



Bevendean Primary School and Nursery

Remote Learning Policy

This policy was adopted in **October 2020**

This Policy is due for review in **October 2021**

1. Statement of Intent:

At Bevendean Primary School and Nursery, we understand the need to continually 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 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.
- Protect pupils 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.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- 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.
- Ensure that SEN and disadvantaged pupils particularly, have access to quality learning experiences at a remote level.

The expectations raised by the DfE is that schools should:

- *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*
- *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 teaching pupils remotely, we expect schools to:

- *set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects*
- *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*

- *provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos*
- *gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work*
- *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*
- *plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers"*

2. 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 Regulation (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 (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Health and safety for school children'
- DfE (2016) 'Children missing education'

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

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour Policy
- Marking and Feedback Policy
- Teaching & Learning Policy
- Assessment Policy
- Online Safety Policy
- Health and Safety Policy

Attendance Policy

- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy

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 Headteacher 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.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.3 The Health & Safety Team is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the Headteacher.
- 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 Headteacher / School Business Manager / ICT Support are 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.

2.5 The Designated Safe Guarding Lead is Responsible for:

- Attending and 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 (if pupils are using / have access to school hardware).
- 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 Headteacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required. This includes liaising with the Lead Teacher/s of the Hearing support Facility.
- 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
- Ensuring all safeguarding incidents are adequately recorded and reported in CPOMS.
- Liaising with, and communicating with the Deputy Designated Safeguarding Leads during a remote learning period.

2.6 The SENCo is responsible for:

- Liaising with the ICT technicians 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, and those of the Special Educational Needs Register, continue to have their needs met as best as possible while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- 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 Teachers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the Health and Safety Team and asking for guidance as appropriate.
- Reporting and recording (in CPOMS) 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 remote learning platforms.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Headteacher.

- Adhering to the Staff Code of Conduct at all times.

2.8 Parents / carers are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- 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.
- Ensuring that their child always has access to remote learning material.
- Reporting any absence i.e. away from home / holiday – during term time – same arrangements exist.
- Adhering to the Parent Code of Conduct at all times.
- Ensuring that their child adheres to the Code of Conduct at all times.

2.9 Pupils at Bevendean Primary School and nursery School are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical (if they are using any school hardware) issues to their teacher as soon as possible.

- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Code of Conduct at all times.

3. Resources and Learning

3.1 Pupils at Bevendean Primary School and Nursery will use and have access to their remote learning via the eSchools learning platform. This will involve accessing their Class Page and work created by their class teacher using the 'Projects' and 'Homework' sections of the platform. For the purpose of providing remote learning, Bevendean Primary School and Nursery may make use of:

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| ➤ Work Packs prepared by the class teacher | ➤ Messages via the class page |
| ➤ Past and present worksheets / handouts | ➤ Current online portals |
| ➤ Educational websites | ➤ Reading Books / Packs |
| ➤ Live lessons | ➤ Pre-recorded video / audio lessons |

Pupils working in the Early Years (Nursery and Reception) will receive their remote learning via the Tapestry App. Their remote learning will take the form of:

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| ➤ Work Packs prepared by the class teacher | ➤ Messages via the class page |
| ➤ Past and present worksheets / handouts | ➤ Current online portals |
| ➤ Educational websites | ➤ Reading Books / Packs |
| ➤ Pre-recorded video / audio lessons | |

Pupils working in the Hearing Support Facility (Launch Pad) will receive their remote learning using one of the platforms mentioned above (relevant to their age) and this will take the form of:

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| ➤ Work Packs prepared by the class teacher | ➤ Messages via the class page |
| ➤ Past and present worksheets / handouts | ➤ Current online portals |
| ➤ Educational websites | ➤ Reading Books / Packs |
| ➤ Live lessons | ➤ Pre-recorded video / audio lessons |

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 learning tasks to ensure that all pupils have access to the resources needed for effective remote learning. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND. Teachers will need to have conversation with the SENCo / HSF staff to ensure that the needs of all pupils are being reasonably met.

The following considerations will be made when catering for the needs of all learners:

- 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. live classes with questioning, eliciting and reflective discussion, to the best of their ability.
- 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.

- Work packs may be made available for pupils who do not have access to a printer, or to those pupils who are unable to access their remote learning electronically.
- 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. 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.
- Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- Pupils will be required to use their own / family-owned equipment to access remote learning resources. The school currently does not have the hardware to loan to pupils for remote learning.
- For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA / DfE depending upon availability.
- Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work using the Projects, Homework and Class Pages features of the eSchools platform.
- The arrangements for any 'live' classes, e.g. webinars, will be communicated via the eSchools platform no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.

4. Food Provision

4.1 The school will signpost parents via letter towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

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

- Keeping the school canteen open during lunchtimes
- Making food hampers available for delivery or collection
- Providing vouchers to families

5. Online Safety

5.1 This section of the policy will be enacted in conjunction with the school's Online Safety Policy. Where possible, all interactions and communication between school staff and pupils will be textual (on the school website) and public. The only exception to this is where phone calls have been authorised to be made.

5.2 All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- 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. Staff are to use Microsoft Teams for video communication, and if using the Microsoft Teams App, can change background settings: 'Apply Background Affects'.
- 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.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

5.3 All staff and pupils using audio communication must:

- 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 audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

5.4 The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND / Hearing Support Facility. This will be decided and approved by the Headteacher, in collaboration with the SENCO and HSF Lead Teacher.

5.5 The school will consult with parents at least two weeks prior to the period of remote learning (this may not be possible in the event of an immediate school closure) about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.

5.6 The school will communicate to parents via 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.

5.7 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.

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.

6. Safeguarding

6.1 This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working. The DSL, Headteacher, SENCo, HSF Lead Teacher, 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.

6.2 The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning. Phone calls made to vulnerable pupils will be made using school phones where possible.

6.3 The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required. All contact with vulnerable pupils will be logged, and if needed, recorded in CPOMS.

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

6.5 Any home visits must:

- Have at least one suitably trained individual present.
- Be undertaken by no fewer than two members of staff.
- Be suitably recorded in CPOMS so that the DSL has access to them.
- Actively involve the pupil.
- Have an appropriate Risk Assessment completed before the visit. Staff making home visits must have full Business Insurance on their vehicle and the relevant documentation (Insurance, M.O.T) details on file with the School Business Manager.
- 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.
- The DSL 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.
- All members of staff will report any safeguarding concerns to the DSL immediately.
- Pupils and their parents 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. The school will also signpost families to the practical support that is available for reporting these concerns.

7. Data Protection

7.1 This section of the policy will be enacted in conjunction with the school's Data Protection Policy. 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.

7.2 The Admin Team will ensure that parents / carers have up-to-date contact details recorded prior to any period of sustained remote learning. All contact details will be stored in line with the Data Protection Policy and retained in line with school policy and procedures.

7.3 The school will not permit paper copies of contact details to be taken off the school premises.

Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data. Any breach of confidentiality will be dealt with in accordance with the school's Data Protection / G.D.P.R documentation. Any intentional breach of confidentiality will be dealt with in accordance with the school's Disciplinary Policy and Procedures.

8. Marking & Feedback

8.1 All schoolwork completed through remote learning must be the pupil's own work and submitted / completed by the due date set.

8.2 Where possible, staff will respond to pupil's work in accordance with the school's Marking and feedback Policy. Staff will feedback as appropriate to pupils once work has been submitted / marked.

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

Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via eSchools if their child is not completing their schoolwork or their standard of work has noticeably decreased. 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 Headteacher as soon as possible.

8.4 Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.

8.5 The school will consider ways to use feedback to secure consistent engagement with remote material, e.g. introducing a newsletter sent to parents and pupils which displays exemplary work and rewards engagement or outcomes. Feedback will generally be via the eSchools platform.

9. Health & Safety

9.1 This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff might need to show pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

10. Communication

10.1 The school will ensure adequate channels of communication are arranged in the event of an emergency. The school will communicate with parents via e-letter and the school website about remote learning arrangements as soon as possible. The Headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.

10.2 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. The school appreciates that for some staff, this might not be possible.

10.3 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.

10.4 Members of staff will have contact with their line manager once per week, or as required.

As much as possible, all communication with pupils and their parents will take place within the school hours.

10.5 Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.

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

10.7 The Headteacher will review the effectiveness of communication regularly and ensure measures are put in place to address gaps or weaknesses in communication.

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

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'

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. The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within their contingency plan.

2.2 The school will communicate its contingency plans for local restrictions with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

2.3 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.

2.4 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. 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, the school will continue to remain fully open to all, and these tiers will not apply.

- Tier 1 local restrictions

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

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

- Tier 3 local restrictions

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

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

3. Teaching & Learning

3.1 All pupils will have access to high-quality education when remote working. 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.
- Opportunities to practice key skills and work from previous learning
- Application of new knowledge or skills.
- Enabling pupils to receive feedback on how to progress.

3.2 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.

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

- Set projects / homework 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

3.4 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND. In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher / Deputy Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

3.5 The school recognises that certain subjects are more difficult to teach remotely, e.g. music, sciences and physical education. 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.

3.6 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.

3.7 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme. 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 children across all year groups who are shielding or self-isolating in line with government advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

3.8 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 and their families use the devices safely.

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

3.10 The school will approach remote learning in a flexible manner where necessary, e.g. ensuring that lessons, live or otherwise, are recorded to accommodate contexts where pupils have to share a single device within the home.

3.11 Where live lessons are recorded, the school will ensure all recording procedures have due regard for the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation.

3.12 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

The Headteacher will work with the Local Authority to ensure pupils only return to school when it is safe for them to do so. After a period of self-isolation, or the lessening of local lockdown rules, the Headteacher will inform parents when their child will return to school. The Headteacher 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.