



The Sunflower Federation

Remote Learning

Policy

FGB 20.1.2021

**(Due to be reviewed termly by SLT during the national pandemic
and annually by the FGB)**

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1. PRINCIPLE

DfE 'Restricting attendance during the national lockdown; schools. Guidance for all schools in England. January 2021:

'We also recognise that some pupils with Special Educational Needs and Disabilities (SEND) may not be able to access remote education without adult support and so expect schools to work with families to deliver an ambitious curriculum appropriate for their level of need.'

Special educational needs For pupils with SEND, their teachers are best-placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress even if they are not able to be in school due to self-isolating. The requirement for schools to use their best endeavours to secure the special educational provision called for by the pupils' special educational needs remains in place. Schools should work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education alongside their peers.

Where a pupil has provision specified within their EHC plan, it remains the duty of the local authority and any health bodies to secure or arrange the delivery of this in the setting that the plan names. However, there may be times when it becomes very difficult to do so, for example, if they are self-isolating. In this situation, decisions on how provision can be delivered should be informed by relevant considerations including, for example, the types of services that the pupil can access remotely, for example, online teaching and remote sessions with different types of therapists. These decisions should be considered on a case by case basis, avoiding a one size fits all approach.'

The Sunflower Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, visitors and parents/carers to share this commitment.

We work collaboratively with families, putting in place reasonable adjustments as necessary, so that pupils with SEND can successfully access remote education to ensure continuation in their learning.

The Sunflower Federation offers immediate remote education if:

- Individuals or groups of pupils need to self-isolate, but the rest of the school is still open; or
- There are local or national restrictions in place that affect school attendance

Our approach to remote learning is to provide all our students with a high quality, individually tailored access to remote learning that is designed in liaison with the parents and carers.

Summary

The Sunflower Federation supports the students' remote learning by

- Regular telephone contact with the class teacher
- Explaining targets of different learning activities
- Sending learning activities directly to the student's online platform (MS Teams Classroom)
- Sending learning resources to the student's online platform (MS Teams Classroom)
- Providing teaching videos by the class teacher as appropriate (MS Teams Classroom)
- Providing 'live learning sessions' for your child as appropriate (MS Teams Classroom)
- Providing specialist recorded videos for music and PE that are specifically made for our different learners (MS Teams Classroom)
- Providing opportunities to join online group sessions as appropriate (MS Teams Classroom)
- Uploading short videos on The Sunflower Federation Schools Facebook and YouTube pages
- Co-ordinating collaboration with external agencies such as Connexions, Mencap, WestHyde etc.
- Providing links and contacts for enrichment and other resources
- Providing advice for specialist support as appropriate
- Liaising with our NHS colleagues (nurses and therapist) about children and young people (CYP) needs and situation at home as appropriate
- Sending resources and learning packs home via post when needed
- Lending equipment and resources from school when needed
- Any other way that is identified during our regular communication with the parents /carers

2. AIMS

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectation for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Promote Internet safety
- Support continuity of the planned curriculum so that all pupils have access to high quality learning and learning resources
- Ensure all pupils have access to individually planned remote provision
- Ensure that the students are able to complete their work to the best of their ability, and to support emotional, social and health wellbeing during periods of remote learning
- Ensure that all pupils have a regular connection with school to promote their socio-emotional development and learning as well as mental wealth whilst accessing learning at home

3. ROLES AND RESPONSIBILITIES

3.1. Headteacher and Senior Leadership Team are responsible for:

- Co-ordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Overseeing that the school has the resources necessary to action the procedures in this policy
- Reviewing the effectiveness of this policy at least on an annual basis and communicating any changes to staff, parents/carers and pupils
- Arranging any additional training staff may require to support pupils during the period of remote learning

3.2. Staff members are responsible for:

- Adhering to this policy, GDPR guidance and eSafety and Data Protection Policy at all times during periods of remote learning
- 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 head teacher and the deputy head
- Reporting any defects on school-owned equipment used for remote learning to the senior leadership team and IT-co-ordinator

3.3. Parents/carers are responsible for:

- Adhering to this policy at all times during periods of remote learning
- Supporting their child to learn remotely in a way that supports the child's learning and well being
- Agreeing with their child's teacher expectations in remote learning considering family circumstances and CYP's medical and CYP's individual learning needs
- Communicating with the class teacher through email or phone calls at least weekly during a period of remote learning
- Feeding back progress against learning objectives and any successes and challenges to the teacher
- Informing the teacher if learning time is causing any wellbeing challenges for the child or family so amendments to expectations can be discussed to support the wellbeing of all parties
- Making the school aware if their child is sick or otherwise cannot complete work
- Seeking help from the school if they need it
- Making any concerns or complaints known to staff without delay

Staff can expect pupils learning remotely to:

- Be contactable during the school day via their parents
- Engage in any learning given

If the child is unable to complete their remote work for any reason during a period of remote learning, for example due to sickness, parents should report this to the teacher.

3.4. Teachers and HLTAs

When providing remote learning, teachers are responsible for:

1. Setting work for all the pupils in their class/classes
 - Discussing elements of EHCP provision, such as targets and success criteria with parents in order to decide suitable elements of this to prioritise for home learning.
 - Provide a student with a range of work to cover all curriculum areas
 - The work will be sent for a week or as agreed with the parents
 - Work and resources, where possible, are to be uploaded on students Microsoft Teams Classroom, sent by post or in exceptional circumstances delivered
2. Providing feedback and support on remote learning
 - Feedback given to the parents and the students as appropriate via phone or Microsoft Teams meetings
 - Assessing and monitoring the students' progress in their learning through feedback from their parents; giving feedback on the students work that is completed for example via MS Teams Classroom; or speaking directly to the students via for example Teams call

3. Keeping in touch with pupils who are not in school and their parents:
 - Teachers will be expected to answer queries, questions, and emails during normal school working hours
 - If the teacher has concerns of the students learning or wellbeing during a period of remote learning they will alert senior leaders without delay
4. Attending virtual meetings with staff, parents, and pupils as appropriate:
 - Locations for virtual meetings should avoid areas with background noise and have nothing inappropriate in the background
 - There should be nobody within earshot of the meeting unless this is unavoidable e.g. a young child at home that the staff member is caring for and this should be declared at the start of any meeting
 - If the session is to be recorded, then all participants should be informed before the start of the meeting
 - Staff need to be dressed appropriately for all virtual meetings
 - When providing remote learning, teachers must agree the time they are available to speak with parents and provide meaningful face-to-face time for pupils.

If unable to work for any reason during this time, for example due to sickness or caring for a dependent, teachers should report this using the normal absence procedure

3.5. Teaching Assistants

When assisting with remote learning, teaching assistants must be available for their normal working hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure

When assisting with remote learning, teaching assistants are responsible for:

- Supporting students with their learning under the direction of the class teacher
- Attending virtual meetings with teachers, parents, and pupils as requested.
- Making resources as appropriate
- Attending virtual meetings as requested

3.6. Subject specialist

Alongside their teaching and other responsibilities, subject specialists are responsible for:

- Provide learning activities to accommodate remote learning
- Working with teachers teaching to make sure all work set is appropriate and consistent
- Monitoring the remote work set by them
- Alerting teachers to additional resources

3.7. The DSL is responsible for:

Making sure that the child protection policy is upheld through all remote learning.

3.8. Governing board is responsible for:

- Monitoring the school's approach to providing learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

4. ADDRESSING CONCERNS

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the phase leader or deputy head
- Issues with behaviour – talk to the senior leaders, Herts Step trainers or ASD co-ordinator
- Issues with IT – talk to IT specialist / Impelling
- Issues with their own workload or wellbeing – talk to their line manager/ SLT
- Concerns about data protection – talk to the Data Protection Officer
- Concerns about safeguarding – talk to the DSL

5. DATA PROTECTION

5.1. Accessing personal data

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

- Use Office 365 and LARA for secure access to personal data
- School devices should be used for planning and delivery of remote learning

5.2 Processing personal data

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

5.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure.

This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers, and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems and virus protection programme up to date – always install the latest update

6. SAFEGUARDING

Contact any of our DSPs if there is a safeguarding concern and record it on CPOMs. Refer to the safeguarding policy for guidance. This includes anything that does not seem 'right' but you can't quite say why. Trust your instincts if you have a concern. This is particularly important when the children are not in school.

7. MONITORING ARRANGEMENTS

This policy will be reviewed termly until the end of the pandemic by SLT after initial approval of the FGB in January 2021.

8.LINKS WITH OTHER POLICIES

This policy is linked to -

- School behaviour policies
- School Safeguarding Policy
- Teaching and Learning Policy
- eSafety and Data Protection Policy and Privacy Notices
- Home-school agreement
- E-safety agreement
- GDPR guidance

Appendix 1. Working from home IT- guidance for staff

DEVICES:

Only a school or setting device may be used to conduct school business e.g. planning and preparation at home.

(The only exception would be where a closed, monitorable system has been set up by the school for use on a personal device. Such a system would ensure the user was not saving files locally to their own device and breaching data security.)

Use monitorable system such as LARA. Through LARA, any school documents accessed on a personal device are never actually on the computer being used, they remain on the school server. When the user logs-out of LARA, there are no copies left on their own device.

Any deviation from this to use a home owned device when working from home would need specific written approval /risk assessment from the Headteacher and safeguarding lead.

Work email can be accessed via private phones. However please follow specific further guidance in our eSafety Policy.

PRIVACY:

Always ensure a device has been locked or logged off when left unattended to prevent sensitive data being accessed by others. Such data could be unwittingly accessed, changed, copied or forwarded.

- Do not use a device where it can be overlooked by unauthorised persons and do not leave it unattended in public places.
- Do not allow family and friends to use school devices.
- Staff must preview sites, software and apps before recommending them to pupils to access at home.
- Staff must only use pre-approved school and setting systems if creating blogs, wikis or other online areas in order to communicate with pupils/ families.
- Staff should not contact pupils, parents or conduct any school or setting business using a personal email address.
- Ensure that you know who to report to if your school or setting device is lost or stolen. Reports of loss or theft should be made as soon as possible.
- When calling parents when working home withhold your personal number – when possible call parents when at school

MICROSOFT TEAMS CLASSROOM:

- Communication with the parents is to take place via students' MS email.
- Teachers' will send learning activities and resources to the students' account.
- Any collaborative learning activities or contacts between the students via Teams Classroom are possible only on parental written consent (this can be an email).
- No recordings or photo taking is allowed during 1:1 or group sessions with the students by anybody taking part on this activity unless separately agreed with the parent/carer.

- Teachers must supervise that personal information is not shared via Teams Classroom
- Teachers must ensure that making personal comments about other people is strictly not accepted.

Appendix 2.

(from eSafety and Data Protection Policy)

Staff, Governor and Visitor

Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in schools. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the head teacher or ICT co-ordinator.

- I will only use the schools email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body
- I will comply with the ICT system security and not disclose any passwords provided to me by the schools or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure email system(s) for any schools business
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in schools, taken off the schools premises or accessed remotely. Personal data can only be taken out of schools or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick
- I will not install any hardware or software without permission of head teacher, deputy head or ICT co-ordinator
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with schools policy and with written consent of the parent, carer or staff member
- Images will not be distributed outside the schools network without the permission of the parent/ carer, member of staff or Headteacher
- I will support the schools approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the schools or its community'
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in schools and outside schools, will not bring the schools, my professional reputation, or that of others, into disrepute
- I will support and promote the schools e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including smart watches) in public areas of the schools between the hours of 8.30am and 3.30pm, except in the staff room and where there are signs to indicate this.
- I understand this forms part of the terms and conditions set out in my contract of employment
- I will allow the schools to use my photographs in learning resources and on the website and in other schools related media/ publicity

(All staff have signed this agreement)

Appendix 3. A.
(from eSafety and Data Protection Policy)

**The Sunflower Federation: Primary Pupil Acceptable Use
Agreement / eSafety Rules**

- I will only use ICT in schools for schools purposes
- I will only use my class email address or my own schools email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a schools project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the schools approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the schools community
- I know that my use of ICT can be checked and my parent/carers contacted if a member of schools staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a schools project approved by my teacher
- I will not bring a Smart Watch to schools because I am not allowed to wear one during the schools day
- I will not sign up to online services until I am old enough

Appendix 3. B.
The Sunflower Federation Secondary Pupil Acceptable Use

Agreement / eSafety Rules

- I will only use ICT systems in schools, including the internet, email, digital video, and mobile technologies for schools purposes
- I will not download or install software on schools technologies
- I will only log on to the schools network, other systems and resources with my own user name and password
- I will follow the schools' ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my schools email address
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a schools project approved by my teacher
- I am aware that when I take images of pupils and/ or staff that I must only store and use these for schools purposes in line with schools policy and must never distribute these outside the schools network without the permission of all parties involved. This includes schools breaks and all occasions when I am in schools uniform or when otherwise representing the schools
- I will ensure that my online activity, both in schools and outside schools, will not cause my schools, the staff, pupils or others distress or bring the schools community into disrepute, including through uploads of images, video, sounds or texts
- I will support the schools approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the schools community
- I will respect the privacy and ownership of others' work on-line at all times
- I will not attempt to bypass the internet filtering system
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers
- I understand that these rules are designed to keep me safe and that if they are not followed, schools sanctions will be applied and my parent/carer may be contacted
- I will not bring a Smart Watch to schools because I am not permitted to wear one during the schools day
- I will not sign up to online services until I am old enough to do so