



# BYRCHALL HIGH SCHOOL

## Remote Learning Policy

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### **Aims**

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### **Statement of Intent**

At Byrchall High, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils 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 pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

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

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

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

- DfE (2022) 'Keeping children safe in education'
- DfE (2022) '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'
- DfE (2021) 'Safeguarding and remote education during coronavirus (COVID-19)'

## **Roles and Responsibilities**

### **Teachers**

Teachers must be available between 8:15 – 3:10pm. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. During periods of school closure (including as a result of the COVID-19 pandemic) staff should liaise with their line manager if this working routine is not feasible due to personal circumstances and agree how responsibilities identified below can be effectively carried out without disadvantaging the students being catered for in anyway.

Teachers' responsibilities include:

- Setting work for all teaching classes that they are responsible for as identified on their current teaching timetable and directed by their Head of Department.
- Ensuring there is sufficient work so that students can follow their full current academic timetable.
- Teachers should ensure students have access to at least 40 minutes, worth of content for every timetabled lesson they teach
- Teachers should ensure that the work set along with any relevant resources is uploaded to the school's EduLink portal the day before the lesson is scheduled to take place allowing for students to plan their day in advance. (Staff should refer to the **Guidance Documents covering 'How to Upload work on EduLink'**)
- Teachers should report any issues with regards uploading lesson materials within the desired timeframe to their Head of Department
- Teachers should support Heads of Department in ensuring students with limited access to devices can still access the work set. Including through the creation of work packs and other hard copies of learning resources.
- Teachers should ensure they strictly adhere to the set protocols (**see appendix**) and guidance for delivering live and recorded lessons. They should ensure that Microsoft Teams is used as the secure platform for engagement (Staff should refer to the relevant guidance and support documents on '**Using Microsoft teams to Support Remote Learning**)
- Teachers should be available to provide feedback and support to students in a timely manner via email as required during normal school working hours. School email systems should be used via Microsoft 365 or EduLink. If more detailed feedback or support is required refer to relevant telephone or video lesson protocols.

- Teachers should track the engagement of the students in their teaching groups and proactively act on any concerns they may have relating to student safeguarding or learning. All safeguarding concerns should be reported to DSL or Deputy DSL using CPOMs (**Refer to Safeguarding Policy**).
- Teachers should make regular contact with their teaching and tutor groups by email and phone call
- Teachers should make their line manager or relevant member of SLT aware of any complaints or concerns that have been shared by parents or students.
- Staff should attend virtual staff meetings as required ensuring they conduct the meeting in an appropriate location; avoiding areas with background noise, ensuring nothing inappropriate is in the background or in view, be appropriately dressed and maintain professionalism at all times.
- Staff should attend school as identified on relevant rota systems to support the completion of remote learning onsite whilst adhering to the relevant guidance and risk assessments (**Refer to Guidance documents on supporting onsite learning**)
- Staff should take part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Adhering to this policy at all times during periods of remote learning.
- Staff should report any health and safety incidents to the SLT H&S Lead and asking for guidance as appropriate.
- Staff should report any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to SLT T&L lead and line manager.
- 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.

### **Teaching Assistants**

Teaching assistants must be available between 8:30 – 2:55pm. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teaching assistants' responsibilities include:

- Supporting both identified and groups of SEND pupils with their remote learning as directed by the SENCO
- Attend school as identified on relevant rota systems to support the completion of remote learning onsite and identified administration whilst adhering to the relevant guidance and risk assessments

### **Heads of Department**

Alongside their teaching responsibilities, as outlined above, Heads of Department are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Ensuring that modified curriculums are effectively summarised through Key Learning summaries and relevant work packs which will be made available to all students
- Ensuring that work is available for students who have restricted access to online learning.

- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the work set by teachers in their subject through meeting with teachers and reviewing work set
- Alerting teachers to resources and best practice they can use to teach their subject effectively
- Maintaining well-being contact with their department members and report back any concerns to their line manager.
- Maintaining regular contact with their line manager to report back and discuss how remote learning is progressing across the subjects and year groups provided for.

### **Heads of Year**

Alongside their teaching responsibilities Heads of Year are responsible for

- Ensuring pastoral calls are completed for all students across their year group via form tutors or the wider pastoral team.
- Communicating and signposting support as required to overcome any barriers to remote learning that is apparent.
- Consider and co-ordinate well-being support for the students under their care as appropriate.

### **SENCO**

- Liaising with the ICT technician 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 SLT Lead for Inclusion and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

### **Senior Leaders**

Alongside any teaching responsibilities, senior leaders are responsible for:

- SLT T&L Lead is responsible for coordinating the remote learning approach across the school
- SLT T&L Lead will be responsible for monitoring the effectiveness of remote learning – this will be gathered through discussions at staff meetings and gathering stakeholder feedback
- SLT line managers will monitor the quality of online provision for the department they lead through liaison with relevant Heads of Department
- SLT Lead for Inclusion and SLT Lead for GDPR, will monitor the security of remote learning systems, including data protection and safeguarding considerations

- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required (DSL or Deputy DSL in their absence).
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to relevant stakeholders
- Arranging any additional training staff may require to support pupils during the period of remote learning.

### **Designated Safeguarding Lead**

The DSL is responsible for ensuring the relevant safeguarding policies and addendums are fulfilled (**Refer to Safeguarding Policy including addendum covering school closure and Staff Code of Conduct**) in particular they should;

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

### **Data Protection Officer**

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

## IT Staff

### **IT staff are responsible for:**

- Resolving issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

## Pupils and Parents

### **Staff can expect pupils to:**

- Ensure they are available to learn remotely at the times set out in this policy, and that their schoolwork is completed on time and to the best of their ability.
- Report any technical or submission issues to their teacher as soon as possible.
- Seek support from teachers if they're not able to complete work or need further support
- Ensure they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notify a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensure they use any equipment and technology for remote learning as intended.
- Ensure they adhere to the highest standards of pupil conduct during live and recorded lessons as identified in the relevant protocols (**Refer to Behaviour Policy and see appendix**).
- Adhere to this policy and Behavioural Policy at all times during periods of remote learning.

### **Staff can expect parents to:**

- Make the school aware if their child is sick or otherwise can't complete work including specifically informing the school if they have any symptoms of COVID.
- Seek help from the school if they need it
- Ensure their child adheres to the relevant policies when access remote learning.
- 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 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 school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in the policy - consideration should be given to the fact that students cannot always be in front of a device the entire time.
- Reporting any absence in line with the terms set out in paragraph
- Ensuring their child uses the equipment and technology used for remote learning as intended.

## **Governing Board**

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

## **Who To Contact**

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – Liaise with your Line Manager or SENCO
- Issues with behaviour – Liaise with your relevant Head of Year
- Issues with IT – Matt Arnold
- Issues with their own workload or wellbeing – Discuss with your line manager
- Concerns about data protection – Mrs A.Finch
- Concerns about safeguarding – DSL: Mrs A.Hudson Deputy DSL: Kirsty Macey

## **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, public and via official school communication channels – Microsoft 365 and EduLink.
- All staff and pupils 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 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.
- All staff and pupils 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.
  - 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.

- Pupils not using devices or software as intended will be disciplined in line with the **Behavioural Policy**.
- 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 consult with parents where possible prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 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 letter 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.

### **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 headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- All contact with vulnerable pupils will be recorded via CPOMs.
- 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 must:
  - Have at least one suitably trained individual present.
  - Be suitably recorded on CPOMs 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 on CPOMS **immediately**.
- Pupils and their parents will be encouraged to contact the DSL or Pastoral contact (usually Form Tutor, Head of Year or member of Pastoral Staff) 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.

## **Data Protection**

### **Accessing personal data**

When accessing personal data, all staff members will:

- 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. No external drives should be used and Microsoft 365 One Drive should be secure medium where back-ups or additional storage is required.
- Parents' and pupils' up-to-date contact details will be reviewed and collected prior to the period of remote learning.
- All contact details will be stored in line with the **Data Protection Policy**.
- The school will not permit paper copies of contact details to be taken off the school premises.
- Pupils are not permitted to let their family members or friends use any school-owned equipment 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**.

## **Sharing Personal Data**

Staff members may need to collect and/or share personal data such as pupil contact details and assessment data 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 ensuring they keep all sensitive information secure.

## **Keeping Devices Secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 12 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring that all additional storage is accessed via Microsoft 'One Drive' – No external hard drives should be used
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **Resources**

When planning for remote learning staff should consider the full guidance as identified in the '**Staff Guidance for Planning and Setting work for Remote Learning**'

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
- Webinars
- Pre-recorded video or audio lessons

Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources and other online materials.

- 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 via remote learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to 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.
- Any defects or 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. The school will liaise with the relevant authorities to access equipment for vulnerable groups as this becomes available via national and local initiatives.
- 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 provide feedback on work.
- The arrangements for any 'live' classes, e.g. 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. (Staff should refer to the relevant protocols for conducting such lessons)
- The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

### **Food Provision**

- The school will signpost parents towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- The school will provide access to Supermarket vouchers for all eligible FSM students via EdenRed National Scheme as outlined by DFE guidance.

### **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. For those continuing to use laptops and other devices previously provided by school they too must adhere to this agreement.

### **Feedback and Reviewing Process**

All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of teaching staff.
- Returned 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.
- Returned to the pupil, once reviewed, by an agreed date.

- The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Work that cannot be completed for genuine reasons will be completed when the pupil returns to school.
- 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 of Department 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.

### **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.

### **School day and absence**

- Pupils will be present for remote learning by 8:50am and cease their remote learning at 3:30pm from Monday to Friday, with the exception of breaks and lunchtimes – See Curriculum Delivery Model.
- Pupils are not expected to do schoolwork during outside of these times or during the school holiday period.
- Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- Parents will inform the school no later than 8:30am if their child is unwell. How?
- The school will monitor absence and lateness in line with the **Attendance Policy**.

## **Communication**

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents via letter and the school website about remote learning arrangements as soon as possible.
- The headteacher 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 are able to be contacted 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 – every attempt should be made to ensure all communication with students is made between 8:30 – 5:00pm.
- 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.
- Pupils will have verbal contact with a member of teaching staff at least once per fortnight
- 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 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.

## **Monitoring and Review**

- This policy will be reviewed on an annual basis and more frequently during periods of extended school closure 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 – September 2021

### **Links with other policies**

This policy is linked to our:

- [Relevant School Closure Risk Assessments and Operation Guidance](#)
- [Safeguarding and Early Help, and Staff Code of Conduct Policies](#)
- [Child protection policy and coronavirus addendum to child protection policy](#)
- [Data protection policy and privacy notices](#)
- [ICT and internet acceptable use policy and Acceptable Use agreements](#)
- [E-Safety Policy](#)
- [Health and Safety Policy](#)
- [Addendum to Attendance Policy](#)
- [SEND Policy](#)
- [Remote Learning School Closure Delivery Plan](#)
- [Protocols for engaging with Video / Live Lessons](#)
- [Guidance for planning and setting work remotely](#)
- [Guidance document\(s\) for supporting onsite provision – Key worker / Vulnerable Students and Year 10](#)
- [Guidance document\(s\) for accessing EduLink and Microsoft Teams](#)