



Clacton County High School

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Higher Expectations, Raising Aspirations

Remote Learning Policy

2020-21

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Statement of Intent

At Clacton County High 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:

- Safeguarding and Child Protection Policy
- Data Protection Policy (Sigma Trust - Multi-Academy Trust wide policy)
- Records Management Policy (Sigma Trust - Multi-Academy Trust wide policy)
- Special Educational Needs and Disability Policy
- Behaviour for Learning Policy (Including addendum - Covid 19 - June 2020)
- Curriculum Policy
- Assessment Reporting Recording Policy
- e-Safety Policy
- Health and Safety Policy (Sigma Trust - Multi-Academy Trust wide policy)
- Attendance Policy
- ICT Acceptable Use Statement (3.21 page 9 statement included)
- Staff Code of Conduct (Sigma Trust - Multi-Academy Trust wide policy)

2. Roles and Responsibilities

2.1. The Local Governance Committee 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 Executive Headteacher/Head of School 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 after the first 6 months and then 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.
- From the date remote learning starts, conducting reviews on a weekly basis of the remote learning arrangements to ensure students' education does not suffer.

2.3. The Health and Safety Officer/Executive Headteacher/Head of School is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- 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 Data Protection Officer and IT Manager 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 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 IT Manager to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils 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 Executive Headteacher/Head of School 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 IT Manager to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met as is reasonably possible while learning remotely, and liaising with the Executive Headteacher/Head of School and other organisations to make any alternate arrangements for pupils with EHC plans.
- 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.

2.7. The Headteacher and IT Manager are responsible for:

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

2.8. The IT support team are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.

- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENDSCO 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 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 Executive Headteacher/Head of School.
- Reporting any defects on school-owned equipment used for remote learning to the IT support team.
- 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 9.3 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 9.3.
- 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 shared home/school expectations at all times as detailed within the Behaviour for Learning policy.

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 9.3 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 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 expectations of the Behaviour for Learning Policy and the Live Lesson Code of Conduct all times.
- Looking after any devices that are given to students by the school to support with remote learning and adhering to the signed CCHS User Agreement.

3. Resources

Learning materials

- 3.1. The school will use a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. All details of remote learning work will be posted on Show My Homework (Satchel Online) and Google Classrooms. For the purpose of providing remote learning, the school may make use of:
 - Live lessons
 - Recorded lessons
 - Educational websites and assessment platforms
 - Work booklets
 - Email
 - Past and mock exam papers
 - Reading tasks
- 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.
- 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. Where possible, electronic devices will be provided for students who cannot access online work. Alternatively, work packs will be made available for students who do not have access to a printer – these packs can be collected from school, posted or delivered.

- 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 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.
- 3.12. For students who cannot access digital devices at home, the school will, where possible, apply for technology support through the Sigma Trust.
- 3.13. Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 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 IT support team are not responsible for providing technical support for equipment that is not owned by the school. They will provide advice wherever possible to support families.

Food provision

- 3.16. 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. FSM vouchers.
- 3.17. Where applicable, the school may provide the following provision for students who receive FSM:
 - Providing vouchers to families

Costs and expenses

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

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

- *All internet activity should be appropriate and access should only be made via the authorised username and password, which should not be made available to any other person.*
- *Social networking sites – no student should post images or video footage or malicious comments that could cause harm or distress to either school staff or students or use images of the school or the school name on any internet site without prior consent.*
- *Activity that threatens the integrity of the school IT systems, or activity that attacks or corrupts other systems, is forbidden.*
- *Users are responsible for all emails sent.*
- *Use for personal financial gain, gambling, political purposes or advertising is forbidden.*
- *Copyright of materials must be respected.*
- *Posting anonymous messages and forwarding chain letters is forbidden.*
- *As email can be forwarded or inadvertently sent to the wrong person, appropriate language and content should be considered.*
- *Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.*

Students found in breach of any of the above expectations will be sanctioned in accordance with the school's Behaviour for Learning policy and the use of computers in school may be withdrawn.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's e-Safety Policy.
- 4.2. Where possible, all interactions will be textual and public. In live lessons the teacher will use and control the audio functions at their discretion. Live lessons will be recorded. One-to-one sessions will be at the teachers discretion and only in appropriate circumstances e.g. to provide support with students with SEND.
- 4.3. All staff and students using live communication must follow the Live Lesson Code of Conduct. By joining a live lesson, students are agreeing to:
 - Have the session filmed and posted on Google Classroom.
 - To keep their camera switched off at all times.
 - To keep their microphone switched off unless a request to speak is agreed by the teacher.
 - To use language and behave appropriately in line with the Behaviour for Learning Policy.
- 4.4. Students not using devices or software as intended will be disciplined in line with the Behaviour for Learning Policy.
- 4.5. 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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.
- 4.9. 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 Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL and Executive Headteacher/Head of School 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. Phone calls made to vulnerable students will be made using school phones where possible, and if not, via personal devices using the MITEL app.
- 5.5. The DSL will arrange for regular contact with vulnerable students once per week at minimum, with additional contact, including home visits, following a consultation, where no response to call/texts/emails home have been received.
- 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. General Data Protection Regulations & Records Management

- 6.1. This section of the policy will be enacted in conjunction with the Sigma Trust's General Data Protection Regulation Policy (GDPR).
- 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.
- 6.6. All contact details will be stored in line with the General Data Protection Regulation Policy (GDPR) 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 Sigma Trust's General Data Protection Regulation Policy (GDPR).
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour for Learning Policy or Discipline and Dismissal Policy.

7. Marking and Feedback

- 7.1. All schoolwork completed through remote learning must be:
 - Finished where possible and completed to the best of the student's ability.
 - Returned on or before the deadline set by the relevant member of teaching staff, when work is requested to be handed in.
 - The student's own work.
 - Marked in line with the Marking Policy. Not all pieces of work are to be marked by the teacher. Self-assessment, combined with verbal feedback through live lessons and written feedback through Google Classroom/email should be planned by teachers.

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

- 7.2. Students are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.3. 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 Deputy Headteacher - Teaching and Learning, as soon as possible.
- 7.4. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENDCo as soon as possible.
- 7.5. 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 the IT support team 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 five-minute screen break every two hours.

9. School Day and Absence

- 9.1. Students will need to register via their year group Google Classroom each morning between 8.00-10.00am. A suggested timetable of when students should complete their recorded lessons are detailed on their year group timetables, which include a period of time for a physical or mindfulness activity. The live lessons are at a set time each day, however will be recorded and posted on Google Classroom for viewing if students are unable to access them live. For Critical Worker and Vulnerable students they must arrive around 8.45am in preparation to begin their school day at 9.00am, ending at 3.00pm.
- 9.2. For Critical Worker and Vulnerable students who are attending school, break and lunchtimes will take place at the following times each day:
 - Morning break will take place at 11.00-11.30am
 - Lunchtime will take place between 1.30-2.00pm
- 9.3. Students working remotely are not expected to do schoolwork during their break or lunchtime but may wish to use these to complete classwork and homework.

- 9.4. Students with SEND or additional medical conditions may require more regular breaks or a reduction in the school day hours, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 9.5. Students 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 no later than 8:30am if their child is unwell.
- 9.7. The school will monitor absence through the Google Classroom year group register as well through attendance to live lessons and lateness in line with the Attendance 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 and Head of School will communicate with parents via email/letter and the school website about remote learning arrangements as soon as possible.
- 10.3. 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.
- 10.4. Members of staff will have contact with their line manager at least once per week.
- 10.5. As much as possible, all communication with students and their parents will take place within the school hours. Feedback on work, reminders and additional work can be shared outside of school hours but does not have to be accessed by students outside of school hours.
- 10.6. Parents and students will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.7. Issues with remote learning or data protection will be communicated to the students' teacher or the school via admin@cchs.school as soon as possible, so they can investigate and resolve the issue.
- 10.8. The school and/or students' teacher will keep parents and students informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.9. The Executive Headteacher/Head of school 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 after the first 6 months and then on an annual basis by the Executive Headteacher/Head of School.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is June 2021