



## Remote Learning Policy

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An academy within:



“Learning together; to be the best we can be”

# 1. Statement of Intent

North Ridge Community School understands the need to 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 achieve. Therefore, we have planned a remote learning offer for pupils to continue their learning at home. North Ridge Community School acknowledges that during unforeseen circumstances it is unrealistic to expect parents/carers to become class teachers. Therefore parents/carers are encouraged to take part in the blended curriculum, however, we will work with our parents to support a personalised approach to remote learning. Our curriculum vision is still the core aim of our remote learning offer.



1.1. Through 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.



### 1.2. 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, families 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.

## 2. Legal Framework

2.1. This policy has regards to all the 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

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

- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2016) 'Children missing education'
- DfE (2020) 'Remote education good practice'
- DfE (2020) The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction



## 3. Roles and Responsibilities

3.1. The local governing body, with delegated powers from the Trust Board of Directors via the Chief Executive Officer, 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.

3.2. The Head Teacher is responsible for:

- Ensuring that staff, parents and pupils 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 pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.

3.3. The Data Protection Officer 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.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.



### 3.4. The Designated Safeguarding Lead is responsible for:

- Arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the 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 Head Teacher and other organisations to make alternate 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.

### 3.5. The School Resource 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 learning/working arrangements.

### 3.6. The ICT technician is 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.



### 3.7. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Report 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.
- Reporting any dangers or potential dangers they identify and any concerns they may have about remote learning, to the Curriculum Lead.
- Reporting any defects on school-owned equipment used for remote learning to an ICT lead/technician.
- Adhering to the Staff Code of Conduct and protocols at all times.

### 3.8. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Consenting to online agreements.

## 4. Contingency Planning

4.1. North Ridge Community School will work closely with Nexus Trust to ensure the premises are secure, and will complete all necessary risk assessments. Updates to the risk assessment will be shared as necessary via letters, newsletters and on the website.

4.2. The school will work closely with the local health protection team when local restrictions apply and follow all national guidelines.

4.3. North Ridge Community School will communicate its contingency plans for local restrictions with families, including which pupils it will remain open to and which pupils will receive remote education.



4.4. The school will ensure that remote learning training is regularly refreshed for teachers including appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.

4.5. If local restrictions are not applied, but a zone needs to self-isolate, the school will immediately implement remote learning for that zone as stipulated in remote learning offers.

## 5 Resources/Implementation

### 5.1. The remote curriculum: what is taught to pupils at home:

A pupil's first day or two of being educated remotely might look different from our standard approach, whilst we take all necessary actions to prepare for a longer period of remote teaching.

What should a pupil expect from immediate remote education in the first day or two of being sent home:

- Login details for Seesaw have been shared and are available for all pupils and parents/carers to access any work that is uploaded. There is a section on this platform for parental communication with teachers or the wider staff team at North Ridge.
- Parents/carers will be sent a remote learning offer via Seesaw or directed to the school website to access the remote learning offer. School is able to provide learning packs (on request) for those pupils who are unable to access the online offer.
- School will ensure that the remote learning section on the website is updated regularly for parents/carers to access the remote learning offer. The offer will, where possible, be linked to current topics to ensure learning is continued.

### **We use a combination of the following approaches to teach pupils remotely:**

- Pre-recorded teaching inputs / videos which will be posted on the class feed via Seesaw for each pupil



- Recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers)
- Printed paper packs produced by teachers (e.g. workbooks, worksheets)
- Textbooks and reading books pupils have at home
- Commercially available websites supporting the teaching of specific subjects or areas, including video clips or sequences

### **Organisation and planning for the remote learning curriculum**

Daily learning opportunities for the following areas are focused on in order to ensure learning in core areas is not lost:

- Communication and English
- Cognition and Mathematics
- Independent Living
- Creative Arts
- Science

Learning opportunities will be planned to suit the needs of pupils using the whole school curriculum. Class planning and learning activities will be provided to parents and pupils via **Seesaw**. Class teachers will be able to assign learning tasks and feedback directly to pupils. The platform is accessible on all smart phones, via the internet webpage, and on all versions of tablets and laptops.

### **Remote Teaching and Study Time**

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Foundation Stage	2-3 Hours - mixture of structured/practical activities
Key Stages 1-2	3 Hours
Key Stages 3 to 5	4 Hours

### **Remote Learning Devices**

Learners will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. laptops, tablets and smart phones. Where pupils do not have suitable online access at home, the school may be able to loan parents/carers a device on an agreed individualised basis.



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

### Costs and expenses

5.2. North Ridge Community School will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting or council tax. The school will not reimburse any costs for travel between pupils' homes and the school premises. The school will not reimburse any costs for childcare. If a pupil is provided with school-owned equipment, the family will sign and adhere to the Nexus Acceptable Use Agreement prior to commencing remote learning.

## 6. Online Safety

6.1. This section will be in conjunction with the school's e-Safety Policy.

6.2. Where possible all interactions will be textual and public.

6.3. All staff and families using video communication must:

- 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.
- Always remain aware that they are visible.

6.4. North Ridge Community School will risk assess the technology used for remote learning prior to ensure that there are no privacy issues or scope for inappropriate use.

6.5. 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.



- 6.6. North Ridge Community 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.
- 6.7. During the period of remote learning, the school will maintain regular contact with parents to provide a weekly remote learning / welfare call, recording the content and welfare of the young person on CPOMS.

## 7. Safeguarding

- 7.1. This section works in conjunction with the school's Child Protection and Safeguarding Policy; a supplementary policy has been created which includes safeguarding procedures in relation to remote working.
- 7.2. All contact with families will be recorded on CPOMS.
- 7.3. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 7.4. All members of staff will report any safeguarding concerns to the DSL immediately.
- 7.5. Families 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. North Ridge Community School will also signpost families to the practical support that is available for reporting these concerns.

## 8. Data Protection

- 8.1. This section to be read in conjunction with the Trust's Information Governance Policy.
- 8.2. 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.



- 8.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 8.4. 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.
- 8.5. Up-to-date parental contact details will be collected prior to the periods of remote learning.
- 8.6. All contact details will be stored in line with the General Data Protection Regulation.
- 8.7. North Ridge Community School will not permit paper copies of contact details to be taken off the school premises.
- 8.8. Family members or friends are not permitted to use any school-owned equipment which contains personal data.

## 9. Feedback

- 9.1. Parents are welcome to share home learning with school via class email or seesaw.
- 9.2. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision needed with the Curriculum Lead as soon as possible.

## 10. Health and Safety

- 10.1. This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.
- 10.2. Teaching staff will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.



## 11. School day and absence

- 11.1. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 11.2. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 11.3. Parents will inform the school office or the class teacher, by email or by seesaw, no later than 9:30am if their child is unwell and unable to attend the session.

## 12. Communication

- 12.1. North Ridge Community School will ensure adequate channels of communication are arranged in the event of an emergency.
- 12.2. The school will communicate with families via Seesaw and the school website about remote learning arrangements as soon as possible.
- 12.3. The Curriculum Lead will communicate with staff as soon as possible via email about any remote learning arrangements.
- 12.4. North Ridge Community 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.
- 12.5. Isolating/shielding members of staff will have contact with a member of the Senior Leadership Team on a fortnightly basis.
- 12.6. Issues with remote learning or data protection will be communicated to the class teacher as soon as possible so they can investigate and resolve the issue.
- 12.7. Class teachers will keep parents and pupils informed of any changes to the remote learning arrangements.
- 12.8. The Curriculum Lead will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.



## 13. Monitoring and review

- 13.1. This policy will be reviewed on an annual basis by the Curriculum Lead.
- 13.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.