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Arthur Terry Learning Partnership

Remote Teaching & Learning Policy

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Statement of intent

At Arthur Terry Learning Partnership (ATLP), we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual student or 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.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of Governors	Date: _____

1. Legal framework

- 1.1. 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

- 1.2. 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'

- 1.3. 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
 - Marking and Feedback Policy
 - Curriculum Policy
 - Assessment Policy
 - ATLP E-Safety Policy Staff Acceptable Use Policy (AUP)
 - Student Acceptable Use Policy (AUP)
 - Health and Safety Policy
 - Children Missing Education Policy

2. Roles and responsibilities

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

2.2. The Headteacher 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 ATLP Operations & Estates and 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 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 students 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.

2.4. The DPO in conjunction with the GDPR contact in each school is responsible for:

- Ensuring all staff, parents, and students 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.
- Ensuring that all staff are aware of the how to report a data breach.

2.5. The DSL 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 headteacher 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 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 headteacher and other organisations to make any alternate arrangements for students with EHC plans and IHPs.
- 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 ATLP Operations & Estates and IT Team 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 technicians are 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, e.g. undertaking 'stress' testing.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

2.9. 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 ATLP Operations & Estates Team 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 and Staff IT Acceptable Use 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 in paragraphs [9.1](#) and [9.2](#) of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the ATLP IT Team helpdesk as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in paragraphs [9.1](#) and [9.2](#).
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.11. Students are responsible for:

- Adhering to this policy and the Student Acceptable Use Policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs [9.1](#) and [9.2](#) of this policy, 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.

3. Resources

Learning materials

- 3.1. For the purpose of providing remote learning, the school may make use of:
 - Work booklets
 - Email
 - Past and mock exam papers
 - Online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
- 3.2. Reasonable adjustments will be made to ensure that all students have access to the resources needed for effective remote learning.
- 3.3. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will ensure students can catch up on these areas of the curriculum when they return to school.
- 3.4. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all students remain fully supported for the duration of the remote learning period.
- 3.5. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.6. 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.
- 3.7. Students and parents will be required to look after any equipment they use to access remote learning resources.
- 3.8. Teaching staff will oversee academic progression for the duration of the remote learning period and will only mark and provide feedback on work as agreed in line with [section 7](#) of this policy.

- 3.9. The arrangements for any 'live' classes via video conferencing or webinars, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.
- 3.10. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.
- 3.11. 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.

Costs and expenses

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

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the ATLP E-Safety Policy
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. **Staff and students are not expected or encouraged to participate in video conference style lessons. However, if necessary** all staff and students using video communication must:
 - Communicate in groups – **one-to-one sessions are not permitted.**
 - Wear suitable clothing – this includes others in their household.
 - 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.
 - 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.
 - Any video conferencing should take place using ATLP approved software such as Microsoft Teams. For any other software applications staff should contact ICT Support for further guidance.

- Not record, store, or distribute video material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they are visible.
- 4.4. **Staff and students are not expected or encouraged to participate in direct audio communication in relation to remote learning. However, if necessary,** all staff and students using audio communication must:
- Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Any audio communication should take place using ATLP approved software such as Microsoft Teams. For any other software applications staff should contact the ATLP IT Team for further guidance.
 - Not record, store, or distribute audio material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.
- 4.5. Students not using devices or software as intended will be disciplined in line with the school Behavioural Policy.
- 4.6. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 4.7. The school will inform parents prior to what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 4.8. The ATLP IT Team will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 4.9. The school will communicate to parents 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.
- 4.10. 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.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the ATLP's Safeguarding Policy and Child Protection Policy

- 5.2. 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.
- 5.3. The school will arrange for regular contact to be made with vulnerable Students, prior to the period of remote learning.
- 5.4. 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.
- 5.5. The DSL will arrange for regular contact with vulnerable students as deemed appropriate following local and national guidance.
- 5.6. All contact with vulnerable students will be recorded on paper and suitably stored in line with the Safeguarding and Child Protection Policy.
- 5.7. The DSL will keep in contact with vulnerable Students' social workers or other care professionals during the period of remote working, as required.
- 5.8. Home visits **must** not be undertaken. In exceptional circumstances doorstep visits may be undertaken in line with the guidance issued during the CV 19 pandemic.
- 5.9. 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.
- 5.10. 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.
- 5.11. All members of staff will report any safeguarding concerns to the DSL immediately.

6. Data protection

- 6.1. This section of the policy will be followed in conjunction with the school's GDPR and Data Protection Policy.
- 6.2. 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.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. 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.

- 6.5. Parents' and students' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the ATLP Retention Schedule.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Students are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's GDPR and Data Protection Policy.
- 6.10. All data breaches must be reported immediately to the Schools GDPR contact and DPO. This can be done by emailing DPO@atlp.org.uk
- 6.11. 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

- 7.1. All schoolwork set through remote learning must be:
 - Fully complete before being returned to the relevant member of teaching staff if instructed to do so.
 - The student's own work.
 - Any marking of work will only take place for specific "key" pieces as identified by teaching staff and will focus on examination style assessments.
- 7.2. The school expects students and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- 7.3. Students are accountable for the completion of their own schoolwork – teaching staff will only contact parents via email if there are any significant concerns about the quality of or completion of any work.
- 7.4. Work that cannot be completed for genuine reasons will be completed when the student returns to school.
- 7.5. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.6. 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 work.

- 7.7. 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

- 8.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 8.2. 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.
- 8.3. If using electronic devices during remote learning, students will be encouraged to take a five-minute screen break every two hours and to exercise and move away from the screen
- 8.4. 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.
- 8.5. 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

- 9.1. 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.
- 9.2. 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.
- 9.3. Students with SEND or additional medical conditions may require more regular breaks as appropriate.
- 9.4. Students who are unwell are not expected to engage in remote learning until they are well enough to do so.

10. Communication

- 10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 10.2. The school will communicate with parents as efficiently as possible
- 10.3. The headteacher will communicate with staff as efficiently as possible about any remote learning arrangements.
- 10.4. 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.
- 10.5. The school understands that students 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.
- 10.6. Members of staff will have contact with their line manager.
- 10.7. Parents and students will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.8. Issues with remote learning or data protection will be communicated to the school as soon as possible so they can investigate and resolve the issue.
- 10.9. The school will keep parents and students informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.10. The school will review the effectiveness of communication on a regular basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

- 11.1. This policy will be reviewed on an annual basis by the Trust 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 May 2021.

