

# MOSELEY

CHURCH OF ENGLAND  
PRIMARY SCHOOL



## Remote Learning Policy

(December 2022)

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# **1. Our Mission Statement**

## ***Flourishing Together To Serve.’ (1 Corinthians 12: 4-28)***

Our welcoming, spiritually vibrant and inclusive, church school aspires to fulfil the potential of all. We seek to enable every unique child to flourish in body, mind and spirit; gaining wisdom and knowledge and developing gifts and talents. We nurture and empower children to serve as active citizens in God's diverse, modern world; guided and strengthened by our distinctively Christian values of Hope, Courage, Love, Thankfulness, Trust and Forgiveness.

# **2. The Aims of Our School**

- To ensure that the children remain at the heart of everything we do
- To ensure that all pupils feel safe and secure and enjoy coming to school
- To deliver innovative and effective high quality teaching and learning experiences for all pupils; promoting high standards and accelerated progress for all pupils across the whole curriculum.
- To promote a love of education for all learners and to equip them with the tools to be responsible for their own learning.
- To embed our shared, distinctively Christian values in all aspect of daily life at our school.
- To offer regular opportunities to all pupils and adults to grow spiritually including through encountering high quality inclusive, invitational and inspiring collective worship.
- To promote children's self-efficacy, their rights and responsibilities.
- To nurture a welcoming sense of community where all pupils, staff, families and visitors feel valued.
- To have shared high expectations for all within our community to ensure that we demonstrate the very best standards of conduct, moral purpose and integrity.
- To establish and work in local, national and global partnerships in order to strengthen our curriculum, promote an awareness of the wider world for the benefit of our pupils, their families and the wider community.
- To promote a Growth Mindset culture where children have the confidence and resilience to have a go and challenge themselves as learners and learn through their mistakes.
- To engage families in their children's learning and the development of good behaviour linked to moral purpose.

Please note: <https://www.gov.uk/government/publications/providing-remote-education-guidance-for-schools/providing-remote-education-guidance-for-schools> The temporary provisions in the Coronavirus Act 2020 expired on 24 March 2022. As a result the Remote Education (England) Temporary Continuity (No.2) direction no longer has effect.

Providing remote education: guidance for schools (Updated 21 October 2022) provides non-statutory guidance to schools on maintaining their capabilities to deliver high quality remote education in cases where it is not possible or contrary to government guidance for some or all pupils to attend face-to-face education.

The priority should always be for schools to deliver high-quality face-to-face education to all pupils. Remote education should only ever be considered as a short-term measure and as a last resort where in person attendance is not possible

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## Statement of intent

At Moseley CofE Primary 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.

## 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 (2022) '[Keeping children safe in education](#)'
- DfE (2022) '[Working together to improve school attendance](#)'
- DfE (2022) '[Health and safety: responsibilities and duties for schools](#)'
- DfE (2018) '[Health and safety for school children](#)'
- DfE (2020) '[Special educational needs and disability code of practice: 0 to 25 years](#)'
- DfE (2016) '[Children missing education](#)'
- DfE (2022) '[Providing remote education: guidance for schools](#)'

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
- Behaviour Policy
- Accessibility Policy
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct

## 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 at all times.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes.
- 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 pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting informal reviews on a half-termly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3. The computing lead is responsible for:

- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.

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.

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 computing lead and 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 alternative 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 learning. Ensuring all safeguarding incidents are adequately recorded and reported and appropriate action is taken in line with the school's Safeguarding and Child Protection Policy and any Addendums.

2.6. The SENDCO is responsible for:

- Liaising with the computing lead and 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.

2.7. 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.

2.8. The computing lead and ICT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed and allow for audio and visual material to be recorded, where required.
- Working with the SENDCO to ensure that any equipment and technology that is provided by school for learning remotely is accessible to all pupils and staff.
- Ensuring that all pupils and staff have log ins to all software and systems that they will need for remote learning.

2.9. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Adhering to the school's Online Safety policy.
- Reporting any health and safety incidents to the headteacher 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 an ICT technician.
- 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.
- Adhering to the school's Online Safety policy.
- Ensuring that their child is supervised by an adult during any 'live' video lessons when learning remotely.
- Ensuring their child completes their school work to best of their ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material provided by school during periods of remote learning.
- Reporting any absence in line with the terms set out in paragraph [9.6](#).
- Ensuring their child uses any equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.11. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Adhering to the school's Online Safety policy.
- Ensuring their work is completed on time and to the best of their ability.
- Reporting any technical issues to their parent / carer 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. Our Remote Education Plan identifies our school's approach to remote learning for a range of scenarios in which children might need to continue with their education remotely.



- 3.2. Our school may use a range of different teaching methods during remote learning to help explain concepts and address misconceptions. For the purpose of providing remote learning, our school may make use of:
- Work booklets or worksheets
  - Current online learning portals including Purple Mash, White Rose Maths, Letter- Join, TT Rockstars.
  - Educational websites including the Oak National Academy, NCETM, Top Marks, BBC Bitesize.
  - Pre-recorded video or audio modelling, demonstrations, instructions and explanations.
  - 'Live' video lessons using Microsoft Teams.
- 3.3. Teachers will provide a planned overview of work so that parents know what their child needs to learn, what activities they need to complete, how much work they are expected to do and how and when they should return their work to their teacher for feedback.
- 3.4. For some tasks, class teachers may pre-record short videos or make audio recordings to explain tasks, model methods, demonstrate skills and provide instructions when these are necessary to support children's learning.
- 3.5. For some tasks, class teachers may teach short 'live' video lessons using MS Teams to explain tasks, model methods, demonstrate skills and provide instructions when these are necessary to support children's learning.
- 3.6. Teachers will review the DfE's list of [online education resources](#) and [Remote Education Good Practice Guidance](#) and utilise these tools as necessary, in addition to existing resources.
- 3.7. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.8. Teachers will endeavour to ensure the resources provided for online learning provide accessibility features to support pupils with SEND.
- 3.9. Our school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will provide some opportunities for interactivity, e.g. recorded modelling of methods and explanations, interactive activities including quizzes and questions, opportunities for children to submit their work and receive feedback.
- 3.10. Teachers will adapt lesson plans to ensure that the curriculum remains accessible and inclusive via remote learning.
- 3.11. The school will review the resources pupils have access to and endeavour to adapt learning to account for pupils' needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

- 3.12. Parents who do not have access to a printer should inform their child's teacher. Teachers will endeavour to make arrangements for parents to collect work packs from school.
- 3.13. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils with SEND remain supported for the duration of the remote learning period.
- 3.14. The SENDCO will arrange additional support for pupils with SEND which will be unique to the individual's needs.
- 3.15. Any issues with remote learning resources should be reported promptly to the relevant member of staff.
- 3.16. Pupils will be required to use their own or family-owned equipment to access remote learning resources.
- 3.17. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support.
- 3.18. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.19. Teaching staff will oversee academic progression for the duration of the remote learning period. Feedback will be provided to children on work that is submitted when this is necessary to support children's learning.
- 3.20. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

### **Food provision**

- 3.1. The school may provide packed lunches or vouchers for pupils who receive FSM if these are available.
- 3.2. The school can signpost parents towards additional support for ensuring their children continue to receive the food they need, e.g. making referrals to local food banks.

### **Costs and expenses**

- 3.3. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.4. The school will not reimburse any costs for travel between pupils' homes and the school premises.

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

3.6. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the 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 – 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.
- Parents and carers are expected to ensure that their child is supervised by a responsible adult when using 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 and audible.

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.
- Parents and carers are expected to ensure that their child is supervised by a responsible adult when using audio communication.
- 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. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

4.6. The school will risk assess school-owned equipment and technology which is 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 endeavour to consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most

suitable. School will endeavour to make suitable alternative arrangements where necessary.

- 4.8. 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, and allows for audio and visual material to be recorded or downloaded, where required.
- 4.9. The school will communicate to parents, eg via letters, School Spider, Class Dojo and the school website, any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology.
- 4.10. During the period of remote learning, the school will provide information for 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.
  - 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.
- 4.11. School will provide guidance that will enable parents to support their children to learn how to keep themselves safe online and when learning remotely.
- 4.12. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

## **5. Safeguarding**

- 5.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy and Addendum, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL and headteacher will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to, and during, the period of remote learning.
- 5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, during the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phones.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, arranged where required.

- 5.6. All contact with vulnerable pupils will be recorded on My Concern. Any concerns must be discussed with a DSL in line with school's Safeguarding and Child Protection Policy and recorded on My Concern.
- 5.7. The DSL will maintain contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 5.8. Vulnerable pupils or their parents and carer can make contact with the DSL, their deputy, or any other relevant member of staff by emailing [enquiy@moseleyce.bham.sch.uk](mailto:enquiy@moseleyce.bham.sch.uk) or by telephoning the school office (0121 449 0441).
- 5.9. The lead DSL will meet (in person or remotely) with other DSLs and the SENDCO 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 via the school website.

## **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. It will be parents' responsibility to provide up-to-date contact details prior to any period of remote learning.
- 6.6. All contact details will be stored in line with the Data Protection 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 Protection Policy or E-Safety 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. Feedback**

7.1. All schoolwork completed through remote learning must be:

- Finished before it is returned to the class teacher.
- Returned on or before the deadline set by the class teacher.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Class teachers will provide feedback to pupils on all work that is submitted where this is necessary to support children's learning.

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 – teachers will contact parents via Class Dojo or telephone 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 who are learning remotely. Teachers will discuss any additional support or provision that might be necessary with parents as soon as possible.

7.5. Teaching staff will monitor the academic progress of pupils with SEND who are learning remotely and discuss additional support or provision with the SENDCO and parents 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, and will support teachers with implementing these measures for remote learning where possible.

7.7. The school will log participation and pupil engagement with remote education. If there is a concern, class teachers will notify parents via Class Dojo or telephone.

7.8. The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. using dojo rewards for engagement or outcomes.

## **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 any period of remote learning.
- 8.3. If using electronic devices during remote learning, pupils will be encouraged to take regular screen breaks. This should be at least five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- 8.4. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the headteacher immediately so that appropriate action can be taken.

## **9. School day and absence**

- 9.1. School hours are 8.55am to 3.30pm. School lunch time is 12.00pm to 1pm.
- 9.2. Our school recognises that all families' circumstances are unique and all will have differing time demands and needs which need to be considered by the family when supporting their child's remote learning at home. Therefore parents should plan their child's remote learning to best accommodate and balance their families' other needs and their child's learning needs.
- 9.3. Lunch breaks, learning breaks and screen breaks should be planned into the daily learning routine. Younger pupils, pupils with SEND or additional medical conditions will require more regular breaks, e.g. sensory breaks. Pupils are not expected to complete schoolwork during their breaks.
- 9.4. Class teachers can provide advice and support for parents to plan an appropriate timetable for remote learning for their child.
- 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 must inform the school office by email [enquiry@moseleyce.bham.sch.uk](mailto:enquiry@moseleyce.bham.sch.uk) or telephone (0121) 449 0441 no later than 8:55am if their child is unwell.
- 9.7. The school will monitor absence 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 letter using ParentPay, Class Dojo and the school website about remote learning arrangements.
- 10.3. The headteacher will communicate with staff about remote learning arrangements.

- 10.4. Members of staff involved in remote teaching will ensure they have a working mobile device or landline that is available to take phone calls from school 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 with pupils is only permitted during school hours. (8.55am to 3.30pm)
- 10.6. Members of staff working remotely will contact their line manager at least once per week.
- 10.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in [section 9](#).
- 10.8. Pupils will have verbal contact with a member of teaching staff at least once per week via telephone (where possible subject to teachers attendance)
- 10.9. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.10. Issues with remote learning or data protection will be communicated to the school office as soon as possible so they can liaise with the relevant member of staff and endeavour to resolve the issue.
- 10.11. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.12. The headteacher will review the effectiveness of communication on a half-termly basis and ensure measures are put in place to address gaps or weaknesses in communication.

## **11. Monitoring and review**

- 11.1. This policy will be reviewed on an annual basis by the headteacher.
- 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 October 2023.



