></p> <p><u>How will my child be taught remotely?</u></p> <p><u>Time frame</u></p>	<p>Teachers will set work using <b>BGfl 365</b>.</p> <p>All parents have received a parent guide on how to gain access to BGfL 365 and access the work for their child. Pupil log in details are in the front of the pupils reading diaries.</p> <p>Parents who have children in EYFS (Reception and Nursery), will receive their work via email on a weekly basis. This will included Letters and Sounds, Writing, Maths- Number and Shape, Space and Measure, PE, RE, Music and several tasks linked to the learning topic including Knowledge and Understanding of the World and Creative Development.</p> <p>Teachers will provide a child friendly plan that outlines what the pupil will need to do as part of their home learning, with links to websites, Oak National Academy lessons, documents and PowerPoints that the pupils will need to access in order to complete the work.</p> <p>This will be uploaded ready for the <b>day after</b> if the closure is announced before 12 noon, <b>two days after</b> if the announcement is made after 12 noon or the Monday should the closure have occurred on a Friday.</p>
<p><b><u>Online learning</u></b></p> <p><u>How long can I expect work set by the school to take my child each day?</u></p> <p><u>The Curriculum</u></p>	<p>Key Stage One pupils will receive a minimum of three hours work per day and Key Stage Two pupils will receive a minimum of four hours work per day. We will set four lessons work that follow the curriculum for the current term. However, some adaptations in some subjects may need to be made due to the practical resources that the pupils would require.</p> <p>The four lessons that are set daily will include Reading/Phonics, Writing, Mathematics and another subject including RE, Science or a foundation subject.</p>

<p><u>Engagement and feedback</u></p>	<p>Pupils will be expected to complete the work during the normal school hours and therefore, we ask parents to provide an appropriate working space and the resources needed to complete the work set.</p> <p>Teachers will access the work completed after 3:05pm. Teachers will give feedback on the tasks completed and how to access the feedback is explained in the parent guide.</p> <p>If a pupil has not accessed the online learning (pupils on the list as being able to complete online learning), the parent of the pupil will be contacted by a member of staff.</p>
<p><u>No access to technology</u></p>	<p>Where eligible, children will be offered a device, including devices that enable an internet connection, provided by the Department for Education to complete their online learning. A family would still need to have their own Wi-Fi system to connect the laptop to the internet. If a loan of a laptop would be useful in this scenario, please email <a href="mailto:enquiry@severne.bham.sch.uk">enquiry@severne.bham.sch.uk</a>.</p> <p>If a family has no access to online learning, we will provide home learning packs weekly that would need to be collected from school. The pupil would then bring their completed work back to school the following week when they are collecting their next pack.</p>
<p><u>Additional support for pupils with particular needs.</u></p>	<p>All work set for pupils will be set at an appropriate level.</p> <p>Pupils who have an EHCP have been invited to attend school. The work set for SEND learners will include work linked to their individual targets set from the Birmingham Language and Literacy continuum assessments.</p> <p>Contact will be made weekly with the families of EHCP children who are not attending.</p>

### **Actions for poor engagement from pupils**

The class teacher is responsible for monitoring the progress of pupils in their class. If they find that pupils are not completing tasks, they will do the following:

- Class teacher contacts parents to find out reasons for lack of engagement and actions accordingly.
- If engagement still does not improve then class teacher to inform a member of SLT who will then make contact with the family.

We do recognise that the health and wellbeing of our pupils is paramount and we appreciate that the level of work that might be undertaken by a child will reflect the situation and circumstances at home. If you require any assistance or guidance throughout home learning, please do not hesitate to email the school and a member of staff will get back to you.

### **Remote learning in the case of an individual child isolating**

If a child is isolating with COVID-19 symptoms waiting for a test result, or a parent reports that their child cannot attend school as their household is required to isolate, the office staff will notify the child's class teacher and the action plan as outlined above will be followed.

### **Online safety**

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

The school will communicate to parents via text, email or the school website about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

During the period of remote learning, the school will maintain in regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online via school website.

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.

### **Safeguarding**

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

#### **Safeguarding Policy.**

The DSLs and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning. Phone calls made to pupils will be made at school where possible or using private number blocking on own device. Staff will not give out their own personal number.

The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact.

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 DSLs immediately.

### **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 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.

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

Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

### **Health and safety**

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