



THE Boswells SCHOOL

REMOTE LEARNING POLICY

A member of the Chelmsford Learning Partnership

Committee Responsible	Local Governing Body
Lead Staff Member	Deputy Headteacher (Teaching Learning and Progress)
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1. Aims

Statement of intent

At The Boswells School, we understand the need to continually deliver high quality education, including during periods of remote learning – 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 learning, 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.

2. Legal framework

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

2.1 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'

2.2 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
Behavioural Policy
Accessibility Policy
Marking and Feedback Policy
Curriculum Policy
Assessment Policy
Online Safety Policy
Health and Safety Policy
Attendance and Truancy Policy
ICT Acceptable Use Policy
Staff Code of Conduct
Data and E-Security Breach Prevention and Management Plan
Children Missing Education Policy

3. Roles and responsibilities

3.1 The **Governing Body** 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

3.2 The **Headteacher** is responsible for:

- 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.
- 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.

3.3 The **Deputy Headteacher (Teaching, Learning and Progress)** is responsible for:

- Co-ordinating the remote learning approach across the school
- Reviewing the effectiveness of this policy on an annual 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 regular basis of the remote learning arrangements to ensure pupils' education does not suffer.
- Monitoring the security of remote learning systems, including data protection and safeguarding (alongside the Deputy Headteacher Behaviour, Safety and well-being) considerations alongside GDPR

3.4 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 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 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.

3.5 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.

3.6 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 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.
- Co-ordinating home visits, identifying students to attend in school provision and monitoring well being
- Respond to latest safeguarding guidelines and disseminating to the safeguarding team

3.7 The **SENCO** is responsible for:

- Liaising with the ICT technicians 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 headteacher 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.

3.8 The School Business Manager is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils 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.

3.9 The ICT technicians 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 pupils and staff.
- Helping staff, students and parent with any technical issues

3.10 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 Deputy Headteacher (Teaching and Learning)
- 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.
- Setting work:
 - For your own classes or covering work if you are line managing an absent staff
 - Ensuring the work set is appropriate and manageable for students.
 - Ensuring the work is set either on the day the student would have had their lesson or at the start of the week via SMHW.
 - If a staff member has limited access to SMHW or issues with technology they are to liaise with the LM so work can still be set accordingly.

- Where possible allocate HODs or subject coordinators to monitor and oversee the quality of work being set, to ensure consistency across the year/subject and to make sure pupils with limited access to devices can still complete the work

3.11 Learning Support Assistants are responsible for:

- Supporting students who are working remotely by attending live lessons
- Producing resources to support the identified needs of allocated students
- Reporting and concerns to the relevant member of staff
- Supporting in school provision for students with an EHCP plan

3.12 Heads of Department are responsible for:

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject –through regular Microsoft Teams meetings with teachers and reviewing work set via SMHW.
- Alerting teachers to resources they can use to teach their subject remotely

3.13 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 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 this policy.
- Reporting any absence in line with the terms set out in this policy
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Home School Agreement at all times

3.14 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 this policy, and that their schoolwork is completed on time and to the best of their ability.

- If a student is in the 6th Form they are not to undertake working jobs during the school day as per the 6th form policy
- Seek help if they need it through contacting their subject teacher, tutor or Head of Year
- Reporting any technical issues to their teacher 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 Code Of Conduct at all times.

4. Use of Microsoft teams for a remote live lesson:

At the start of the session

- Welcome everyone to session
- Introduce yourself
- Explain what the session is
- What you will hopefully achieve, learn, do (objectives)
- Remind young people they can turn off their video if they wish and mute their microphone.
- Remind young people about confidentiality
- Let young people know any ground rules
- If there is time, do a quick icebreaker to get conversation going
- Remember to check in with young people – how are they? What have they been up to?

During session

- Make sure you explain everything thoroughly
- Be clear – don't use jargon and check that people understand
- Don't go to fast
- Consider re-cap if appropriate
- Allow time for questions and for young people to show you what they have made where appropriate
- Remember the sessions are designed to be interactive, so do encourage conversation where possible

After the session:

- Ensure all students have left the session before the staff leave
- Download a register to see who attended and who failed to attend. This data can then be shared with the attendance officer

5. School day and absence

Students will be present for remote learning by 9:00am. Lessons will begin at the start of their timetabled slot and will last for 45 minutes to allow for comfort and/or movement breaks between lessons. Break and lunch times will remain as scheduled on the timetable.

The following students are not expected to do schoolwork during the times outlined in this policy

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 by phoning the absence line no later than 8:15am if their child is unwell.

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

6. Resources

Learning materials

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

- Work booklets
 - Email
 - Past and mock exam papers
 - Current online learning portals
 - Educational websites
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
 - YouTube tutorials
- Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
 - Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
 - Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND.
 - Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
 - The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

- Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school, sent home or hand delivered by members of the Boswells staff
- 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.
- 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.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops.
- For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through the CLP trust
- 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 mark and provide feedback on work in line with policy.
- The arrangements for any 'live' classes, e.g. webinars, will be communicated via email, Show My homework or a Teams notification no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.
- The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

7. Marking and feedback

All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the student's ability.
- The pupil's own work.
- Marked in line with the Marking and Feedback Policy.
- Returned to the student, once marked, by an agreed date.

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

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

Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Head of Year 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.

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. Data protection

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

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

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

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

Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy 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.

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.

When accessing personal data for remote learning purposes, all staff members will:

- Utilise the Boswells online platform, the remote desktop and Microsoft 365. All these systems use a secure server.
- Staff to use school laptops to access this data and refrain from use of personal devices.

Processing personal data

Staff members may need to collect and/or share personal data such as work email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

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 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- 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

9. 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 Deputy Headteachers (Behaviour, safety and Wellbeing and Teaching and Learning) 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 and Pastoral Team will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

Phone calls made to vulnerable pupils will be made using school phones where possible.

The DSL and members of the Pastoral Team 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 electronically and safeguarding concerns logged on CPOMS

The DSL and members of the Pastoral Team 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 undertaken by no fewer than two members of staff.
- Be suitably recorded 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 to the DSL immediately and record on CPOMS.

Pupils and their parents will be encouraged to contact the DSL or Head of Year 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.

10. Food provision

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

Where applicable, the school may provide the following provision for pupils who receive FSM:

- Keeping the school canteen open during lunchtimes
- Making food hampers available for delivery or collection
- Providing vouchers to families

11. 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 Technology Acceptable Use Agreement prior to commencing remote learning.

12. Online safety

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

Where possible, all interactions will be textual and public.

All staff and pupils using video or audio communication must:

- Communicate in groups – one-to-one sessions are not permitted unless approved by the line manager. Such sessions will be recorded to safeguard all parties.
- Wear suitable clothing – casual leisurewear is acceptable but bed attire such as dressing gowns and pyjamas are not
- Be situated with an appropriate background
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school and in line with the Home School Agreement and Code of Conduct
- 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

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 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 the Parents Bulletin reminders 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 via the Parents Bulletin 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.

13. 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 ten-minute screen break every hour.

Screen break frequency will be adjusted to five minutes every half hour for student with medical conditions who require more frequent screen breaks.

14. 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, The Parents Weekly bulletin and the school website about remote learning arrangements as soon as possible.

The headteacher will communicate with staff as soon as possible via letter, the Parents Weekly Bulletin and the school website 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 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.

Members of staff will have contact with their line manager at least once per week but daily is recommended

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

Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call.

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 students' teacher as soon as possible so they can investigate and resolve the issue.

The students' 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.

15. Monitoring arrangements

This policy will be reviewed annually by Deputy Headteacher Teaching, Learning and Progress. At every review, it will be approved by the Governing Body