

Knighton CIW Primary

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| **Approved by:** | Chair of Governors & Full Governing Board | **Date:** |
| **Last reviewed on:** | n/a | |
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Distance Learning Policy

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## **Aims**

This policy aims to:

* Outline how school will work to minimise the disruption to pupils’ education and the delivery of the curriculum in the light of COVID-19.
* Provide clear expectations to members of the school community with regards to roles and responsibilities and the delivery of high quality interactive remote learning.
* Provide parents/carers with information about routes to take to get support to access remote learning and support with e-safety and well-being.
* Protect pupils from the risks associated with using devices connected to the internet.
* Ensure staff, parent, and pupil data held by school staff 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 are offered the support from school to help them complete work to the best of their ability.

This policy is applicable in the following circumstances:

* A child (and their siblings if they are also attending Knighton CIW Primary School) who is absent because they are awaiting COVID test results and the household is required to self-isolate. The rest of their contact group are attending school and being taught as normal.
* A child’s whole contact group who are not permitted to attend school because they, or another member of their group has tested positive for Covid-19

# This policy operates in conjunction with the following school policies:

* Child Protection and Safeguarding Policy
* Data Protection Policy
* Curriculum Policy
* Online Safety Policy
* ICT Acceptable Use Policy

# Roles and responsibilities

The governing board is responsible for:

* Evaluating the effectiveness of the school’s remote learning arrangements, monitoring the school’s approach to providing education that is as high quality as possible.
* Ensuring that staff are certain that remote learning systems are secure for data protection and safeguarding reasons.

The headteacher is responsible for:

* Overseeing procedures and safe systems of learning, which are designed to eliminate or reduce the risks associated with remote learning.
* Working with teaching staff to identify the level of support that is required while pupils with ALN learn remotely.
* Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
* 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.
* Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents/carers, and pupils.
* Arranging any additional training staff may require to support pupils during the period of remote learning.

Senior Leaders are responsible for:

* Working with the head to identify and enable any training required to deliver this policy effectively.
* Working with the head teacher to co-ordinate the remote learning approach across the school including weekly monitoring of engagement.
* Ensuring consistency across key stages and to make sure that pupils with limited access to devices can still access work.
* Monitoring the effectiveness of remote learning through regular meetings with teachers via Teams, reviewing work set or reaching out for feedback from pupils and parents/carers.
* Working with the head teacher to monitor the security of remote learning systems, including data protection and safeguarding considerations.

The Data Protection lead (Headteacher) 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/carers, 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.

The Designated and deputy Safeguarding Leads are 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.
* Working with teaching staff to identify 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 headteacher 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.

Class teachers are responsible for:

* Adhering to this policy at all times during periods of remote learning.
* If they are not working in school, ensuring that they are actively engaged in planning and delivering distance learning during normal working hours, including directing their teaching assistant to support delivery.
* Setting work for all their pupils in the case of closure **or** for individual pupils who are unable to attend due to COVID quarantine.
* Setting enough work to be roughly equivalent to a day’s work in school.
* Providing meaningful feedback (marking) to pupils, on all distance work submitted, within 48hrs wherever possible.
* Monitoring pupil engagement at least weekly via e-mail, HWB Teams meetings or, as a last resort, telephone conversations with pupils and/or parents/carers/carers.
* Informing the head teacher of any concerns about pupil engagement as soon as they are aware of a problem.
* Ensuring that parents/carers 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 in good time.
* 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 safeguarding incidents to the Designated or deputy Safeguarding Leads and asking for guidance as appropriate.
* 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 e.g. maintaining professional relationships with parents/carers / pupils, wearing appropriate clothing during virtual meetings etc.
* Encouraging parents/carers/carers to set age-appropriate parental controls on devices and internet filters to block malicious websites.
* Directing parents/carers to useful resources to help them keep their children safe online.

Teaching assistants and other support staff are expected to:

* Be contactable by class teachers and be available to support teachers in delivering distance learning during normal working hours.

Parents/carers are responsible for:

* Making every effort to adhere to this policy during periods of remote learning.
* Notifying the school if a child is shielding by telephone (01547 528691) or email [office@knighton.powys.sch.uk](mailto:office@knighton.powys.sch.uk) during school opening hours, or by e-mail ([covid@knighton.powys.sch.uk](mailto:covid@knighton.powys.sch.uk)) outside school opening hours/ weekend.
* Making every effort to support their child when they learn remotely and that the schoolwork set is completed on time and to the best of their child’s ability.
* Reporting any technical issues to the school as soon as possible.
* Ensuring their child uses the equipment and technology used for remote learning as intended.
* Seeking help from the school if they need it via the school office: [office@knighton.powys.sch.uk](mailto:office@knighton.powys.sch.uk) .
* Reporting sickness ‘absence’, which prevents a pupil from engaging with distance learning, to the school as soon as possible.

Pupils are responsible for:

* Making every effort to adhere to this policy during periods of remote learning.
* Ensuring 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 their 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.
* Seeking help from school, if they need it, via email on HWB. If children are very young, they will ask parents/carers/carers to help them email their teachers via HWB. Foundation Phase parents/carers/carers will receive advice via class Facebook pages and the school website to help their child/ren use HWB.

# Resources

**Learning materials**

The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

* Current online learning portals – Microsoft TEAMS
* Educational websites
* Email
* Reading tasks
* Live lessons
* Pre-recorded video or audio lessons
* (As a last resort) Work booklets

Teachers will review the list of [online education resources](https://www.gov.uk/government/publications/coronavirus-covid-19-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.

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/ suitable IT equipment, however new packs will not be provided until work has been completed and returned.

Teaching staff will liaise with the ALNCo and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school is able to provide or loan equipment, e.g. laptops/iPads if these are provided by the Local Authority.

Pupils and parents/carers 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 appropriate feedback on work to allow pupils to progress their learning.

The arrangements for any ‘live’ classes, e.g. class chats will be communicated before the allotted time on the class timetable and kept to an age appropriate length of time. Notification reminders will be posted on TEAMs chat.

# Marking and feedback

All schoolwork completed through remote learning must be:

* Finished when returned to the relevant member of teaching staff.
* Returned on or before the deadline set by the relevant member of teaching staff.
* Completed to the best of the pupil’s ability.
* The pupil’s own work.
* Acknowledged by the class teacher.
* Given appropriate feedback by the class teacher to ensure pupils can progress their learning.

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

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents/carers via the class email if their child is not completing their schoolwork or their standard of work has noticeably decreased.

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

# Online safety

This section of the policy will be enacted in conjunction with the school’s E-Safety Policy.

Where possible, all interactions will be textual and / or public.

All staff and pupils using video/audio communication must:

* Communicate in groups – one-to-one sessions are not permitted.
* Wear suitable clothing (video) – 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.
* Always remain aware that they are visible and/or can be heard.

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

If pupils are not using devices or software as intended class teachers will contact parents/carers to discuss appropriate actions needed.

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.

During the period of remote learning, the Designated and deputy Safeguarding Leads will regularly remind parents/carers, via the school website, to:

* Reinforce the importance of children staying safe online.
* Ensure parents/carers 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/carers 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.

# 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 Safeguarding and deputy safeguarding leads 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. They have shared the Welsh Safeguarding Procedures with all staff and asked them to download it on to their personal phones.

They will ensure that teachers make contact with vulnerable pupils, prior to the period of remote learning and then have regular contact with vulnerable pupils once per week at minimum.

Phone calls made to vulnerable pupils will be made using the school phone, where possible, and caller ID will be withheld when using personal phones (prefix 141).

All contact with vulnerable pupils will be recorded and suitably stored in line with the Data Protection Policy.

The Safeguarding and deputy safeguarding leads will keep in contact with vulnerable pupils’ social workers or other care professionals during the period of remote working, as required.

Vulnerable families will be provided with a means of contacting the Safeguarding or deputy safeguarding leads, or any other relevant member of staff – this arrangement will be set up by the Safeguarding lead prior to the period of remote learning.

All members of staff will report any safeguarding concerns to the school’s safeguarding officers immediately as per child protection procedure.

Pupils and their parents/carers will be encouraged to contact the safeguarding or deputy safeguarding leads 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.

The school is doing all it reasonably can to keep all children safe online. Staff will continue to look out for signs that a child may be at risk, including peer on peer abuse. These will be dealt with in accordance with this policy. Online e-safety links are available via the school website, both for parents/carers and children. E-safety messages are also communicated in regular letters / newsletters.

Parents/carers should also be aware of the following support materials:

* [Keeping children happy and safe online during COVID-19](about:blank)
* [Internet matters - for support for parents/carers and carers to keep their children safe online](about:blank)
* [London Grid for Learning - for support for parents/carers and carers to keep their children safe online](about:blank)
* [Net-aware - for support for parents/carers and carers from the NSPCC](about:blank)
* [Parent info - for support for parents/carers and carers to keep their children safe online](about:blank)
* [Thinkuknow - for advice from the National Crime Agency to stay safe online](about:blank)
* [UK Safer Internet Centre - advice for parents/carers and carers](about:blank)

# Data protection

Staff members may need to collect and/or share personal data such as email addresses, telephone numbers and addresses as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn’t require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online and to ensure that data is adequately protected.

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/carers’ 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.

Other than the safeguarding and deputy safeguarding lead the school will not permit paper copies of contact details to be taken off the school premises.

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

Any breach of confidentiality will be dealt with in accordance with the school’s Data Protection Policy.

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# Health and safety

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

Teaching staff 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 regular screen breaks.

# School day and absence

Pupils should be present for enough remote learning time to complete the work set for them each day. They should not be expected to work outside normal school hours.

Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

Parents/carers will inform their child’s teacher if their child is unwell.

The school will monitor reported absence in line with the Attendance Policy.

# Communication

Teachers will ensure that parents/carers know the most appropriate way to communicate with them during working hours. As much as possible, all communication with pupils and their parents/carers will take place within the school hours.

The school will communicate with parents/carers via email, text message and the school website about remote learning arrangements as soon as possible.

The headteacher will communicate with staff as soon as possible where remote learning arrangements are needed.

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 (for school staff to contact them on).

Pupils will have the opportunity to have verbal contact with a member of teaching staff at least once per week via TEAMs or live lessons.

The pupils’ teacher will keep parents/carers and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

The headteacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

**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 Acceptable Use Agreement prior to commencing remote learning.

# Monitoring and review

This policy will be reviewed on a bi-annual basis by the headteacher.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

The next scheduled review date for this policy is the spring term 2021.

**Appendix A**

**Remote Learning During the Coronavirus (COVID-19) Pandemic**

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning, so pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

1. Contingency planning
   1. The school will work closely with the LA to ensure the premises is ‘COVID-secure’, and will complete all necessary risk assessments.
   2. The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
   3. The school will communicate its plan for a local lockdown with parents/carers, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.
   4. If there **is not** a local lockdown, but a single class or ‘bubble’ needs to self-isolate, the school will implement remote learning within 48 hrs for that group wherever possible.
2. Returning to school
   1. The headteacher will work with the LA and Public Health Wales to ensure pupils only return to school when it is safe for them to do so.
   2. After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents/carers when their child will return to school.
   3. The headteacher will listen to all concerns that parents/carers may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.
3. Monitoring and review
   1. This policy annex will be reviewed in line with any updated to government guidance. All changes to the policy will be communicated to the relevant members of the school community.

**Appendix B: Letter to parents/carers.** What ‘distance learning’ can I expect from Knighton CIW Primary School?

This information is to be used as a general guide and parents/carers can expect further details of remote learning for their child as and when it is required. We aim to implement remote learning from your child’s second day of absence. There are two general scenarios outlined below; the first scenario where your child is isolating and the second outlines the actions in the case of a whole contact group not being permitted to attend school.

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| --- | --- |
| Circumstance | Distance Learning |
| My child (and their siblings if they are also attending Knighton CIW Primary school) is absent because they are awaiting test results and our household is required to self- isolate.  I have notified the school of this fact by telephone (01547 528691) during school opening hours, or by e-mail ([covid@knighton.powys.sch.uk](mailto:covid@knighton.powys.sch.uk)) outside school opening hours/ weekend.  The rest of their school bubble are attending school and being taught as normal. | * Work will be emailed by the beginning of the second day of isolation wherever possible. * If hard copies are required they should be requested from your child’s teacher (**not** through Sarah in the office) and they will be available within three days wherever possible. Worksheets should be completed and returned to your child’s teacher (by emailing a photograph) for marking before new worksheets can be provided. * These resources will be available for collection, by someone else on your behalf who is **not** isolating and who can deliver them without entering your house. * The school subscribes to on-line education resources that may be relevant to the pupil’s age and stage in education e.g. HWB and Times Tables Rockstars. Pupils may be directed towards these to enhance their learning. * Pupils will be invited to join any virtual learning experiences where possible including for example assemblies and virtual visitors. |
| My child’s whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.  We enter another ‘lockdown’ with total school closure. | * A remote learning timetable will be shared with pupils and parents/carers by the end of the second day in lockdown wherever possible. * On the first working day of a lockdown, staff will aim to contact families to ensure they have access to remote learning and to address any issues in a timely manner. * Suitable work will be provided from the second day of lockdown wherever possible. * If hard copies are required they should be requested from your child’s teacher (**not** through Sarah in the office) and they will be available within three days wherever possible. Worksheets should be completed and returned to your child’s teacher (by emailing a photograph) for marking before new worksheets can be provided. * These resources will be available for collection, by someone else on your behalf who is **not** isolating and who can deliver them without entering your house. * All pupils will have access to high quality education when remote working. * The school will use a range of teaching methods to cater for all different learning styles. |