



**Remote Education
Policy
COVID 19**

Contents

1.	Statement of Intent	3
2.	Scope	3
3.	Links to Other Policies	3
4.	National Guidance for Remote Education	4
5.	Roles and Responsibilities	4
6.	Pupil Expectations	5
7.	Parent/Carer Responsibilities:	5
8.	Safeguarding	6

1. Statement of Intent

Under The Coronavirus Act 2020 Provision of Remote Education (England), schools have a temporary legal duty (until the end of the academic 2020-21 year) to ensure robust and immediate plans are in place for the continued education provision in the event that normal face-to-face lessons cannot happen. This may occur if:

A pupil needs to isolate because someone in their household is symptomatic or tests positive or they have been in close contact with someone who has tested positive for coronavirus OR

A whole bubble or group of children is isolating because of an outbreak of coronavirus OR

National or local restrictions dictates that schools are partially or fully closed and are required to put into practice contingency plans for the continuation of education via remote means.

The provision of remote education applies to compulsory school age pupils to Reception to Year 11. The direction does not apply to post 16 education. However, KWEST will ensure that where a school has post 16 provision continued education provision will be provided.

This policy supports the KWEST remote learning statement.

2. Scope

The aims of this policy is to:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.

3. Links to Other Policies

This policy operates in conjunction with the following policies:

- Child Protection and Safeguarding Policy, including COVID Safeguarding Addendum
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Curriculum Policy
- Health and Safety Policy
- Attendance and Absence Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy
- Information Policy (Data Protection)
- Protocols for Online Learning – Pupils/Students
- Protocols for Online Learning - Staff

4. National Guidance for Remote Education

Government [guidance](#) states schools will:

- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;
- 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 relevant to their school context;
- 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 younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum.

When delivering remote education, schools will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects;
- set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum:
 - Primary: 3 hours a day, on average, across the school cohort;
 - Secondary: 4 hours a day, with more for pupils working towards formal qualifications this year
- provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos;
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate;
- enable teachers to 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.

5. Roles and Responsibilities

To deliver the above

Schools will:

- Provide and publish a remote learning plan on their website which will include details of how remote learning can be accessed, how this will be delivered and school specific points of contact. This will be communicated to pupils and parents.
- Understand and keep an up to date record of which pupils and families do not have device or internet access and ensure relevant provision is provided.
- Contact parents and staff as soon as possible about remote learning arrangements which need to be put in place via the schools approved communication channels.
- Monitor absences and lateness in line with the school's attendance, safeguarding and child protection policies
- Provide support for SEND students and make reasonable adjustments to ensure remote learning can be accessed.
- Provide children who are isolating and are eligible for free school meals an alternative to a free school meal. The school will liaise with parents to arrange how this can be accessed during the remote learning period. This may be through the provision of food parcels for collection or providing vouchers to families.
- Identify the level of support or intervention required while pupils are learning remotely and ensure appropriate measures are in place.

- Regularly monitor the quality of remote learning arrangements.
- Ensure staff receive the relevant training to deliver effective remote learning.
- Provide the necessary training and guidance of how to access remote learning for pupils and parents.
- Reinforce the importance of children staying safe online to parents and encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.
- Ensure that members of staff will have regular contact with their line manager (minimum once per week).
- As much as possible, communicate with pupils and parents within school hours.
- Identify vulnerable pupils who may be at risk if they are learning remotely and ensure appropriate support, arrangements and regular contact and communication is put in place using school approved systems and equipment. See the school specific Child Protection Policy and associated COVID addendum.

Teachers and staff will:

- Be available between their normal contracted hours.
- Lesson plans and resources will be adapted to ensure that curriculum remains fully accessible and inclusive via remote learning.
- Where remote learning is delivered online staff will adhere to the KWEST Online Meeting and Lesson Protocols for Staff and KWEST Staff Code of Conduct, KWEST Acceptable Use Policy Document.
- Monitor academic progression and will mark and provide feedback in line with their remote learning plans.
- If they are unable to work for any reason during this time, they should follow the KWEST Staff Attendance Policy and school absence procedure.

6. Pupil Expectations

Pupils will:

- Engage in remote learning during normal school hours where they are well enough to do so. If pupils are not well enough to participate in remote learning, parents should report the absence via the usual school procedure. Pupils are not expected to be present for remote working until they are well enough to do so.
- Where remote learning is delivered online pupils will adhere to the KWEST Online Meeting and Lesson Protocols for Pupils / Students and IT Acceptable Use Policy – Pupils.
- 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.
- For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support.
- Seek help if they need it from teachers, tutor or pastoral teams.
- Communication with school staff is only permitted during school hours.

7. Parent/Carer Responsibilities:

- Inform the school via the school absence procedure no later than 8:30am if their child is unwell.
- Support the school in ensuring their child is available to learn remotely during the times of the school day and that the work set is completed on time and to the best of their child's ability.
- Report any technical issues to the school as soon as possible.
- Ensure their child uses the equipment and technology as intended in line with the KWEST Online Meeting and Lesson Protocols for Students and the ICT Acceptable Use Policy for Students.
- Ensure that their child adheres to the schools Behaviour policy and expectations.
- If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Student Acceptable Use Agreement prior to commencing remote learning.

- Contact the teacher, tutor or pastoral team at the school if their child needs help.

8. Safeguarding

Each school's Child Protection Policy, has been updated to include safeguarding procedures in relation to remote learning. Please see the school specific COVID-19 appendix.