DURANTS SCHOOL – POLICY DOCUMENT

Remote Learning Policy

September 2026

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1. Introduction

In July 2020 the DfE issued guidance for the full reopening of schools following the Covid 19 closure period. The guidance can be found here. As part of the guidance, every school has to have in place contingency plans for outbreaks. The guidance sets out principles and states:

In developing these contingency plans, we expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that some pupils not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

School Closure may be a result of

- a need for class or cluster isolation as a result of confirmed Covid 19 cases
- whole school closure as a result of confirmed Covid 19 cases
- local area lockdown
- national lockdown

It is likely that a local/national lockdown would still require schools to be open for keyworker/vulnerable pupils. Pupils' access to learning

- Please see EEF Remote Learning Summary
- Home learning packs: a register will be kept in each class of pupils who don't have access to PCs/other devices so that packs can be sent home.
- Parents must sign the acceptable use agreement relating to remote learning so that pupils can access the platform.
- Video stories: will be posted on the school website and parents informed by school comms.
- Oak Academy: Oak National Academy, with the backing of the DfE, provides a collection of on-line lessons and resources. It is available throughout 2020/21 as a free, optional, resource to support contingency planning. https://www.thenational.academy/#
- EEF SEND: (Education Endowment foundation – SEND resources)
- EEF Support Resources
- Lexia and Mathletics Logins will be shared with pupils and parents

ARP Addendum:

- Educational platform login details will be shared with students/ families (GSuite, Lexia, Mathletics, GCSEPOD, etc) where appropriate.
- Students will have access to their lessons/ resources on Google Classrooms.
- Students will have access to support from the class team members depending who is allocated to the day.
- Students will have regular access to class staff and peers through Google meet. SLT will send out details and identify selected dates and times in the calendar.

- Regular opportunities for 'live' learning will be identified by SLT and run through Google meet or Microsoft Teams.

2. Staff Expectations

Schools and local authorities are expected to work together during lockdown to ensure that different settings are supported to open to eligible pupils wherever possible, taking into account their circumstances and cohort. Some pupils will inevitably be reliant on learning from home. Within the school setting, each member has a role to play in delivering the best quality teaching and learning opportunities they can, whether this is onsite or as remote access.

3. Teachers

- Teacher Responsibilities for Learning –online /home packs. Teachers will produce learning activities for pupils either on site or at home. These activities will be in relation to the curriculum map planning for the specific term affected. Learning activities will also reflect IEP targets.
  - An element of the learning planned by the teacher will be interactive and delivered across a virtual platform.
  - Teachers will maintain communication for those not attending school at this time via email, TEAMs Google Meet, telephone. Teachers should be available for pupils and parents during pupil contact time (8:30- 11:30 AM & 1:00-3 PM).
  - Teachers to highlight pupils requiring individual risk assessments.
  - Teachers will continue to meet with their line managers (HODs) according to prearranged meetings. This will be either virtual or face to face. Middle Leaders will continue to meet with their Line manager and attend SLT meetings according to prearranged schedules.
  - Teachers on rota will be available for work and ready for calls from 7.30 am.
  - Teachers will set tasks for their T.As in relation to resources, supporting on line delivery of short sessions to pupils at home and attending any set training opportunities.

4. Teaching Assistants

- T.As will continue to support pupils in their care- producing resources, supporting on line and face to face learning as appropriate.
- T.As will attend weekly meetings with their line Manager in order to discuss pupil's progress in work tasks & discuss next steps of learning.
- If T.As are working on site on a rota basis, they will produce a diary of work activities planned for the week. They will be available for work and ready for calls from 8.30 am.

5. Leadership Team

- The SLT will take a strategic view , continually monitoring the Government updates and guidance to support the regular business of the school
- They will monitor the learning provided for pupils in order to ensure all pupils receive their entitlement through adapted teaching & learning experiences both at home and at school.
- They will attend SLT meetings and lead meetings with teachers/MDT/outside Agencies, to conduct the regular business of the school in relation to teaching and learning, progress of pupils.
- Support SW with vulnerable pupils (CP, CIN cases)
- DHT will work with the MDT monitoring their support to parents & pupils during this critical stage.
- Monitor, review school risk assessments including individual risk assessments for pupils.

6. Administration

- Maintain registers /attendance records for staff and pupils.
- Maintain/support communication with families

7. Premises Staff

- Follow guidance for cleaning routines (COVID related)
- Follow school risk assessment for COVID

8. Well Being

Pupils/Families

Any school closures can increase the daily pressures already faced by our families and a range of other factors may directly affect our pupils and their families during this time.

- Class teachers will make weekly wellbeing calls to the families of any pupils not in school and will either seek additional support from leadership or signpost families to various support services where appropriate.
- Teachers will liaise with the Multi-disciplinary team to offer parents telephone support with a range of behaviour and learning needs – resources or video examples will be sent home to support parents to carry out the advice.
- The school will aim to support families when appropriate by arranging access to food banks or food delivery services and seek additional advice and support for families that are facing financial hardship.
- Pupils will be encouraged to join online calls with their class teachers and peers to build and maintain the relationships and the sense of belonging for the pupils.

Many families will be seeking guidance and reassurance from school about sending pupils back to school after closures. Staff will be encouraged to follow the key messages in the supporting document.

T:\COVID 19\PH key messages for professionals to support CYP back to school.pptx

Staff

The school aim to provide the necessary working conditions and support to staff to reduce stress in school and when working from home.

- The school will work alongside the multidisciplinary team to ensure they support staff to optimise their own wellbeing through evidence based approaches whilst adapting to the different circumstances.
- School will encourage open and honest communication with staff and ensure they are all aware of the services available to support them – this includes training classroom leaders and middle leaders to be able to support their class teams effectively.
- Government guidance will be closely monitored to ensure staff are safeguarded effectively and that the working environment is clearly organised and well led.
- Staff training will be identified and delivered to ensure staff have the learning opportunities and resilience to develop their understanding of any new roles or responsibilities they may face.

School leaders will ensure they are clear about the areas of focus to ensure staff wellbeing is maintained and supported:

https://www.egfl.org.uk/sites/default/files/Wellbeing%20guide%20for%20staff%20working%20in%20schools%20and%20trusts%20LGA.pdf

9. Communication Strategy

The school will use the following methods of communication to alert all stakeholders in the event of a school closure

1. **School Website** – the school website 'Covid-19' section will be updated to include prominent school closure announcement.
2. **Letter** – in the event of a further lockdown or school closure the LA are likely to issue a letter to be sent to all parents. This letter will be adapted as necessary and will be emailed using school coms and a copy will be sent to Governors/staff if deemed appropriate. This can be carried out remotely and will be the responsibility of the administrator/SBM
3. **Email –** see above. Letters the school wished to be sent can be emailed via school coms. The school administrator will ensure that school coms is up to date and includes all email addresses for pupils on roll from Sept 2020.
4. **Texts –** parents and staff will be sent a short text advising of any planned closure. This will direct them to further sources of information. This can be carried out remotely and will be the responsibility of the administrator/SBM
5. **Governors –** the Head/SBM will notify the Governing Board
6. **Telephone Contact: –**
    - With Pupils and Parents -teachers will be required to keep in regular contact with their class pupils and parents and they should ensure that they have the means to do this from home should the school be unable to open in September. Action: AHs to liaise with Staff on this requirement. Emergency Plan to be updated and circulated by SBM by end of August.
    - With Staff – AHs/line managers will remain in regular contact with staff on their team.
    - With Local authority – The Head will remain in regular contact with LA advisers
    - With Governors – The Head will remain in regular contact with the Chair. The clerk will email the wider GB with updates.

10. Organisation

Vulnerable pupils

- The most vulnerable pupils will be highlighted and where possible will be encouraged to attend school on a full or part-time basis, as possible in accordance, with national guidance.
- Weekly monitoring calls will take place by teachers to all pupils who are learning from home and in addition a member of SLT/School Social Worker will call all pupils weekly who are not in school who are identified as being CIN or CP.
- A monitoring log will be completed by teachers following calls home and will be shared with members of the Senior Leadership Team and the School Social Worker. Any issues of concern that arise during these telephone calls must be shared with a member of SLT/School Social Worker directly to ensure that the necessary support can be put in place. If necessary, further advice or support may be requested from the wider multi-disciplinary team and members of MDT team may also contact parents at the request of the teacher/SLT team.
- The School nursing service will also be responsible for calling parents of pupils who have a Healthcare Plan and ensuring that their medical needs are continuing to be met.

Rotas

- In the event of a further lockdown, the school will remain open for children of keyworkers and the most vulnerable pupils, as possible,
- Staff in school may work on a rota basis if the number of pupils attending school is low and will be supporting pupils with their learning at home when not in school.
- If staff are working on a rota basis, they will all be available to work from 8.30am each day.
- Teachers will be responsible for providing a timetable of contact with their pupils who are learning remotely – this will include online activities

Blended learning

- During a potential local/ national lockdown, it may be necessary for schools to amend the learning day to incorporate a 'blend' of educational provision, namely, in person and online. This may mean a part time schedule of in-school and online learning. Arrangements will be communicated to students and families by SLT should this need be enacted.

Remote Learning & Acceptable Use

Advancement in technologies now means that Durants has an online platform to facilitate remote learning. This is a wonderful facility and it opens up all sorts of learning possibilities, reflecting our values with regard to inclusion and access to learning.

This policy supports the schools commitment to safeguard pupil and staff and should be read in conjunction with the Acceptable Use Policy.

Remote Learning

Anyone seeking to use the Learning Platform to deliver remote learning to pupils must inform the SLT.

Lessons to be delivered must follow the national curriculum and teachers are required to include a summary of the lesson objectives and contents in their lesson plan. All lessons delivered through this platform must be recorded. This recording will be accessible by the SLT.

The school network or a school laptop must be used for the purposes of streaming lessons. When planning lessons to be streamed from home, teachers must ensure only approved websites are accessed and that the laptop setting prevent pop ups (that may be inappropriate).

Acceptable Use

Staff and Pupils are required to sign the acceptable use policy before accessing the platform and live streaming lessons (Live Streaming must be approved in advance by a member of the SLT).

The objectives of this policy for remote access by staff are:

- To provide secure and resilient remote access to the School's information systems.
- To preserve the integrity, availability and confidentiality of the School's information and information systems.
- To manage the risk of serious financial loss, loss of stakeholder confidence or other serious business impact which may result from a failure in security.
- To comply with all relevant regulatory and legislative requirements (including data protection laws) and to ensure that the School is adequately protected under computer misuse legislation.

User Responsibilities, Awareness & Training

The School will ensure that all users of information systems, networks, teaching platforms and applications are provided with the necessary security guidance, awareness and where appropriate training to discharge their security responsibilities. Irresponsible or improper actions may result in disciplinary action(s).

All users are required to:

- Read this policy and sign the acceptable use agreement form.
- Record all live streaming sessions and to save this in the 'Live Recordings' folder which is accessible by all members of the SLT.
- Ensure they regularly change their network and school laptop passwords; ensure this is a strong password and that this is not shared with others.
- Ensure that passwords are not stored on their computers.

- Agree to only access the School network via a school owned device e.g. laptop.
- Follow good practice in regards to software updates, including anti-virus and ensure the school's designated technician inspects the device at least annually or when a virus or malware is suspected. The device must not be used until this has been removed.
- Only access the School network in a secure, private location i.e. never in a public place.
- Mobile devices are not left unattended, or that data that is deemed confidential is not left visible on the screen.
- Not respond to unsolicited emails or click any link within unsolicited emails, pop-ups and other means of communication or access information that is not relevant to their role.
- In order to avoid confusing official company business with personal communications, employees with remote access privileges must never use non-school e-mail accounts (e.g. Hotmail, Yahoo, etc.) to conduct school business.
- The remote access user also agrees to report immediately, to their manager and to the Business Manager any incident or suspected incidents of unauthorised access and/or disclosure of school resources, databases, networks, etc.
- The remote access user also agrees to and accepts that his or her access and/or connection to Durants School's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity.

Removal of Remote Learning Rights

The school reserves the right to withdraw this facility from users at any time if they are in breach of the conditions of use, or where their actions have compromised the safety of others or have led to a breach of confidentiality, integrity/or availability of the School's systems or services.

The remote access rights of all employees and third party users shall be removed upon termination of employment, contract, or agreement and all School owned systems and other devices and information/data must be returned to Durants upon termination of employment or contract.

Next steps

1. Please complete, sign and return the acceptable use agreement and remote access checklist.
2. Ensure that your school laptop/device has received an annual health-check and is fully updated.
3. Collect your remote access user guide and log in instructions from the School Business Manager.

This policy is to be read alongside the:

- Computing Policy
- Online Learning Policy
- Safeguarding Policy
- Data Protection Policy
- Remote Access Policy