



Regents Park Community College

Remote Learning Procedure

Policy updated: January 2024

Policy to be reviewed: January 2025

Aims of this policy

At Regents Park, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual student or multiple. 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 working, 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 that parents are supported in delivery of education to their child
- ✓ 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)
- ✓ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- ✓ Data Protection Act 2018

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

- ✓ DfE (2019) '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'
- ✓ DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

1.3. This policy operates in conjunction with the following school policies (the links are dynamic so clicking on them will link directly to the associated policies.)

- ✓ [Safeguarding Policy](#)
- ✓ [Safeguarding Policy Addendum](#)
- ✓ [ICT Acceptable Use Policy & E-Safety Policy](#)
- ✓ [GDPR \(Data Protection\) Policy](#)
- ✓ [Curriculum Policy](#)
- ✓ [Marking Policy](#)
- ✓ [Attendance and Truancy Policy](#)
- ✓ [Behaviour Policy](#)
- ✓ [SEND Policy](#)
- ✓ [School Accessibility and Disability Equality Policy](#)
- ✓ [Health and Safety Policy](#)

2. Roles and responsibilities

2.1. Governors are 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 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 regular reviews of the remote learning arrangements to ensure students' education does not suffer.

2.3. The Health and Safety Officer (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 Data Protection Officer & GDPR Advisor 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 DSLs are responsible for:

- ✓ Arranging and attending, where necessary, any safeguarding meetings that occur during the remote learning period.
- ✓ Liaising with the IT Support Team 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 teachers to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required – paper copies of work provided.
- ✓ Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with The Head Teacher and other organisations to make any alternate arrangements for students with EHCPs.
- ✓ 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 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 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 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 Health & Safety Officer (Business Manager) and asking for guidance as appropriate.
- ✓ Reporting any safeguarding incidents to the DSLs via CPOMS 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 concerns they may have about remote learning, to the Headteacher.
- ✓ Reporting any defects on school-owned equipment used for remote learning to the IT Support Team.

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
- ✓ Ensuring that learning is not interrupted by parental contributions (verbal or otherwise) to the lesson when live teaching is happening.

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 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 Behaviour Policy at all times

3. Resources

Learning materials

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

- ✓ Google Classroom
- ✓ MyMaths
- ✓ Tassomai
- ✓ Accelerated Reader
- ✓ Email through 'info@'
- ✓ Past and mock exam papers

- ✓ Educational websites
- ✓ Reading tasks
- ✓ Live lessons through Google Classroom 'Meet'
- ✓ Video & audio supported PowerPoint presentations
- ✓ Pre-recorded video or audio lessons using Loom Google extension
- ✓ BBC Bitesize
- ✓ Seneca Learning
- ✓ MathsWatch
- ✓ Accelerated Reader through MYON
- ✓ Kahoot
- ✓ Quizziz
- ✓ Adapted and bespoke paper work resources.

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. Lesson planning will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will ensure students can catch up on these areas of the curriculum when they return to school.

3.5. 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.

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

3.7. Students will be required to use their own or family-owned equipment to access remote learning resources.

3.8. Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.9. 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.

3.10. The arrangements for any 'live' classes, will be communicated via Google Classroom no later than one day before the allotted time and kept to a reasonable

length of no more than one hour per session.

3.11. The IT Support Team are not responsible for providing technical support for equipment that is not owned by the school.

4. Online safety

4.1. This section of the policy will be enacted in conjunction with the school's ICT Acceptable Use and E-Safety Policy.

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

4.3. All staff and students using video communication must:

- ✓ Communicate in groups, with at least 2 adult members of staff being present – one-to-one sessions are not permitted.
- ✓ 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.
- ✓ Seek IT support if there are connection issues to minimise disruption to lessons.
- ✓ Always remain aware that they are visible.
- ✓ Staff must ensure that they note down dates and times of any video communication with students.

4.4. All staff and students 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.
- ✓ Always remain aware that they can be heard.
- ✓ Always remain aware that any comments they type can be seen & saved by the teachers.
- ✓ Always remain aware that lessons may be recorded for monitoring and safety purposes.

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 LT, in collaboration with the DSLs and SENDCO.

4.6. Students not using devices or software as intended may be disciplined in line with the Behaviour Policy.

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 prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

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 Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.

5.2. The DSLs and The 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 DSLs 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.

Where this is not possible staff maybe reimbursed for the cost of telephone calls if agreed by the Headteacher or Business Manager.

5.5. The DSLs will arrange for regular contact with vulnerable students, with additional contact, including home visits, arranged where required.

5.6. All contact with vulnerable students will be recorded on CPOMS and suitably stored in line with the GDPR Policy.

5.7. The DSLs 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 DSLs have access to them.
- ✓ Actively involve the student.

5.9. Vulnerable students will be provided with a means of contacting the DSLs – this arrangement will be set up by the DSLs prior to the period of remote learning.

5.10. The DSLs will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding arrangements for vulnerable students learning remotely as required.

5.11. All members of staff will report any safeguarding concerns to the DSLs via CPOMS immediately.

5.12. Students and their parents will be encouraged to contact the DSLs 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. In the first instance parents can contact the school DSLs via the school's email:
info@regentspark.southampton.sch.uk

6. Data protection

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

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

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 GDPR Policy.

6.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

7.1. All schoolwork set through remote learning must be:

- ✓ Complete when returned to the relevant member of teaching staff.
- ✓ Returned 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 Curriculum Area's Marking Policy.
- ✓ Returned to the student once marked.
- ✓ Returned to reception marked for teachers' attention if working on a differentiated paper work pack.

7.2. The school expects students and staff to maintain a good work ethic and a high quality of work 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 where necessary if their child is not completing their schoolwork or their standard of work has noticeably decreased.

7.4. Work that cannot be completed for genuine reasons will be completed when the student returns to school.

7.5. 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 LT as required.

7.6. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENDCO as necessary.

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 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.

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

9. School day and absence

9.1. Students will be present for remote learning by 08:30am and cease their remote learning at 2:40pm 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 the following times each day:

- ✓ Morning break will take place at 10:35am until 10:55am.
- ✓ Lunchtime will take place between 12:30pm and 13:00pm.

9.3. Students are not expected to do schoolwork during the times outlined in paragraph 9.2.

9.4. 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.

9.5. 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 their child's teacher no later than 8:30am if their child is unwell.

9.7. The school will monitor absence 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 will communicate with parents via email, letter, social media,

parent app and the school website 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. 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.

10.5. Members of staff will have contact with their line manager at regular intervals.

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

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

10.8. Issues with remote learning or data protection will be communicated to the students' teacher as soon as possible so they can investigate and escalate as necessary.

10.9. The students' teacher will keep parents and students informed of any changes that the school publicises to the remote learning arrangements or the schoolwork set.

10.10. The Headteacher will regularly review the effectiveness of communication 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 an annual basis by The Headteacher.

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

Any safeguarding concerns should be reported to
info@regentspark.southampton.sch.uk

Any technical queries should be reported to info@regentspark.southampton.sch.uk

