



**LONS INFANT
SCHOOL
REMOTE
LEARNING
POLICY**

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Section 1 - Introduction

Due to unprecedented closure of the majority of schools as a result of the COVID-19 pandemic, this policy is produced should a situation arise where pupils or staff have to self-isolate, or in the case of another 'lockdown' and total school closure.

Relevant legislation, statutory instruments, statutory guidance and Department for Education guidelines are detailed below:

- Equality Act 2010;
- Education Act 2004;
- The General Data Protection Regulation (GDPR);
- Data Protection Act 2018;
- DfE (2020) '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 school children';
- DfE (2016) 'Children missing education'.

The latest Government guidance can be found at:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>.

The latest Derbyshire County Council guidance can be found at:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/coronavirus-information/information-and-advice-to-schools.aspx>

This policy should be read in conjunction with other school policies, but in particular:

- Accessibility Policy
- Assessment Policy
- Attendance Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Children Missing in Education Policy
- Staff Code of Conduct
- Curriculum Policy
- Data Protection Policy and associated Privacy Notices
- Health and Safety Policy
- ICT Acceptable Use Policy
- Marking and Feedback Policy
- Online Safety Policy
- Pupil Home School Agreement
- Retention Schedule (Records Management Policy)
- Separated Parents Policy
- Special Educational Needs and Disabilities (SEND) Policy

Section 2 - Specific Aims

- a) To outline our approach for pupils that will not be attending school, as a result of government guidance or the closure of a class bubble;
- b) to minimise the disruption to pupil's education and the delivery of the curriculum;
- c) to outline our expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils;
- d) to ensure robust safeguarding measures continue to be in effect during the period of remote learning;
- e) to ensure staff, parent, and pupil data remains secure and used in line with Data Protection regulations
- f) to 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.

Section 3 - Who is the policy applicable to?

This Policy applies to all staff (including temporary staff, consultants, Governors, and anyone else working on our behalf), pupils, parents and carers.

All staff are responsible for reading and understanding this policy before carrying out tasks relating to remote learning, and for following this policy, including reporting any suspected breaches of it to the Head Teacher or Governors.

Section 4 - Roles and responsibilities

Each member of our school community plays a part in the safe and effective delivery of remote learning. These responsibilities are outlined below.

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 including to ensure that the curriculum remains fully accessible and inclusive to all.

The Head Teacher is responsible for:

- ensuring the schools remote learning approach is effectively communicated to the whole school community and providing regular and timely updates as dictated by any circumstances relating to the invocation of a period of remote learning;
- co-ordinating and monitoring the effectiveness of remote learning delivery across the school, including to ensure that the curriculum remains fully accessible and inclusive to all;

- monitoring the security of remote learning systems, including data protection and safeguarding considerations;
- overseeing that the staff and pupils have the resources and appropriate training necessary to ensure effective remote learning in accordance with this policy;
- ensuring the relevant policies are adhered to, and are available to the school community at all times;
- ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning, including putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning;
- ensuring that there are arrangements in place for monitoring incidents associated with remote learning;
- managing the effectiveness of safeguarding measures through a robust system of reporting, investigating, and recording incidents;
- 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 including that the relevant risk assessments are carried out within the agreed timeframes;
- managing the effectiveness of data protection measures through a robust system of reporting, investigating, and recording incidents including the relevant Data Protection Impact Assessments are carried out prior to sharing pupil (or other high risk) information;
- regular reviews of the effectiveness of this policy.

The Governing body and Head Teacher are responsible for liaising with the Data Protection Officer to ensure:

- all staff are aware of the data protection principles outlined in the GDPR;
- all Data Protection Policies and Privacy Notices are updated to reflect remote learning platforms;
- that all learning platforms, apps, games, communication platforms, computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018 and where necessary, Data Protection Impact Assessments have been carried out;
- all staff understand and follow the procedures for data breaches.

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 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 with the Head Teacher and 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 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 Head Teacher 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;
- arranging additional support for pupils with SEND which will be unique to the individual's needs;
- 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;
- ensuring that the school has adequate insurance to cover all remote working arrangements.

IT Staff are responsible for:

- reviewing the security of remote learning systems and flagging any security breaches to the Data Protection Officer;
- overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data;
- ensuring that all school-owned devices used for remote learning have suitable anti-virus software 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 pupils and staff.

Staff 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 Head Teacher;
- 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.

Parents are responsible for:

- ensuring that their child joins the live lesson 5 minutes prior to the start time of the lesson;
- ensuring that their child understands that the school rules and Behaviour Policy applies to live lessons;
- adhering to this policy at all times during periods of remote learning;
- reporting any technical issues to the school as soon as possible;
- ensuring their child uses the equipment and technology used for remote learning as intended;
- ensuring that their child follows the instructions given by the teacher;
- ensuring that they or their child do not record or take photos of teachers or pupils, or any lesson content;
- respecting the classroom environment and not become involved in the ongoing live lesson;
- report any concerns as soon as possible;
- adhering to the Parent Code of Conduct at all times.

Pupils are responsible for:

- adhering to the Behaviour Policy at all times.

Section 5 - Resources

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:

- work booklets;
- email;
- current online learning portals;
- educational websites;
- reading tasks;

- pre-recorded video or audio lessons.

The school will review the DfE's guidance on where schools can source educational resources to assist with the delivery of remote education, and utilise these as appropriate.

Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. 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, e.g. providing work on PDFs which can easily be printed from a mobile device.

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 class teacher 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.

For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.

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 for the duration of the remote learning period and will mark and provide feedback on work in line with section 11 of this policy.

The arrangements for any 'live' classes will be communicated via ClassDojo and will be kept to a reasonable length of time.

The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Section 6 - Food provision

The school will signpost parents via ClassDojo 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:

- providing packed lunches until food parcels have been ordered;
- providing food hampers available for collection;
- providing vouchers to families.

Section 7 - 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.

If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

Section 8 - Online safety

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

Where possible, all interactions will be textual and public.

All staff and pupils using video communication must:

- 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 computer programs as intended;
- 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.

The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.

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.

The school 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.

The school will communicate to parents via ClassDojo 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 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.

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.

Section 9 - Remote learning for pupils

We believe it is in the best interest of children engaging in remote learning to provide structured and sequenced remote learning, replicating their classroom experience as closely as possible, however we recognise that switching to remote learning will affect pupils and their families in a number of ways.

We will provide links to appropriate remote learning for pupils that are not able to attend school so that no-one need fall behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

The Governors and Head Teacher at Lons Infant School are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory – as we know that some children may be away from school due to illness and that this document seeks to inform and guide families and not impose expectations.

Each family is unique and because of this, should approach home learning in way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home or technological devices might be limited, so access to technology as a family may be limited;
- parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards a recognised accreditation such as a GCSE or A-level;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems may not always function as they should and internet connection not work reliably.

Section 10 - Teacher expectations

Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to supply resources to support tasks for home learners. Work for the week in English, Maths and other subjects will be posted on ClassDojo.

Each week we will provide:

- information regarding all website links needed to access home learning resources along with clear information about the learning for that week. This will include reference to tasks for relevant subjects;
- links to daily English lessons;
- links to daily Maths lessons;
- worksheets to accompany lessons.

Any resources used, including websites and worksheets, should, where possible, be shared with home learners via ClassDojo/Google Drive/Google Classroom. Staff will add these resources electronically and it will be the responsibility of families to print/use these resources at home (or contact the school to ask for a 'paper pack').

Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via email or on ClassDojo. Staff and parents should communicate via the office email address or via ClassDojo.

Suggested pre-recorded videos by both school staff and through other quality sources will be used to demonstrate new learning to children.

Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and the Head Teacher will ensure that support is given promptly.

The class teacher will ensure that all families have access to stationary and paper during the lockdown period if they require it.

Section 11 - Marking and feedback

All schoolwork completed through remote learning must be:

- completed to the best of the pupil's ability;

- the pupil's own work;
- marked in line with the Marking and Feedback Policy.

The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

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 Head Teacher 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 will check participation daily and pupil engagement with remote education, as well as motivation levels and progress. If the class teacher is concerned that the child is not participating in learning and not completing their work, they will contact the parent to find the best solution to ensuring the child can continue their learning.

The school will consider ways to use feedback to secure consistent engagement with remote material.

Section 12 - Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- follow normal reporting procedure for planned absence;
- following contact with school, the School Business Manager (SBM) may set up a referral to Occupational Health to support that individual;
- it is expected that staff get tested if they are showing symptoms. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made;
- whilst self-isolating, and if able to do so, non-teaching staff will be given an individual project to work on which is in line with whole school improvement priorities or asked to support with the online learning provision for their year group. These projects will be communicated by the Head Teacher and will be allocated on a case-by-case basis;
- if unwell themselves, teachers will be covered by another staff member, if the school has capacity, for the sharing of activities. Communication and planning during this time will not be undertaken until the teacher is fit to work.

Section 13 - 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 pupils 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, pupils will be encouraged to take a five-minute screen break every two hours.

Screen break frequency will be adjusted to five minutes every hour 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.

Section 14 - Safeguarding

This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

The DSL and Head Teacher 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 vulnerable pupils will be made using school phones where possible.

All contact with vulnerable pupils will be recorded on MyConcern and suitably stored in line with the Records Management Policy.

The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

All home visits will:

- have at least one suitably trained individual present;
- be undertaken by no fewer than two members of staff;
- be suitably recorded on MyConcern and the records stored so that the DSL has access to them;
- actively involve the pupil.

Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

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.

Section 15 - 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 and E-Security Breach Prevention Management Plan.

Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

Section 16 - Communication

The school will ensure adequate channels of communication are arranged in the event of an emergency.

The school will communicate with parents via ClassDojo and email about remote learning arrangements as soon as possible.

The Head Teacher 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.

Members of staff will have contact with their line manager once per week.

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 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.

Section 17 - Monitoring and review

This policy will be reviewed annually by the Head Teacher.

This policy will necessarily change in line with changing events, technologies and methodologies and as such will be regularly revised.

If any school closures are announced, the policy will be reviewed and changed in accordance with government guidance for educational settings.

Any changes to this policy will be communicated to all members of staff and other stakeholders via our website and using our regular communication channels.

*Reviewed: **February 2022***
*To be reviewed: **February 2024***

Remote Learning During the Coronavirus (COVID-19) Pandemic

In line with the recent government announcement, the school will be closed throughout the duration of the present national lockdown, which is currently expected to last until mid-February, to all but vulnerable pupils and the children of critical workers. The school has implemented provision for remote learning to ensure pupils never miss out on education during this troubling time. We will ensure that our curriculum is inclusive and accessible to all and will endeavour to support all of our pupils and staff as they learn and work from home. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

Section 1 - Legal framework

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

- Coronavirus Act 2020
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: special schools and other specialist settings'
- DfE (2020) 'Get help with remote education'
- DfE (2021) 'Restricting attendance during the national lockdown: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'
- DfE (2020) 'Remote education good practice'
- DfE (2020) The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- DfE (2020) 'Contingency framework: education and childcare settings (excluding universities)'

The Head Teacher, in collaboration with the Governing Body, will ensure the school follows the legal obligations regarding remote education, as outlined in The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction. This includes:

- providing remote education to all pupils of compulsory school age;
- providing remote education to pupils below compulsory school age who would usually be taught in a class with pupils of compulsory school age, e.g. Reception children;

- providing remote education where it would be unlawful, or contrary to guidance issued from public authorities, for a pupil to travel to or attend the school;
- having regard to government guidance issued regarding the delivery of remote education, e.g. the DfE's 'Restricting attendance during the national lockdown: schools'.

Section 2 - Contingency planning

The school will work closely with the LA to ensure the premises is COVID-secure and will complete all necessary risk assessments.

The school will work closely with the local health protection team (HPT) and the DfE when the 'Contingency framework' applies and implement the provisions set within the Coronavirus (COVID-19): Contingency Plan.

The school will communicate its contingency plans to parents, including to which pupils it will remain open under the DfE's contingency framework and which pupils will receive remote education.

The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.

If the contingency framework is not applied, but a 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group as required.

Section 3 - Teaching and learning

The school will ensure staff and pupils follow the school's Online Safety Policy when working and learning remotely.

The school will ensure that remote education is available for pupils immediately, i.e. the next school day after they are sent home to self-isolate or after the contingency framework is applied.

All pupils will have access to high-quality education when learning remotely.

The school will prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:

- ensuring pupils receive clear explanations;
- supporting growth in confidence with new material through scaffolded practice;
- application of new knowledge or skills;
- enabling pupils to receive feedback on how to progress.

In line with DfE's 'Restricting attendance during the national lockdown: schools', the school will:

- 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 so that pupils can progress through the school's curriculum;

- use one digital platform for remote education provision that will be used consistently across the school in order to allow interaction, assessment and feedback;
- work to overcome barriers to digital access for by:
 - distributing school-owned laptops accompanied by a user agreement or contract;
 - providing printed resources, e.g. worksheets, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work;
- ensure staff are adequately trained and confident in its use;
- check whether pupils are engaging with their work daily, and work with families to identify effective solutions where engagement is a concern;
- ensure that there is a senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectation for remote education;
- publish information for pupils, parents and carers about remote education provision on their website by 25 January 2021.

Teachers will ensure that a portion of their lessons are designed to promote interactivity amongst pupils and between pupils and staff, e.g. live lessons or use of the 'chat' function on meeting software, to lessen feelings of isolation and to promote pupil progress and motivation.

Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- set assignments so that pupils have meaningful and ambitious work each day in an appropriate range of subjects;
- set work that is of equivalent length to the core teaching pupils would receive in school and, as a minimum, three hours a day, on average, across the school cohort, with less for younger children;
- provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos;
- provide opportunities for interactivity, including questioning, eliciting and reflective discussion;
- provide scaffolded practice and opportunities to apply new knowledge;
- enable pupils to receive timely and frequent feedback on how to progress using digitally facilitated or whole-class feedback, where appropriate;
- use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge;
- avoid an over-reliance on long-term projects or internet research activities;

- 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.

All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations.

Pupils will be encouraged to take regular physical exercise to maintain fitness, and time will be allocated within the school week for pupils to focus on this.

Section 4 - Access to technology

The school will remain cognisant of families who do not have access to the resources required for remote education, and will ensure that an up-to-date record of which pupils do not have appropriate devices or internet access is maintained.

The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- pupils in Years 3 to 11;
- clinically extremely vulnerable pupils across all year groups who are shielding or self-isolating in line with government advice;
- pupils in all year groups who are unable to access remote education whilst attending school on a hospital site.

Before distributing devices, the school will ensure:

- the devices are set up to access remote education;
- appropriate safeguarding controls and support are in place to help pupils use the devices safely.

Once devices are ready for collection, the school will arrange for them to be collected by the pupils' parents from school, ensuring infection control measures are adhered to as part of this process.

The school will endeavour to ensure internet access for disadvantaged pupils is provided, including where pupils rely on mobile data connection to access the internet.

The school will work with disadvantaged families to provide access to this scheme.

The school will ensure that it remains abreast of developments to DfE technology schemes, and will order sufficient amounts of technology to ensure that disadvantaged pupils can adequately access remote education at home.

The school will approach remote learning in a flexible manner where necessary, e.g. ensuring that lessons, live or otherwise, are recorded to accommodate contexts where pupils have to share a single device within the home.

Where live lessons are recorded, the school will ensure all recording procedures have due regard for the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation.

The school will maintain good communication with parents to ensure that parents are aided in supporting their child's remote education.

Section 5 - Returning to school

The school will remain in contact with pupils who are remote learning to ensure that, when the period of national lockdown ends, pupils are supported to return to school as and when it is safe for them to do so.

The Head Teacher will ensure that pupils who are permitted to attend face-to-face learning at school, but is required to self-isolate, will only return to school when it is safe to do so.

If a pupil who is attending face-to-face learning at school is required to self-isolate with symptoms of coronavirus, the school will agree with the parent or social worker of the pupil the best way to maintain contact and offer support.

The Head Teacher will listen to all concerns that parents may have about their child returning to school after a period of self-isolation and will advise them of the measures in place to ensure the safety of their child.

Section 6 - Monitoring and review

This policy annex will be reviewed in line with any updates to government guidance.

All changes to the policy will be communicated to relevant members of the school community.