



Remote Learning Policy

Date of last review:	2022	Review period:	As required, following Government Guidance
Date of next review:	2023	Written by:	Jo Kehoe
Type of policy:	Non-statutory	Committee:	Standards & Curriculum
Signature:			

Remote Education at Wyre Forest School

The priority at WFS will always be to deliver high-quality face-to-face education to all of our pupils. Remote education will only be considered as a short-term measure and as a last resort where the pupil cannot attend school.

This may include:

- occasions when the Headteacher decides that it is not possible for WFS to fully or partially open safely, or that opening would contradict guidance from local or central government.
- occasions when individual pupils, for a limited duration, are unable to physically attend WFS but are able to continue learning, for example pupils with medical conditions or an infectious illness.

1. Aims

This remote education policy is for all members of the WFS community and aims to:

- ensure consistency in the school's approach to remote education,
- set out expectations for all members of the school community with regards to remote education,
- provide appropriate guidelines for data protection.

As always, our priority at WFS is to ensure our pupils feel safe and are ready for learning and therefore can make progress. The education offered will be valued, meaningful and as near to classroom practice as possible. Teachers will continue to use *Education Health Care Plan* (EHCPs), our *Wyre Forest School Progression Steps* and the *National Curriculum* to plan sequence learning to support individual pupil development. The content of the education offered will depend upon the pathway the pupil is following in school.

We will always work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.

It is our collaboration with families that enables us to provide the most appropriate form of remote education for each child. Teachers will hold discussions with parents/carers to determine the best way to support learning in the home environment and to meet the individual pupil's developmental needs. They will then send learning to pupils and/or parents daily or as part of a pack of learning.

This may be in the form of:

- live lessons (Zoom) across the range of subjects/areas of learning,
- emailed tasks or activity suggestions,
- interaction through online learning platforms.
- recorded videos, so that the pupils can refer to them to support more independent learning

- activities posted on the Wyre Forest School YouTube page (<https://www.youtube.com/channel/UC5qshpb6v7Z0O1TSs6lhmBQ>) to enable the pupils to refer to and engage with, as often as they choose.

Where pupils need devices to support their learning, we will send home laptops and iPads. We can also drop off at pupils' homes; paper, pens, books & sensory resources to support learning too.

Where a pupil requires equipment to support their physical development, these will be taken to the pupil's home.

Parents will continue to be supported by WFS physical TA and the Physio Team (<https://www.hacw.nhs.uk/services/service/physiotherapy-paediatric-88/>) and/or Occupational Therapy Team (<https://www.hacw.nhs.uk/services/service/occupational-therapy-paediatric-89/>) to ensure physio programmes can be maintained and the pupils are supported appropriately in their home environment.

Our Communication Lead can enable communication books and resources to be delivered to homes or posted out to parents to ensure that learning development continues. Parents can contact the school or the Speech and Language Therapist (<http://www.hacw.nhs.uk/sltcovid19>) at any time to discuss how best they can support their own child with programmes or issues that have arisen due to their child being at home.

WFS staff will continue to collect evidence of pupils' progress against the wide range of targets. This may be through the Evidence for Learning programme, responding to set activities, accreditation tasks and discussions with pupils and parents.

Safeguarding continues to be a priority amongst all staff. Any concerns are recorded immediately on CPOMs and looked at by the Safeguarding Lead who responds accordingly.

Parents can also be supported by our Family Support Team, who can signpost support and create links to the school nurse and wider agencies e.g. The Continence Team to support toileting issues at home.

2. Roles and Responsibilities

All staff must be available to work their normal contracted 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 procedures. If it affects the completion of any work required ensure that arrangements have been agreed with SLT and other members of their team to ensure work is completed.

2.1 Senior Leadership Team (SLT)

The Senior Leadership Team are responsible for:

- co-ordinating the remote education approach across the school;
- monitoring the effectiveness of remote education;
- monitoring the security of remote education systems, including data protection and safeguarding considerations.

2.2 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- maintaining contact, collating, passing on information and responding to any concerns;
- monitoring CPOMS and ensuring appropriate actions following concerns are followed up.

2.3 Phase Leaders and Subject Specialists

Phase Leaders and Subject Specialists are responsible for:

- Maintaining their teacher responsibilities (see below);
- Supporting staff with advice in planning and developing the remote education within their subject area.

2.4 Teachers

Teachers are responsible for:

- checking work emails throughout the working day;
- ensuring pupil progress and development is maintained through the remote education being offered, i.e., enabling pupils to continue to access learning at an appropriate level;
- sending work home daily to pupils; offering access to a broad curriculum, but continuing to consider how best not overload the parents/carers;
- holding weekly conversations with parents/carers to check in on both the child's and family's wellbeing;
- valuing all pupil work and provide feedback;
- recording any safeguarding concerns through CPOMS;
- recording all parent contact on CPOMS;
- phoning or Zoom contacting parents and pupils weekly, to discuss how well their child is accessing the learning and their child's general wellbeing (NB. where a phone is used, it must be from a withheld number);
- directing their class or subject TA's time effectively and checking their general wellbeing;
- adhering to the GDPR Policy and not give out any personal details. All meetings should take place in a quiet place in the home. Staff should continue to follow school dress codes with any face-to-face meetings.

2.5 Teaching Assistants (TAs)

Teaching Assistants are responsible for:

- checking work emails throughout the working day;
- working as directed by their teacher or subject leader;
- if requested, contact parents, record the conversations on CPOMs;
- recording any safeguarding concerns through CPOMS;
- adhering to the GDPR Policy and not give out any personal details. Any meetings they are requested to be involved in should take place in a quiet place in the home. Staff should continue to follow school dress codes with any face-to-face meetings.

2.6 Pupils and Parents

Pupils and parents can expect staff to:

- provide education opportunities, from the first day, for pupils who are self-isolating or are required to stay at home for government-imposed lockdown. The education offered will be determined by individual pupil need and ability levels and align to current learning goals and Education Health Care targets.
- hold a phone or Zoom conversation with pupil and parents once a week;
- signpost them to academic or other supportive websites, e.g., Mathletics, WFS website for communication information on 'now & next' boards, signing and AAC;
- all pupils have access to the Wyre Forest School YouTube channel which has recorded lessons, activities, stories, songs, yoga, dance, physio sessions, information from our link agencies, e.g., Speech and Language Therapists, Physio Therapists and Occupational Therapists.

Pupils with physio programmes and communication aids, such as PECs, will have had these already sent home and can continue with these. Parents can also contact class teachers or Beverley Thorne – WFS Communication Lead, directly at school.

Where possible, Nicola Harries – Physio Teaching Assistant, can arrange for individual pupils' physio equipment, e.g., standers, benches, etc. to be collected or delivered to pupils' homes.

Acceptable Use of Zoom:

By accepting any Zoom meeting contact with staff, you agree to the following terms:

- **the meeting will be supervised by an adult to support any technical issues;**
- **the staff leading the meeting will use the 'waiting room' facility to admit pupils;**
- **the meeting will take place in a communal family space;**
- **pupils/parents/carers will be dressed appropriately;**
- **recordings, photos or screenshots of the Zoom meeting are not allowed by pupils/parents/carers;**
- **the Zoom meeting will be recorded by the member of staff and stored in line with the school's GDPR Policy;**
- **the Zoom meeting will be locked 5 minutes after the start time, so it can only be accessed by the those invited;**

- **the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the member of staff retains the right to end a pupil's participation at any point.**

Staff can expect pupils to:

- Be contactable during the hours of the school day, from 9am until 3pm, although staff will have discussed and planned any face-to-face contact time.
- Seek help if they need it, from teachers or teaching assistants, and alert teachers if they are not able to complete work.

Staff can expect parents to:

- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.
- Follow the acceptable use of Zoom, stated above.

2.7 Governors

The Governors are responsible for:

- monitoring the school's approach to providing remote education to ensure pupil progress and development remains as high quality as possible;
- ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

3. Data Protection

3.1 Accessing Personal Data

When accessing personal data, all staff members will:

- follow WFS GDPR expected guidelines. If any member of staff suspects a data breach, they must follow the WFS Personal Data Breach Protocol, including immediately contacting the school Data Protection Office – Elaine Griffin.
- have access to CPOMS to record any parent contact or concerns about children. Ensure you log out after use. Do not allow access to the site to any third party.
- SLT and teachers are able to access parent contact details via ScholarPack. Do not share any details with third parties and ensure you log off after using.

Only school laptops and iPads are to be used when accessing any personal information on pupils.

3.2 Sharing Personal Data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

Where this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4. Safeguarding

Safeguarding protocols remain the same as in school – use of CPOMS to raise **all** concerns. Any more serious concerns or queries about how to proceed, phone Alison Hopkins, DHT – Safeguarding, immediately.

All contact with parents – whether deemed safeguarding, or not, to be logged on CPOMS as a parent conversation.

5. Monitoring Arrangements

This policy will be reviewed as and when updates to remote education are provided by the Government, by the Headteacher and SLT.

Latest update: 03.05.2022