Ripon Grammar School

Remote Learning Policy

1. Introduction

Ripon Grammar School aims to deliver high quality education, including during periods of remote working – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all students have access to the learning resources and support they need to succeed.

This information is intended to provide clarity and transparency to students and parents / carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

2. Policy

Remote learning from home aims to:

- Minimise the disruption to students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parents / carers, and student data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

3. Legal framework

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

- The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- Equality Act 2010: advice for schools DfE Feb 2013
- Special Educational Needs and Disability Regulations 2014
- Education Act 2002
- The General Data Protection Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018
- DfE 2020 Keeping children safe in education
- DfE 2016 'Children missing education'

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

- DfE Remote education good practice https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice
- DfE (2020) Keeping children safe in education https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year 2020 to 2021 academic year https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year
- DfE (2020) Attendance in Schools https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf
- https://www.gov.uk/government/publications/early-years-foundation-stage-framework
- DfE (2017) Special educational needs and disability code of practice: 0 to 25 years https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf
- DfE (2018) Health and safety: responsibilities and duties for schools https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
- DfE (2018) Health and safety for school children https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
- DfE (2016) Children missing education https://www.gov.uk/government/publications/children-missing-education
- DfE (2020) What parents and carers need to know about early years providers, schools and colleges https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak
- Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19) https://www.gov.uk/guidance/get-laptops-and-tablets-for-children-who-cannot-attend-school-due-to-coronavirus-covid-19
- Get help with technology during coronavirus (COVID-19) https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19

This Policy has been written to reflect current legislation and other school policies:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy (state year)
- Behaviour for Learning Policy
- Accessibility Policy
- Teaching and Learning Policy
- Curriculum Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- Online Safety/Acceptable Use Agreement Policy
- Staff Code of Conduct

4. Procedures

4.1 Resources

- For the purpose of providing remote learning, the school may make use of:

  - live teaching (online lessons)

  - recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers, BBC materials)

  - printed paper packs produced by teachers (e.g. workbooks, worksheets)

  - textbooks and reading books students have at home

  - commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

  - long-term project work and/or internet research activities

- Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
  - how we issue or lend laptops or tablets to students, and where parents or carers can find more information

  - how we issue or lend devices that enable an internet connection (for example, routers or dongles), and where parents or carers can find more information

  - how students can access any printed materials needed if they do not have online access

  - how students can submit work to their teachers if they do not have online access

- Reasonable adjustments will be made to ensure that all students 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 students can catch up on these areas of the curriculum when they return to school. We teach the same curriculum remotely as we do in school wherever possible and appropriate.
- Teaching staff will liaise with the SENCo and other relevant members of staff to ensure all students remain fully supported for the duration of the remote learning period.
- Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- Students will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
- Students and parents / carers will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- Teachers will oversee academic progression for the duration of the remote learning period and will provide feedback on work in line with section 7 of this policy.
- The arrangements for any 'live' classes, e.g. webinars, will be communicated via Microsoft Teams.
- The ICT team are not responsible for providing technical support for equipment that is not owned by the school.

4.2 Costs and expenses

- The school will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, or council tax.
- The school will provide guidance and support with gaining free additional data.
- The school will not reimburse any costs for travel between students' homes and the school premises.
- The school will not reimburse any costs for childcare.
- If a student is provided with school-owned equipment, the student and their parent / carer will sign and adhere to the school's Online Safety/Acceptable Use Agreement prior to commencing remote learning.

4.3 Online safety

- This section of the policy can be read in conjunction with the school's Online Safety Policy & Addendum to Child Protection Policy COVID-19 school closure arrangement for Safeguarding and Child Protection
- Below are some key aspects to consider when delivering virtual lessons, especially where webcams are involved:
  - No 1:1s, groups only.
  - Staff and children must wear suitable clothing, as should anyone else in the household.
  - Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
  - The live class may be recorded so that if any issues were to arise, the video can be reviewed.
  - Language must be professional and appropriate, including any family members in the background.
  - Staff must only use platforms specified by senior leaders and approved by our IT network manager to communicate with students.
  - Staff should
    - record the length, time, date and attendance of any sessions held.
    - 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/ audible.
- 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 /carers 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.

4.4. Safeguarding

- This section of the policy is linked to the school's Safeguarding and Child Protection Policy & Addendum to Child Protection Policy COVID-19 school closure arrangement for Safeguarding and Child Protection which has been updated to include safeguarding procedures in relation to remote working.
- The DSL and Headmaster will identify 'vulnerable' students (those are deemed vulnerable or who are at risk of harm) via risk assessment prior to the period of remote learning.
- The DSL will keep in contact with vulnerable students' social workers or other care professionals during the period of remote working, as required. Where the DSL has identified a student to be on the edge of social care support, or who would normally receive pastoral-type support in school, she will ensure that a robust communication plan is in place for that student.
- Details of this plan must be recorded, as should a record of contacts made.
- The communication plans may include remote contact, phone contact, door-step visits or other individualised contact methods.

- RGS and the DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.
- All home visits must:
  - Have at least one suitably trained individual present.
  - Be undertaken by no fewer than two members of staff.
  - Be suitably recorded on paper and the records stored so that the DSL has access to them.
  - Actively involve the student. See Addendum to Child Protection Policy COVID-19 school closure arrangement for Safeguarding and Child Protection
- Vulnerable students 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 to discuss new and current safeguarding arrangements for vulnerable students learning remotely.
- All members of staff will report any safeguarding concerns to the DSL immediately.

4.5. Data protection

- This section of the policy is linked to 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 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 students' 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.
- Students 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.
- Any intentional breach of confidentiality will be dealt with in accordance with the school's Positive behaviour & Rewards Policy or the Disciplinary Policy and Procedure.

4.6. Engagement, marking and feedback

- All schoolwork set through remote learning must be completed and, when requested, handed in via the Microsoft Teams platform.
- The school expects students and staff to maintain a good work ethic and a high quality of work during the period of remote learning.
- Students are accountable for the completion of their own schoolwork – teachers will contact parents / carers via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Teachers will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the Headmaster as soon as possible.
- Teachers will monitor the academic progress of students with SEND and discuss additional support or provision with the SENCo as soon as possible and on an ongoing basis.

4.7. Health and safety

- This section of the policy will be read in conjunction with the school's Health and Safety Policy.
- Teaching staff and ICT team will ensure students 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, students will be encouraged to take a screen breaks at least every hour (dependent on age group here).

4.8. School day

- Students will carry out remote learning throughout the course of the day (following the schedule of live lessons).
- Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- Students who are unwell are not expected to complete remote learning until they are well enough to do so.
- The Government has outlined the minimum expectation for remote learning as follows:
- Key Stages 3 and 4: 5 hours a day

4.9. Communication

- The school will ensure adequate channels of communication are arranged in the event of an emergency.
- The school will communicate with parents / carers via email and the school website about remote learning arrangements as soon as possible.
- The Headmaster 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 students learning remotely and teachers 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 regular contact with their line manager.
- Parents / carers and students 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 school as soon as possible so they can investigate and resolve the issue.
- The students' teacher will keep parents / carers and students informed of any changes to the remote learning arrangements or the schoolwork set.
- The Headmaster will regularly review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

4.10. Monitoring and review

- This policy will be reviewed on a regular basis by the Headmaster and approved by the Governing Board
- Any changes to this policy will be communicated to all members of staff and other stakeholders.
- The policy was written on 25/01/2021 following the Guidance from Department of Education at that time. If the Guidance changes, the current guidance will take precedence in the event of a conflict with this policy, and if that is the only amendment following review it will not require approval from Governing Board.

5. Roles and responsibilities

5.1 The Governing Board is responsible for:

- Ensuring that the school has robust risk management procedures in place. Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

5.2 The Headmaster is responsible for:

- Ensuring that staff, parents / carers and students adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning to ensure that students are accessing remote learning safely.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents / carers, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews on a regular basis of the remote learning arrangements to ensure students' education is of a good and consistent standard.
- Communicating with parents / carers and students to ensure that they understand what is required of them whilst learning remotely.
- Having due regard for the health and well-being of students, parents / carers and staff during remote learning periods.

5.3 The Health and Safety Lead is responsible for:

- Ensuring that the relevant health and safety risk assessments, and the monitoring of these, are carried out within the agreed timeframes, in collaboration with the Headmaster and Governing Board.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that students identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Being proactive in identifying potential risks caused by remote learning

5.4 The Data Protection Officer 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 students are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- Ensuring any data breaches are reported appropriately.

5.5 The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT support team to ensure that all technology used for remote learning is suitable for its purpose and will protect students online and that parents / carers are informed of steps that they can take to restrict such access when their children are accessing online remote learning on home devices.

- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely, and liaising with the Headmaster and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place and monitor that this support or intervention is carried out.
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working
- Ensuring all safeguarding incidents are adequately recorded and reported in line with the school's safeguarding policy.

5.6 The Special Education Needs Coordinator is responsible for:

- Liaising with the ICT team to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Ensuring that students with Education Health Care Plans continue to have their needs met while learning remotely, and liaising with the Headmaster / inclusion team and other organisations to make any alternate arrangements for students with Educational Healthcare plans and Individual Health Plans.
- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the student is able to continue working towards the objectives within the EHCP.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period & adapted accordingly.

5.7 The IT Network Manager & Bursar are responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for students to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

5.8 The ICT team are responsible for:

- 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 students and staff.

5.9 Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the health and safety lead 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 (provided by the school) and software.
- Reporting any dangers or potential dangers, they identify, as well as any concerns they may have about remote learning, to the Headmaster.
- Reporting any defects on school-owned equipment used for remote learning to the ICT team.
- Adhering to the Staff Code of Conduct at all times.
- Providing high quality remote learning for the students for whom they are responsible for.

5.10 Parents / carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to 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 that their child always has access to remote learning material.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Engaging with school as appropriate throughout any periods of remote learning.
- Adhering to the Home School, Agreement at all times.

5.11 Students are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their tutor/HOY.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Reporting any safeguarding concerns they have to a responsible adult.
- Adhering to the Positive Behaviour & Rewards Policy at all times.

Policy created 25.01.21