THE KING FAHAD ACADEMY

PUPIL REMOTE LEARNING POLICY

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Statement of intent

At the King Fahad Academy, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many.

Through the implementation of this policy, we aim to address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

The purposes of this policy are threefold:

- o To outline procedures and practice for pupils in self isolation, and are otherwise fit and healthy, to continue with their academic programme
- o To outline procedures and practice for staff in self isolation, and are otherwise fit and healthy, to continue with teaching, and setting, marking and feeding back on pupil work as part of a normal academic programme
- o To outline procedures and practice for staff, pupils and their parents to continue with the academic programme if the School has to close due to advice from the Government and/or Public Health England or similar body.

This policy aims to:

Minimise the disruption to pupils' education and the delivery of the curriculum by ensuring that:

- o Online lessons are planned and delivered to high quality
- o The provision is in place so that all pupils have access to high quality learning resources
- o Pupils are protected from the risks associated with using devices connected to the internet. Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- o Robust safeguarding measures continue to be in effect during the period of remote learning.
- o 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.

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

- Safeguarding and Child Protection
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Teaching and Learning Policy
- Curriculum Policy
- Online Safety Policy
- Health and Safety Policy
- Attendance Policy
- Online Safety/Acceptable Use Agreement
- Staff Code of Conduct

2. Remote learning for pupils who are in self isolation:

Whilst the school is still open pupils are required to self-isolate if they have been in an affected area and are displaying flu like symptoms, or if they have been to one of the designated affected areas according to Public Health England even if they are not displaying symptoms. During any such period, the School will make sure that education is provided remotely (online). This policy summarises the provision of remote learning for pupils in this position, so that there are consistent and well understood expectations of the level of support that will be provided for all concerned.

2.1 Pupil expectations:

- Pupils should retain structure to their working day starting with log-in to Seesaw (EYFS - year 3) or Google classroom (Years 4-13) at 8:55am
- Check to see the posts/resources for each subject
- Complete all set work and, if requested, to hand in work on Seesaw or Google classroom
- Use email, Seesaw or Google classroom to communicate with their teachers and ask questions if they do not understand/require help.

2.2 Teacher expectations:

- It is recognised that teachers will have to cover their normal timetabled lessons and may be teaching classes for most of the day.
- They should endeavour to find time whenever possible during lessons to set work that covers the salient points covered.
- Any electronic resources used in the lesson, including work sheets or PowerPoints used, should be shared with absent pupils. It is recognised that some lessons are discussion based and it is more difficult for pupils at home to

benefit from this kind of activity. Alternative tasks should be set by the teacher if time allows.

2.3 Parents expectations:

- o Encourage and support their children's work, including finding an appropriate place to work, checking that set work is completed and ensuring they have some structure to the working day: start and finish times and appropriate breaks.
- o Contact the pupil's tutor if there are any concerns.

3. Remote teaching for staff who are in quarantine due to covid contact:

Teaching staff who are self-isolating due to covid contact and display no symptoms are expected to teach their lessons online. They should have access to a laptop at home; school can provide them with one if required. They teach their timetabled lessons [via Google meet] and upload learning resources on Seesaw or Google classroom. Cover teacher and TA (where allocated) for the lesson supports and monitors learning and classroom behaviour. Pupils' work is marked in line with the marking policy.

4. Remote teaching and learning in case of enforced school closure:

If the school has to undergo enforced temporary closure due to government and/or public health guidelines, the following will apply:

Roles and responsibilities

4.1. The **Director General/Board of Trustees** is responsible for:

- o Ensuring that the school has robust risk management procedures in place.
- o Ensuring that the school has a business continuity plan in place, where required.
- o Evaluating the effectiveness of the school's remote learning arrangements.
- o Reviewing the effectiveness of this policy on an **annual** basis and communicating any changes to staff, parents, and pupils.

4.2. The **Heads of School** are responsible for:

- o Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- o Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- o Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- o Overseeing that the school has the resources necessary to action the procedures in this policy.
- o Arranging any additional training staff may require to support pupils during the period of remote learning.

- Conducting regular reviews on a **weekly** basis with the **Deputy Heads** and **Pastoral Lead** of the remote learning arrangements to ensure pupils' education does not suffer.

4.3. The **Compliance Officer** is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the **Heads of School**.
- 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.
- 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.

4.4. The **Head of IT** is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.
- 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 programmes or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the Class Teacher/Tutor to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

4.5. The **DSL** is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the **ICT team** 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 other organisations to make alternate arrangements for pupils who are at a high risk, where required.

- o Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- o Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working, ensuring all safeguarding incidents are adequately recorded and reported.

4.6. The **Inclusion Leader/SENDCO** is responsible for:

- o Liaising with the **ICT teams** to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- o Ensuring that pupils with external reports continue to have their needs met while learning remotely, and liaising with the **class teachers/subject teachers** to make any alternate arrangements for pupils with external reports.
- o Identifying the level of support or intervention that is required while pupils with SEND/ALS learn remotely.
- o Ensuring that the provision put in place for pupils with SEND/ALS is monitored for effectiveness throughout the duration of the remote learning period.
- o School has adequate insurance to cover all remote working arrangements.

4.7. **Staff members** are responsible for:

- o Adhering to this policy at all times during periods of remote learning.
- o Reporting any health and safety incidents to the **Compliance Officer** and asking for guidance as appropriate.
- o Reporting any safeguarding incidents to the **DSL** and asking for guidance as appropriate.
- o 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.
- o Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the **Heads of School**.
- o Reporting any defects on school-owned equipment used for remote learning to an **ICT team**.
- o Adhering to the **Staff Code of Conduct** at all times.
- o Teachers will use Google meet to conduct online lessons. Google meet invite will be shared by the teachers with individual pupils.
- o Reasonable adjustments to the curriculum and planning will be made to ensure that all pupils have access to the resources needed for effective remote learning. However, teaching and learning will remain of the highest standards.
- o Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning.
- o Lessons will be well paced, with short interactive tasks and activities to keep the pupils engaged and on target.

- o Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work in line with the marking policy.
- o Teaching staff will liaise with the **Inclusion Leader/SENCO** and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

4.8. **Parents** are responsible for:

- o Adhering to this policy at all times during periods of remote learning.
- o Ensuring their child is available to learn remotely and that the schoolwork set is completed on time and to the best of their child's ability.
- o Reporting any technical issues to the school as soon as possible.
- o Ensuring that their child always has access to remote learning material. Ensuring their child uses the equipment and technology used for remote learning as intended.

4.9. **Pupils** are responsible for:

- o Adhering to this policy at all times during periods of remote learning.
- o Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- o Reporting any technical issues by emailing support@thekfa.org.com as soon as possible.
- o Ensuring they have access to remote learning material and notifying the respective teachers if they do not have access.
- o Notifying relevant school secretaries if they are feeling unwell or are unable to attend the lessons and work.
- o Notifying relevant teachers if they are unable to attend the lesson and complete the schoolwork they have been set.
- o Ensuring they use any equipment and technology for remote learning as intended.
- o Adhering to the **Behaviour Policy** at all times.

5. Teaching and Learning/Resources

Learning materials

5.1. For the purpose of providing remote learning, the school may make use of the following and additional resources as required:

- o Online Portal: Google Meet
- o Seesaw
- o Google Classroom
- o Notebooks/workbooks

o Educational websites
o Live webinars
o Gsuite

5.2. Pupils and parents will be required to maintain the upkeep of any school equipment including laptops they use to access remote learning resources.

5.3. The **ICT team** is not responsible for providing technical support for equipment that is not owned by the school.

6. Online safety

6.1. This section of the policy will be enacted in conjunction with the school's **Online Safety Policy**.

6.2. All staff and pupils using video communication must

o Use a blend of audio and video calls as appropriate to the age of the children, safeguarding considerations and the assessment needs of the lesson.
o Wear suitable clothing – this includes others in their household.
o Be situated in a suitable living area within the home
o Use appropriate language – this includes others in their household. Maintain the standard of behaviour expected in school.
o Use the necessary equipment and computer programs as intended. Not record, store, or distribute video material without permission.
o Ensure they have a stable connection to avoid disruption to lessons. Always remain aware that they are visible.
o All one to one lessons are recorded
o The **Inclusion Leader/SENDCO** will liaise with the teachers in Primary if a pupil on the SEND/ALS list is not able to be on camera.

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

6.4. 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.

6.5. 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.

6.6. The school will communicate to parents via **email/letter** 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.

7. Safeguarding

7.1. Please refer to the academy's **Safeguarding and Child Protection Policy**, which has been updated to include safeguarding procedures in relation to remote working.

8. Data protection

8.1. This section of the policy will be enacted in conjunction with the school's **Data Protection 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. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

8.6. All contact details will be stored in line with the **Data Protection Policy** and retained in line with the **Records Management Policy**.

8.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

8.8. Any breach of confidentiality will be dealt with in accordance with the school's **Data Protection Policy**.

8.9. Any intentional breach of confidentiality will be dealt with in accordance with the school's **Behaviour for Learning Policy** or the **Disciplinary Policy and Procedure**.

9. Marking and feedback

9.1. This section of the policy will be enacted in conjunction with the school's **Marking Policy**.

9.2. All schoolwork set through remote learning must be:

- Complete when returned to the relevant member of the teaching staff.
- Returned before the deadline set by the relevant member of the teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the **Marking Policy**.

9.3. The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

9.4. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via **email** if their child is not completing their schoolwork or their standard of work has noticeably decreased.

9.5. Work that cannot be completed for genuine reasons will be completed when the pupil returns to school.

9.6. 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 **Deputy Heads** as soon as possible.

9.7. Teaching staff will monitor the academic progress of pupils with SEND/ALS and discuss additional support or provision with **the Inclusion Leader/SENDCO** as soon as possible.

10. Health and safety

10.1 Please refer to the school's updated **Health and Safety Policy**.

11. School day

11.1. Pupils will carry out remote learning throughout the course of the day following the timetable.

11.2. Length of the lessons is reduced to engage the pupils effectively.

11.3. 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.

11.4. Pupils who are unwell are not expected to complete remote learning until they are well enough to do so.

12. Communication

12.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

12.2. The school will communicate with parents about the remote learning arrangements as soon as possible.

12.3. The **Heads of School** will communicate with staff as soon as possible about any remote learning arrangements.

12.4. 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.

12.5. The 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 – communication is only permitted during school hours.

12.6. Members of staff will have regular contact with their line manager.

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

12.8. Issues with remote learning or data protection will be communicated to the **school** as soon as possible so they can investigate and resolve the issue.

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

12.10. The **Heads of School** will regularly review the effectiveness of communication and ensure measures are put in place to address gaps or weaknesses in communication.

13. Quality Assurance

Online lessons are not formally observed to evaluate teacher performance; however, HODs and designated SLT members visit online lessons to observe the quality of teaching, learning, resources and pupil engagement to maintain quality assurance and high teaching standards at the Academy. Informal feedback is provided to the teachers to encourage good practices and develop any areas of concerns.

14.   Monitoring and review

14.1.   This policy will be reviewed on an **annual** basis by the **Deputy   Heads (Academic)**.

14.2.   Any changes to this policy will be communicated to all members of staff and other stakeholders.

14.3.   The next scheduled review date for this policy is **02/11/2021**.