



Colby School

Remote Learning Policy

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 'Keeping children safe in education'
 - DfE 'School attendance'
 - DfE 'Health and safety: responsibilities and duties for schools'
 - DfE 'Health and safety for school children'
 - DfE 'Special educational needs and disability code of practice: 0 to 25 years'
 - DfE 'Children missing education'
- 1.3. This policy operates in conjunction with the following school policies:
 - Child Protection and Safeguarding Policy
 - Data Protection Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - Positive Behaviour Policy
 - Accessibility Policy
 - Online Safety Policy
 - Health and Safety Policy
 - Attendance and Absence Policy
 - Staff Code of Conduct
 - Children Missing Education Policy

2. Roles and responsibilities

- 2.1. 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.

2.2. The Headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies.
- 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 a termly basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The health and safety officer is responsible for:

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

2.4. The DPO 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, 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.

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 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 alternate DSLs 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.

2.6. The SENCO is responsible for:

- Ensuring that pupils 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 pupils with EHC plans and Communication Passports.
- 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.

2.7. The ICT technician is 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 pupils and staff.

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

2.9. 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.

2.10. Pupils 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 teacher or their parents so the issue can be passed to the school office 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 Positive Behaviour Policy.

3. Resources

Learning materials

- 3.1. The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:
 - Google Classroom
 - Online learning portals which children already use to support their learning (IXL, LEXIA, Sum Dog, Spelling Shed)
 - Other educational websites
 - Pre-recorded video or audio lessons
 - Oak Academy Resources
 - BBC Bite Size Resources
 - Zoom lessons with class teacher
 - Zoom reading
 - Zoom social events
 - Work packs of printed resources, as required
- 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 pupils 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 to support pupils with SEND.
- 3.5. The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity by pre-recording a minimum of 3 lesson introductions / daily messages per week to the best of their ability.
- 3.6. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.7. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different

formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

- 3.8. In the event of extended whole school closure, work packs will be made available for pupils who do not have access to a printer – these packs can ordered and collected from the school entrance by a parent/carer.
- 3.9. 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.
- 3.10. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 3.11. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.12. Pupils 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.
- 3.13. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.
- 3.14. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.15. 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.
- 3.16. The arrangements for any 'live' classes, e.g. webinars, will be communicated via email before the allotted time and kept to a reasonable length of no more than one hour per session.
- 3.17. The ICT technician is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.18. The school will signpost parents via email or Facebook post towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.19. Where applicable, the school will provide the following provision for pupils who receive FSM:
 - Providing vouchers to families

Costs and expenses

- 3.20. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.21. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.22. The school will not reimburse any costs for childcare.
- 3.23. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

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 pupils using video communication must:
 - Communicate in groups or with parent / adult in the room for one-to-one reading sessions.
 - Wear suitable clothing – this includes others in their household.
 - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they are visible.

The following guidance was shared in the Colby Newsletter on 15th January 2021, giving details to families about the expectations for Zoom meetings and Remote Learning. Similar reminders will be communicated on the Colby Facebook page and Colby Newsletter at the start of any period of significant remote education:



Zoom Policy

Following your feedback about children missing face to face contact, we're experimenting with Zoom reading sessions and group activities. Key Stage 2 teachers have used Zoom with their classes for whole class meetings, catch ups and mini lessons this week. I'm currently drafting a Zoom Policy, which will be shared with Governors on Wednesday, but in the meantime I wanted to remind you of the following:

If your child is invited to join a Zoom lesson, please come on to the screen at the start of the meeting and give the staff member a wave. This will let us know that you give permission for your child to take part.

Please remain in the room or within earshot during the Zoom meeting.

Please remind your child that they should be dressed appropriately for the Zoom session. We have covered this in IT lessons at school but please remind your child about it.

We look forward to having even more contact with you on Zoom over the coming weeks.

4.4. 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.

4.5. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO. If such sessions take place an adult must be in the household room with their child.

4.6. 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.

4.7. 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.

- 4.8. The school will communicate to parents via email 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.
- 4.9. 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.
- 4.10. 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. The DSLs 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.
- 5.2. The DSLs will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.3. Vulnerable children will be expected to attend Mini Colby, if possible.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones where possible.
- 5.5. The DSLs will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, where required.
- 5.6. All contact with vulnerable pupils will be recorded and suitably stored in line with safeguarding procedures.
- 5.7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

- 5.8. 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.
- 5.9. 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.
- 5.10. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.11. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

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 pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 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. Pupils 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 and E-Security Breach Prevention Management Plan.

6.10. Zoom meetings are recorded for safeguarding purposes.

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 pupil's ability.
 - The pupil's own work.
 - Marked in line with the Marking Policy.
 - Returned to the pupil, once marked, by an agreed date.
- 7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or phone call 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 pupils with and without access to the online learning resources and discuss additional support or provision with the Headteacher as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO 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.
- 7.7. The school will log participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be reported to parents via formal regular reports or, if there is a concern, individually via telephone. Parents will be contacted if there is a concern and good news will be shared in the usual way using Google Classroom.

The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. Colby at Home Stars of the Week and Headteacher Awards on Google Classroom.

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 will ensure pupils 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, pupils will be encouraged to take a five-minute screen break every two hours.
- 8.4. 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.
- 8.5. 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.

9. School day and absence

- 9.1. Pupils should be present for remote learning by 9:00am and cease their remote learning at 3:00pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in paragraph [9.2](#).
- 9.2. Breaks and lunchtimes will take place at each day:
 - A morning break of 15 minutes should take place every day.
 - A lunchtime break of between 45 - 60 minutes should take place every day.
 - An optional afternoon break of 15 minutes can take place.
 - A daily fitness session of at least 10 minutes should be included for all pupils to be taken at an appropriate time during the day to best aid pupil's concentration and motivation
- 9.3. Pupils are not expected to do schoolwork during the times outlined in paragraph [9.2](#).
- 9.4. 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.
- 9.5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

- 9.6. Parents will inform the school office as soon as possible if their child is unwell.
- 9.7. 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 email, Colby Facebook page and Google Classroom about remote learning arrangements as soon as possible.
- 10.3. The Headteacher 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 pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.
- 10.6. As much as possible, all communication with parents will take place within the school hours outlined in [section 9](#).
- 10.7. Pupils will have written contact with a member of teaching staff at least once per week and will be given opportunities for verbal contact via group video calls.
- 10.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.9. 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.
- 10.10. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.11. 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. The role of Governors

- 11.1 Governors are instrumental in providing advice, feedback and challenge regarding Remote Learning, and are actively involved with School Improvement and Development planning.
- 11.2 The SEN Governor liaised with the SENCO weekly during lock-down to monitor Remote Learning provision. Feedback was provided to the Full Governing Body.
- 11.3 Governors may be invited to watch Zoom lessons, if appropriate for monitoring purposes.

12. Monitoring and review

- 12.1. This policy will be reviewed by the Headteacher in the event of further Remote Learning being required.
- 12.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 12.3. The Remote Learning Policy was agreed by Governors in March 2021.
- 12.4. The Remote Learning Policy was reviewed by staff regularly, as Covid mitigations or Covid levels changed.
- 12.5. The Remote Learning Policy was reviewed by Governors in April 2024.
- 12.6. The next review of this policy will take place in July 2026, unless changes are needed before then due to extended school closure for any reason.