WINCHCOMBE SCHOOL

Remote Learning Policy

Effective Date:	Oct 2020	FGB
Review Date:	Sept 2021	
To be Reviewed:	Oct 2022	

This Policy was reviewed and adopted by the Full Trustee Board

Date	Ratified by FGB 081221	

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Contents:

Statement of intent

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

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet. Ensure staff, parent, and student data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.

- Ensure all students have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

1. Legal framework

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

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018

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

- 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'

1.3. This policy operates in conjunction with the following school policies:

- Accessibility Policy
- Attendance and Absence Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Data Protection and Data Protection Policies
- Health and Safety Policy
- ICT Acceptable Use Policy
- Online Safety Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Staff Code of Conduct
- Teaching, Learning and Assessment Policy

2. Roles and responsibilities

2.1. The Board of Trustees 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.
    Monitoring the school's remote learning arrangements.

2.2. The Headteacher is responsible for:

- Ensuring that staff, parents and students adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.

- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis and communicating any changes to staff, parents, and students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews on a fortnightly basis of the remote learning arrangements to ensure students' education does not suffer.

2.3.   The Business Manager is responsible for:

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

2.4.   The Business Manager and IT Manager are 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, 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.

2.5.   The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the ICT technicians to ensure that all technology used for remote learning is suitable for its purpose and will protect students online.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely, and liaising with the Headteacher and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

2.6.   The SENDCO is responsible for:

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required. Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for students with EHC plans and IHPs.

- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period. Each student (usually those with EHCP or My Plan+) will be allocated a 'keyworker' from the SEND team to discuss progress and concerns.

2.7.   The Business Manager is responsible for:

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

2.8.   The IT Manager & Technician(s) 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 SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

2.9.   Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Business Manager and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.
- Reporting any defects on school-owned equipment used for remote learning to the ICT Manager.
- Adhering to the Staff Code of Conduct at all times.

2.10. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.

- Reporting any technical issues to the school as soon as possible.

  - Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.
  - Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the 'Home-School Agreement'; Remote Learning Expectations Guide; Visitor's Guide and Abusive Adults' Policies at all times.

2.11. Students are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their Form Tutor or Head of Phase as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the 'Home-School Agreement' and Remote Learning Expectations Guide at all times.

3. Resources (+ to be read in conjunction with the 'Remote Learning Expectations' Document)

Learning materials

3.1. The school's primary method of delivery, during remote learning, will be 'Class pages on Microsoft Teams' (MS Teams). Through this resource, and to further help explain concepts and address misconceptions easily, the school may also make use of:

- Pre-recorded video or audio lessons
- Live webinars
- Educational websites
- Reading tasks
- Past and mock exam papers
- Email
- Work booklets

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

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

3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support students with SEND. Additional time should be allowed for those with SEND to complete tasks or alternatives that are accessible to students made available.

3.5.   Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

3.6.   The school will review the resources students have access to and adapt learning to account for all students needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

3.7.   Work packs will be made available for students who do not have access to, a printer – these packs can be collected from school. Parents should notify the school as soon as possible if this is required.

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

3.9.   The SENDCO will arrange additional support for students with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

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

3.11.   Students will be expected to use their own, or family-owned, equipment to access remote learning resources. However, the school will also provide or loan equipment, e.g. laptops. to all Disadvantaged (pupil premium) Students who need this support; and to all, other, students who request equipment via the School Website

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

3.13.   Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources. Where equipment has been provided, or loaned, by the school, a Service Level Agreement must be signed and followed.

3.14.   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 7 of this policy.

3.15.   The arrangements for any 'live' classes, e.g. webinars, will be communicated via MS Teams no later than one day before the allotted time and kept to a reasonable length of no more than 45 minutes per session.

3.16.   The ICT Manager/Technician (s) are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

3.17. The school will signpost parents, via letter, towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

3.18. Where applicable, and depending on the circumstances, including whether whole-school or single year group, the school may provide the following provision for students who receive FSM:

   • Keeping the school canteen open during lunchtimes
   • Making packed lunches available for delivery or collection
   • Providing vouchers to families

Costs and expenses

3.19. The school will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, or council tax.

3.20. The school will not reimburse any costs for travel between students' homes and the school premises.

3.21. The school will not reimburse any costs for childcare.

3.22. If a student is provided with school-owned equipment, the student and their parent will sign and adhere to the Service Level User Agreement prior to commencing remote learning.

4. Online safety

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

4.2. Where possible, all interactions will be textual and public.

4.3. All staff and students using video communication, such as Microsoft Teams, must:

- Students are expected to have their camera (if present) OFF unless otherwise requested by the teacher
- Students are expected to have their microphone MUTED unless otherwise requested by the teacher
- Students should be in a common area (not their bedroom) in their home where they have a level of supervision from a parent
- Students should participate appropriately. Inappropriate behaviour will result in the student being removed from the lesson, their behaviour reported to SLT and this may lead to access being withdrawn
- Students must use appropriate language – this includes others in their household
- Students must use the necessary equipment and computer programs as intended
- Students must not record, store, or distribute audio material without permission
- Students should always remain aware that they can be heard
- Students should submit work within set deadlines, late work will be subject to delays in feedback
- Parents should try and ensure they have a stable connection to avoid disruption to lessons
- Parents should support their child in being ready and available to learn at the designated times understanding that staff availability is limited to the lesson time.
- Parents should endeavour to provide a quiet area for their child to work in a common area of the household

Students and Parents should report any concerns to the Head of Phase and SLT link for the Year group (Personnel to be updated annually)

4.4. All staff and students using audio communication, such as Microsoft Teams, 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.

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

4.6.   Students not using devices or software as intended will be disciplined in line with the Behaviour expectations set out in the Remote Learning Expectations Documentation.

4.7.   The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.8.   The school will consult with parents during Term 1, prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

Parents will be encouraged to limit screen time and support students in taking breaks between lessons.

Staff will be encouraged to use varied delivery methods if Remote Learning is necessary for an extended period of time. The aim would be to reduce screen time.

4.9.   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.

4.10.   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.

4.11.   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.

4.12.   The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

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

5.2. The DSL and Headteacher will identify 'vulnerable' students (students who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

5.3. The DSL will arrange for regular contact to be made with vulnerable students, prior to the period of remote learning.

5.4. Regular, weekly, 'Pastoral Phone calls' will be made to all students, by Form Tutors; including further phone calls to vulnerable students - made using school phones where possible. (+ see 5.5 below)

5.5. The DSL will arrange for regular contact with vulnerable students once per week at minimum, with additional contact, including home visits, arranged where required.

5.6. All contact with vulnerable students will be recorded on paper and suitably stored in line with the Records Management Policy.

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

5.8. 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.

5.9. 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.

5.10. 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 students learning remotely.

5.11. All members of staff will report any safeguarding concerns to the DSL immediately.

5.12. Students 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.

6. Data protection

6.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.

6.2. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.

6.4. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

6.5 Parents' and students' up-to-date contact details will be collected prior to the period of remote learning. This will be done via Parent Update letters.

6.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.

6.7. The school will not permit paper copies of contact details to be taken off the school premises.

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

6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data Protection and Data Security Policies

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Conduct/Staff Discipline Policy

7. Marking and feedback

7.1. 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 student's ability.
- The student's own work.
- Marked in line with the Teaching and Learning Policy.
- Returned to the student, once marked, by an agreed date.

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

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

7.4. Teaching staff will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the Head of Dept, first, then Head of Phase, SENDCO, Deputy Headteacher (Curriculum) or Headteacher as soon as possible.

7.5. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with their Head of Dept and SENDCO as soon as possible.

7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

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

8.2. Teaching staff and ICT technicians will ensure students are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.3. If using electronic devices during remote learning, students will be encouraged to take a 20minute screen break every two hours.

8.4. Screen break frequency will be adjusted to 10 minutes every hour for younger students or students with medical conditions who require more frequent screen breaks.

8.5. If any incidents or near-misses occur in a student's home, they or their parents are required to report these to the Business Manager, or other relevant member of staff, immediately so that appropriate action can be taken.

9. School day and absence

9.1. During 'Year groups only' self-isolation the school day will run in line with the published normal school timings.

9.2. During a period where all Year groups are self-isolating, remote learning will begin from the first day of a 'Lockdown'. Students will be present for remote learning by 8.50am and cease their remote learning at 2.50pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in paragraph 9.3. Lessons will be 45 mins each, with a natural 15 mins break between consecutive, timetabled, periods.

9.3. Breaks and lunchtimes will take place at the following times each day, depending on Year groups:

- Morning break will take place 10.00am-10.40am (for Y8, Y9)
  & 11.00am-11.40am (for Y7, Y10, Y11)

- Lunchtime break will take place between 12:25pm -1:05pm (for Y8, Y9)
  & 1.25pm-2.05pm (for Y7, Y10, Y11)

9.4. Students are not expected to do schoolwork during the times outlined in paragraph 9.3.

9.5. 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.

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

9.7. Parents will inform the school via the usual absence procedures if their child is unwell and unable to complete school work.

9.8. The school will monitor absence and lateness in line with the Attendance and Absence Policy.

10. Communication

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

10.2. The school will communicate with parents via letter, SchoolComms, Bromcom and the school website about remote learning arrangements as soon as possible.

10.3. The Headteacher & Deputy Headteacher (Curriculum) will communicate with staff as soon as possible via email about any remote learning arrangements.

10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

10.5. The school understands that students learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours (8.30am-3.30pm).

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

10.7. As much as possible, all communication with students and their parents will take place within the school hours outlined in section 9.

10.8 Absent students will have verbal contact with a member of Teaching staff at least once per week via family phone call.

10.9. Parents and students will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.10. Issues with remote learning or data protection will be communicated to the Head of Phase/Linked SLT soon as possible so they can investigate and resolve the issue.

10.11. The students' Subject teacher, or Head of Department, will keep parents and students informed of any changes to the remote learning arrangements, for a specific subject, or the schoolwork set.

10.12. 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.

11. Monitoring and review

11.1. This policy will be reviewed on a termly basis by the Headteacher or as necessary due to developments.

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

Remote Learning During the Coronavirus (COVID-19) Pandemic (+ to be read in conjunction with the 'Remote Learning Expectations' Document)

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure students never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

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

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID19)'

- DfE (2020) 'Adapting teaching practice for remote education'

- DfE (2020) 'Guidance for full opening: 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)'

- [New] DfE (2020) 'How schools can plan for tier 2 local restrictions'

- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'

- [New] Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'

2. Contingency planning

2.1 The school will work closely with the LA to ensure the premises is COVID-secure, and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.

2.2 The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.

2.3 The school will communicate its contingency plans for local restrictions with parents, including whether it will remain open to vulnerable students and children of critical workers, or if remote working will be applicable for all.

2.4 If local restrictions are **not** applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

2.5 [New] The level of remote learning provision required will be based on the government's four tiers of local restrictions. Where there are no local restrictions in place, the school will continue to remain fully open to all, and these tiers will not apply. [New] **Tier 1 local restrictions**

2.6 The school will remain open if tier 1 restrictions are in place, and remote learning will not be provided at this time.

[New] **Tier 2 local restrictions**

2.7 The school will adopt a rota system which will require a combination of remote learning and classroom-based learning to be provided. The rota will allow for Staff to work on-site for (minimum) 3 days per week; 2 days at home.

2.8 Children of critical workers and vulnerable children will be able to access full-time onsite provision. Attendance for these students will be prioritised and strongly encouraged.

2.9 When considering remote learning in a rota system, teachers will:

- Set assignments so that students have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.

- 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 students' understanding.

2.10 Students who will be unable to engage effectively in remote education at home due, e.g. to a lack of devices or quiet space to study, might be considered vulnerable and, therefore, able to attend full-time on-site provision.

[New] Tier 3 local restrictions

2.12 The school will limit on-site attendance to just vulnerable children and children of critical workers. All other students will receive remote education in line with section 3 of this appendix.

[New] Tier 4 local restrictions

2.14 The school will limit on-site attendance to just vulnerable children and young people. All other students will receive remote education in line with section 3 of this appendix.

3. Teaching and learning

3.1 All students will have access to high-quality education when remote working.

3.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:

- Recorded lessons (teacher narrated PowerPoint / Whiteboard or similar)
- Live lessons (live lesson via PowerPoint / Whiteboard or similar)
- Online learning materials (Active Learn, Oak National Academy or similar)
- Where Remote Learning is not possible the school will look to provide workbooks or similar work to be completed from home

These materials may not follow the identical curriculum sequence as the Remote Learning provision but will support the curriculum aims

- Parents should make the school aware of they are unable or unwilling to support Remote Learning. Materials will be organised and when notified parents can collect them from the school.

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

3.4 When teaching students who are working remotely, teachers will:

- Set assignments so that students have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.

- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- 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 students' understanding.
- Plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers.

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

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

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

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

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

- Students in Years 3 to 11

- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government advice

- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

3.10 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 students and their families use the devices safely.

3.11 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to students' homes, ensuring infection control measures are adhered to as part of this process.

4. Returning to school

4.1 The Headteacher will work with the LA to ensure students only return to school when it is safe for them to do so.

4.2 After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school.

4.3 The Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

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

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