Newhall Primary Academy

Remote Learning Statement of Intent and Remote Learning Policy

Date	December 2020
Category	Non-Statutory
Next Review Date	Termly unless a change in legislation
Policy Availability	School Website
Person Responsible	Headteacher

Contents:

Statement of intent

Appendix – Remote Learning during Corona Virus Lockdown

Statement of intent

At Newhall Primary Academy, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for a class bubble or whole school. 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.

- 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.

- Protect pupils from the risks associated with using devices connected to the internet.

- Ensure staff, parent /carer, 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.

Signed by:

Date:

_____   Head Teacher   07.01.2021

Date:

_____   Chair of Governors   07.01.2021

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 Regulations (GDPR)
- Data Protection Act 2018

1.2. This 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'

1.3. This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Marking Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance and Absence 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 Senior Leadership Team (Headteacher, Assistant Headteachers and the SBM) are responsible for:

- Ensuring that staff, parents/carers 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.
- Reviewing the remote learning arrangements on a daily and/or weekly basis for safeguarding purposes and to monitor and evaluate the effectiveness of the lessons.

2.3.   The Senior Leadership Team (Headteacher, Assistant Headteachers and the SBM) are responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Head Teacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.

2.4.   The Senior Leadership Team (Headteacher, Assistant Headteachers and the SBM) are responsible for:

- 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.
- Liaising with the school's IT Technicians to ensure that all technology used for remote learning eg TAPESTRY and TEAMS is suitable for its purpose and will protect pupils online.

2.5. The DSL/DDSLs are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- 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 working and ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The SENCO is responsible for:

- Liaising with SLT & Reach2 IT Support Services 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 Head Teacher and other organisations to make any alternate arrangements for pupils with EHC plans where required
- 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
- 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 Senior Leadership Team (Headteacher, Assistant Headteachers and the SBM) are responsible for:

- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.9. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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 Head Teacher/Assistant Head Teachers or Business Manager.
- Reporting any defects on school-owned equipment used for remote learning to the Business Manager.
- 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.
- Ensuring their child/children is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in paragraphs 9.1 and 9.2.
- Reporting any reason for not completing work in line with the terms set out in paragraph 9.6.
- Ensuring their child/children uses the technology used for remote learning as intended.
- Adhering to the Online Safety Policy

2.11. Pupils are responsible for:

- Ensuring they register with the class teacher between 8.45am – 9.15am.
- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their parents and/or teacher as soon as possible.
- Ensuring they have access to the remote learning material and notifying a responsible adult if they are unable to access the learning material.

- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behaviour Policy & Online Safety Policy at all times.

3. Resources

Learning materials

3.1.   The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school <u>may</u> make use of:

- Work booklets
- Email
- Past and mock exam papers
- Educational websites
- Reading tasks
- Live webinars – Microsoft Teams
- Pre-recorded video or audio lessons via power point

3.2.   Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.

3.3.   Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

3.4.   Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-over in powerpoint to support younger pupils and pupils with SEND.

3.5.   The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of in-person interactivity, e.g. signposting to online clips followed by questioning, eliciting reflective discussion in live remote teaching or via powerpoint.

3.6.   Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

3.7.   The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.

3.8.   Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.

3.9. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

3.10. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.

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

3.12. Pupils 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.

3.13. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA or Trust.

3.14. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources and sign a laptop/tablet loan agreement

3.15. Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work in line with section 7 of this policy.

3.16. The arrangements for any 'live' classes, e.g. webinars, will be communicated via TEAMS no later than two days before the allotted time and kept to a reasonable length of 20 to 45 minutes per session.

3.17. The school is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

3.18. The school will signpost parents via the school website, text and school app towards additional support for ensuring their children continue to receive the food they need, e.g. food banks, government free school meal vouchers or free school meal collections

3.19. Where applicable, the school may provide the following provision for pupils who receive FSM:

- Making food hampers available for delivery or collection
- Providing vouchers to families – dependent on Government guidelines.

Costs and expenses

3.20. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.

3.21. The school will not reimburse any costs for travel between pupils' homes and the school premises.

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

3.23. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Online Safety policy and the Laptop Loan Agreement prior to commencing remote learning.

4. Online safety

4.1. Where possible, all interactions will be textual and public.

4.2 IF staff and pupils need to use audio-visual communication, they must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Staff should be in a classroom or suitable teaching area within their home eg living room or study
- Maintain the staff code of conduct and pupil standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio/video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.

4.3 The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided with parent/s and approved by the SLT, in collaboration with the SENCO.

4.4 Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

4.5 The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.6 Except in urgent/emergency situations, the school will consult with parents at least a week prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

4.7   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, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

4.8   The school will communicate to parents via the school website about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

4.9   During the period of remote learning, the school will maintain regular contact with 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 and staff they will interact with.
- 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.

5. Safeguarding

5.1.   This section of the policy will be enacted in conjunction with the school's Safeguarding & Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.

5.2.   The Head Teacher (DSL) and Deputy DSLs will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

5.3.   The DSL/DDSLSs will arrange systems and procedures for regular contact to be made with vulnerable pupils.

5.4.   Phone calls made to vulnerable pupils will be made using school phones where possible, or resorting to using a withheld number function if using a personal phone for welfare/wellbeing checks away whilst not in the school site

5.5.   The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.

5.6.   All contact with vulnerable pupils will be recorded in CPOMs.

5.7.   The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

5.8. All home visits will:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded eg Excel spreadsheet and/or CPOMs and the records stored so that the DSL/DDSLs have access to them.
- Actively involve the pupil

5.9. Vulnerable pupils will be provided with a means of contacting the DSL, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.

5.10. The DSL/DDSLs will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.11. All members of staff will report any safeguarding concerns to the DSL/DDSLs immediately.

5.12. Pupils and their parents will be encouraged to contact the DSL/DDSLs 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.

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 Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

6.4. All contact details will be stored in line with the Data Protection Policy

6.5. The school will not permit paper copies of contact details to be taken off the school premises, except in exceptional circumstances.

6.6. Pupils are not permitted to let their family members or friends use any school-owned equipment.

6.7   Any intentional breach of confidentiality will be dealt with in accordance with the school's Code of Conduct Policy.

7. Feedback marking

7.1.   All schoolwork completed through remote learning must be:

- Completed to the best of the pupil's ability.
- The pupil's own work.
- Acknowledged by the teacher (comments)

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 – teaching staff will contact parents if their child is not completing their schoolwork or their standard and volume of work has noticeably decreased.

7.4.   Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the Head Teacher/Assistant Head Teachers as soon as possible.

7.5.   Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO 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 from teachers, and will support them with implementing these measures for remote learning where possible.

7.7.   The school will log participation and pupil engagement with remote education, as well as motivation levels and progress. If there is a concern, this will be reported to parents individually via telephone.

7.8.   The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. rewarding 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 the period of remote learning.

8.3. If using electronic devices during remote learning, pupils will be encouraged to take regular screen breaks.

9. School day and absence

9.1. Pupils should be available for remote learning during school hours.

9.2 Regular 15-20 minute breaks and an hour of lunchtime should form part of an every day routine. Early Years and Key Stage 1 children should be able to play or go for a brain-break walk/play outside.

9.3 Pupils with SEND or additional medical conditions may require more regular breaks, e.g. sensory breaks during the day

9.4 Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

9.5 Parents will inform the school if their child is unwell and unable to access the remote learning on that day.

9.6 The school will monitor remote learning 'absence' and 'lateness' (in the event of an online lesson) 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 by text message, email or phonecall about remote learning arrangements

10.3. The Head Teacher/Assistant Head Teachers/School Business Manager will communicate with staff via email, text or whatsapp message about any changes to remote learning arrangements.

10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

10.5. Pupil communication is only permitted during school hours.

10.6. Pupils will have verbal contact with a member of teaching staff <u>at least</u> once a week via telephone or Microsoft Teams

10.7. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.8. Issues with remote learning or data protection will be communicated to the pupil's teacher, who will liaise with the Head Teacher/School Business Manager, as soon as possible so they can investigate and resolve the issue.

10.9. The pupil's teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10.10. The Head Teacher & Deputy Head Teacher will review the effectiveness of communication on a weekly 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 a termly basis by the Head Teacher, SLT and the Governing Board.

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 April 2021.

12. Glossary

DDSL	Deputy Designated Safeguarding Lead
DSL	Designated Safeguarding Lead
DfE	Department for Education
EHC Plan	Educational Health Care Plan
EYFS	Early Years Foundation Stage
FSM	Free School Meals
GDPR	General Data Protection Regulations
IHP	Individual Health Plan
LA	Local Authority
PDF	Portable Document Format
SENCO	Special Educational Needs Co-ordinator
SEND	Special Educational Needs & Disabilities
SLT	Senior Leadership Team
TRUST	Reach2 Academy Trust

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

1.1   This policy has due regard to all relevant legislation, statutory and good practice guidance including, but not limited to, the following:

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'How schools can plan for tier 2 local restrictions'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'
- DfE (2020) 'Remote education good practice'
- DfE (2020) The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction

1.2   The Head Teacher, in collaboration with the Governing Board, will ensure the school follows the legal obligations regarding remote education, as outlined in The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction. This includes:

- Providing remote education to all pupils of compulsory school age.
- [EYFS] Providing remote education to pupils below compulsory school age who would usually be taught in a class with pupils of compulsory school age, e.g. Reception children.
- Providing remote education where it would be unlawful, or contrary to guidance issued from public authorities, for a pupil to travel to or attend the school.
- Having regard to government guidance issued regarding the delivery of remote education, e.g. the DfE's 'Guidance for full opening: schools'.

2. Contingency planning

2.1   The school will work closely with the LA to ensure the premises is COVID-secure, and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.

2.2   The school will work closely with the Local Health Protection Team and LA when local restrictions apply.

2.3   The school will communicate its contingency plans for local restrictions with parents, including which pupils it will remain open to and which pupils will receive remote education.

2.4   The school will ensure that remote learning training is regularly refreshed for teachers, and that 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.

2.5   If local restrictions are not applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group as required.

2.6   The level of remote learning provision required will be based on the government's four tiers of local restrictions. Where there are no local restrictions in place, these tiers will not apply. The school will remain fully open to all those not required to self-isolate.

Tier 1 local restrictions

2.7   The school will remain open if tier 1 restrictions are in place, and remote learning will not be provided at this time.

Tier 2 local restrictions

2.8   The school will remain open if tier 2 restrictions are in place, and remote learning will not be provided at this time.

- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material

Tier 3 local restrictions

2.9   The school will remain open if tier 3 restrictions are in place, and remote learning will not be provided at this time.

Tier 4 local restrictions

2.10 The school will limit on-site attendance to just vulnerable pupils. All other pupils will receive remote education in line with section 3 of this appendix.

3. Teaching and learning

3.1   The school will ensure staff and pupils follow the school's Online Safety Policy when working and learning remotely.

3.2   All pupils will have access to high-quality education when learning remotely.

3.3 The school will prioritise factors that have been found to increase the effectiveness of remote education. These include, but are not limited to:

- Ensuring pupils receive clear explanations.
- Supporting growth in confidence with new material through scaffolded practice.
- Application of new knowledge or skills.
- Enabling pupils to receive feedback on how to progress.

3.4 The school will use a range of teaching methods to cater for all different learning styles, including:

- Worksheets, quizzes, online materials etc.

3.5 Teachers will ensure that a portion of their lessons are designed to promote interactivity amongst pupils and between pupils and staff, e.g. live lessons or phone calls to lessen feelings of isolation and to promote pupil progress and motivation.

3.6 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

3.7 When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

3.8 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND.

3.9 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Head Teacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

3.10 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

3.11 The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. Teachers will provide effective substitutes for in-person teaching such as video demonstrations.

3.12 Pupils will be encouraged to take regular physical exercise to maintain fitness, and time will be allocated within the school week for pupils to focus on this.

3.13 The school will remain cognisant of families who do not have access to the resources required for remote education, and will ensure that an up-to-date record of which pupils do not have appropriate devices or internet access is maintained.

3.14 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

3.15 Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable pupils across all year groups who are shielding or self-isolating in line with government advice
- Pupils in all year groups who are unable to access remote education whilst attending school on a hospital site

3.16 Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils use the devices safely.

3.17 Once devices are ready for collection, the school will either arrange for them to be collected by pupils or their parents from school, or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

3.18 The school will maintain good communication with parents to ensure that parents are aided in supporting their child's remote education.

4. Returning to school

4.1 The Head Teacher will work with the LA and Reach2 trust to ensure pupils who have been learning remotely only return to school when it is safe for them to do so.

4.2 After a period of self-isolation, or the lessening of local restriction rules, the Head Teacher will inform parents when their child will return to school.

4.3 The Head Teacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

5.1   This policy annex will be reviewed in line with any updates to government guidance.

5.2   All changes to the policy will be communicated to relevant members of the school community.