



Westbury-on-Severn
CE Primary School

Westbury-on-Severn Church of England Primary School



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Remote Learning Policy

Statement of intent

At Westbury-on-Severn CE Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – 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. We believe this is important in enabling us to fulfil our Christian vision and values, so that all may flourish as unique children of God.

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.

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 remote learning does not place additional burden or workload on staff and is contextualised in the operational climate in which it is being used.
- Support our school's Christian vision and values, enabling all to flourish as unique children of God.



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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 Regulation (GDPR)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Data Protection Act 2018

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2020) 'School attendance'
- DfE (2015) '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'
- [New] DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'

This policy operates in conjunction with the following school's policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behaviour and Relationships Policy
- Accessibility Policy
- Marking and Feedback Policy
- Health and Safety Policy
- Attendance Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Children Missing Education Policy
- Safer Working Practice Policy

2. Roles and responsibilities

2.1. The Headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring all required consents are in place.
- 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.
- Ensure that reviews take place on a weekly basis, of the remote learning arrangements to ensure pupils' education does not suffer.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with relevant staff and governors.
- 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.

2.2. The DPO is 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.

2.3. The DSL 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.
- 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.
- 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.

2.4. 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 continue to have their needs met 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.

2.5. The ICT technician will be directed by the school to ensure 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.
- Any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- The equipment and technology used for learning remotely is accessible to all pupils and staff, including those with SEND. This will be achieved through liaising with the SENDCO.

2.6. All staff are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to work during their normal agreed contractual hours, or as agreed by local agreement with their Headteacher during periods of prolonged closure. This may include working on a rota basis or other more flexible approaches to ensure the health and wellbeing of staff and pupils.
- Reporting any health and safety incidents including near misses to the health and safety officer and asking for guidance as appropriate.
- 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 headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician on site.
- Adhering to the Staff Code of Conduct at all times.

2.7. Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely at the times set out in appendix 1 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the Academy as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in appendix 1.
- Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the school code of conduct at all times.
- Informing the school should they choose to withdraw consent for live remote learning.
- Ensuring any live lessons are not recorded, screen-grabbed, copied or shared without the express permission of the teacher.

2.8. Pupils are responsible for:

- 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 appendix 1 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical 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 Behaviour and Relationships Policy at all times.
- Ensuring any live lessons are not recorded, screen-grabbed, copied or shared without the express permission of the teacher.

3. Resources

Learning materials

- 3.1. The school provides access to the Google for Education platform allowing safe and secure access from any internet enabled web browser. Google Classroom is the core delivery method for remote learning.
- 3.2. For the purpose of providing remote learning, our school may make use of:
 - Work booklets
 - Email
 - Past and mock assessment papers
 - Online learning portals eg My Maths
 - Educational websites eg Oak National Academy, BBC Bitesize
 - Reading tasks
 - Live webinars via Zoom or other video conferencing software
 - Carefully selected online videos and presentations
- 3.3. Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources.
- 3.4. Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.
- 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible via remote learning, where practical – where this is not practical, the school will ensure pupils can catch up on these areas of the curriculum when they return to school.
- 3.6. 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.
- 3.7. Any defects or issues with remote learning resources will be reported as soon as possible to the relevant member of staff.

- 3.8. 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.
- 3.9. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources and sign a loan agreement to this effect.
- 3.10. 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 section 7 of this policy.
- 3.11. The arrangements for any 'live' classes, e.g. webinars, will be communicated via email or other school applications or learning platforms no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.
- 3.12. The ICT technicians, when on school site, are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.13. 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.
- 3.14. Where applicable, the school may provide the following provision for pupils who receive FSM:
 - Providing food hampers available for delivery or collection via our caterers.
 - Providing packed lunches via our caterers.

Costs and expenses

- 3.15. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.16. The school will not reimburse any costs for travel between pupils' homes and school's premises.
- 3.17. The school will not reimburse any costs for childcare.
- 3.18. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the ICT equipment loan agreement and Acceptable Use Agreement prior to commencing remote learning.

4. Online safety

This section of the policy will be enacted in conjunction with the school e-safety, safer working practice and acceptable users Policies.

Where possible, all interactions will be textual and public.

Video Communication

4.1. All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Consider carefully whether sharing video of all participants is necessary.
- 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.
- 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.
- As far as possible, ensure they have a stable connection to avoid disruption to lessons.
- Dress as they would when in school, though the wearing of school uniform at home is waived.
- Always remain aware that they are visible.

Audio Communication

4.2. 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.
- As far as is possible, ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

- 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 and approved by the SLT (Senior Leadership Team), in collaboration with the SENCO.
- 4.4. Pupils not using devices or software as intended will be disciplined in line with the Behaviour and Relationships 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. The school will consult with parents at least two weeks prior to the period of remote learning about any changes to the delivery of remote teaching that will be used - 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 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.
- 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.
- 4.10. The school will not be responsible for providing access to the internet off its premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

5. Safeguarding

- 5.1. 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.

- 5.2. The DSL (Designated Safeguarding Lead), Headteacher and SENDCO 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 will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable pupils will be made using school phone where possible.
- 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 and suitably stored securely.
- 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 must:
- Have at least one suitably trained individual present.
 - Be undertaken by no fewer than two members of staff.
 - Be suitably recorded on paper and the records stored so that the DSL has 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 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 immediately.
- 5.12. 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.

6. Data protection

- 6.1. This section of the policy will be enacted in conjunction with the school 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. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. 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.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. All contact details will be stored in line with the Data Protection Policy and retained in line with the Records Management Policy.
- 6.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 6.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the school's Data and E-Security Breach Prevention Management Plan.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the schools Behaviour and Relationships Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

- 7.1. **All schoolwork set through remote learning must be:**
 - Complete when returned to the relevant member of teaching staff, or as near to complete as possible.
 - Returned before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the pupil's ability.
 - The pupil's own work.
 - Marked in line with the feedback arrangements set out in appendix 1
 - Returned to the pupil with feedback within a reasonable timescale (as set out in appendix 1)
- 7.2. The school expects pupils and staff to maintain a good work ethic and a high quality of work during the period of remote learning.

- 7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or telephone call if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 7.4. Work that cannot be completed for genuine reasons will be reviewed by the class teacher and a decision made regarding any completion required when the pupil returns to school.
- 7.5. 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.
- 7.6. 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. 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 a five minute screen break every two hours.
- 8.4. 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.

9. School day and absence

- 9.1. The timing of the remote learning and expectations is outlined in appendix 1
- 9.2. Breaks and lunchtimes will be agreed by the school. Pupils are not expected to do schoolwork during these times.
- 9.3. 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.
- 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. If their child is unwell, parents will inform their child's teacher as set out in appendix 1.

- 9.6. The school will monitor absence and lateness in line with the Attendance Policy unless specified in appendix 1.

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 via letter, the school website, and other usual communications channels about remote learning arrangements as soon as possible.
- 10.3. The Headteacher will communicate with staff as soon as possible via email about any 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. 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.
- 10.6. Members of staff will have weekly staff briefings in order to discuss the effectiveness of remote learning and to share good practice.
- 10.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9 and not after 5pm.
- 10.8. The school will be clear on how parents can contact them with queries. This may include specific contacts/ methods for specific requests. Parents are expected to follow the instructions set out by the school when raising queries.
- 10.9. Teachers and staff will endeavour to respond in a timely manner but they will prioritise delivering learning both in person in school and supporting their remote learning. Most queries will be responded to within 24 hours.
- 10.10. Pupils will have verbal contact with a member of teaching staff at least once per week.
- 10.11. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.12. 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.
- 10.13. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

- 10.14. The Headteacher 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. Parental Involvement and Expectations

- 11.1. Having the support of a parent/carer in setting up the lesson is often needed. Being within earshot is important for safety as well as for practical help. Parents are expected to be present at the start and finish of lessons wherever possible.
- 11.2. The level of involvement of the adult during the lesson will depend on the age of the pupil. Younger children may need a person in the room to help keep them focused and safe, particularly if it's a new activity. However, too much parental involvement can also be distracting or cause shyness with older students. In general, it is recommended that after the first few lessons, the parent/carer is within earshot but not "in the lesson", particularly with older students wherever possible.

Remote Learning Policy Appendix 1

General expectations and principles

Daily Routine

Reception and Year 1

- Learning posted from staff will give suggested activities. Some learning may be shared from websites that school uses to reinforce the children's learning.
- Any live lessons will be sessions of approximately 20 minutes. Following on from this session, your child will be directed to activities they can complete.

Year 2 - Year 6

- Any live lessons will be taught sessions of at least 30 minutes. Following on from this lesson, your child will be directed to activities they can complete independently.
- Work set on Google Classroom will be expected to be completed by 3pm, to allow time for staff to mark and give feedback. Work can be submitted after this time, but may not be responded to until the following day.

All classes

- Collective worship will take place at 9am every morning, with an extended invitation to family members present at home, to take part in these sessions.
- The class may be divided for some lessons. This will help with discussions and will allow the teacher to deliver more personalised lessons.
- Children will be taught Maths and English every day, with a combination of all other curricular subjects over the course of the half term. (eg RE, Science, Art, History...)

Parents will:

1. Signed Remote Learning Consent form.
2. Ensure your child is logged on to Zoom for collective worship each morning. The link will be shared on Google Classroom and/or through email.
3. Not take part in the taught sessions on Zoom - these are learning times for your child. Please do listen to the lesson if you feel it will help you support your child with their tasks (if needed), but please do not join in with the class discussions.

4. Support your child whilst they complete the tasks set on Google Classroom (only if needed - in school we encourage our children to be independent learners, and whilst we offer support, we do not complete tasks for them).
5. Support your child to post work and/or comments of their completed work on Google Classroom.
6. Use the class email if you are unsure or have any questions, but bear in mind the class teacher will be busy teaching your child and those who may be in school and may not be able to respond straight away. Parents please do not post messages or questions on Google Classroom as this is a learning tool for your child.
7. Please be mindful of the class teacher's working hours. Messages via class email between 8:00am and 4:00pm will be responded to at a suitable time, however questions and posts outside of these hours may not be responded to by the class teacher until the following day. If you have a query that needs an immediate response, please contact the school office on 01452 760303. However, you may need to be patient when waiting for a reply from the teacher.

The teachers will:

1. Provide a daily or weekly educational timetable.
2. Provide help and support if and when required.
3. The time frame for children to submit work is between 9:00am and 3:00pm, Monday to Friday. The teacher will mark your child's work, along with the Teaching Partners for your class.
4. Provide feedback and assessment on selected pieces of your child's work.
5. The teachers will be monitoring all communication and activity. Teachers will enforce the strict pupil guidelines.
6. If children are not attending worship at 9:00am, or no work has been submitted within the school day, the teacher or a member of staff from the school office may contact parents/carers.
7. Any children missing worship or not submitting their learning on more than two occasions will be contacted by school by the class teacher in the first instance.

Google Classroom/Zoom Guidelines

1. Log in details must not be shared with any other member of the family or friends, other than parents.
2. Please ensure you supervise your child when they are accessing the internet to complete a directed task.
3. Please use Google Classroom to communicate school-work only.
4. Children should be dressed appropriately when taking part in online sessions, and in a quiet space in the house for the online sessions (not their bedroom) Rules for Zoom will be shared on Google Classroom and discussed before sessions start.
5. When uploading videos / pictures of children's work, make sure that only your child is in the video / picture.
6. Please do not let other children use the Google Classroom account that is registered for your child.
7. Please communicate on Google Classroom using language that would be suitable in the classroom. We ask that you do not use 'slang' language.
8. A high standard of behaviour is expected at all times. All students are expected to be polite and respectful to students and teachers.
9. House points will continue to be used to reward good behaviour. We will continue to remind children of our expectations if needed.

Applications and software used to support remote learning.

- Daily activities/weekly timetables posted on the platform Google Classroom
- Zoom
- Oxford Owl Reading and Spelling
- Times Table Rockstars
- White Rose Maths
- Oak Academy
- BBC Bitesize
- CBeebies
- Any additional appropriate online resources as identified by teachers to support learning.

Specific Attendance Arrangements

During Covid-19 contingencies, normal attendance monitoring and processes are suspended. The following procedures are in place to monitor and address attendance.

All children with a EHCP (Education Health Care Plan) are attending school. Parents of children attending school should contact school through normal procedures if a child cannot attend due to illness/ appointments. Any children in school who staff are concerned about are logged using school forms and reported to the DSL (Designated Safeguarding Lead)

All children not in school are expected to access remote learning. Class teachers keep registers for both attendance for live lessons and work completed. The registers are monitored by the Headteacher. Teachers will be contacting parents if children are not accessing remote learning. Parents can contact school by either phone call, class email or school admin email, to inform school if their child is ill and cannot take part in remote learning.

Any vulnerable children not in school are monitored by the SENDCO (Special Educational Needs and Disabilities Co-ordinator) and/or Headteacher through phone calls to the parents, alongside monitoring the daily registers by the class teacher. Any children taking part in remote learning who staff are concerned about are logged using our school safeguarding procedures. These concerns will be followed up by the DSL.

All attendance data for vulnerable children is reported to the LA (Local Authority).

Key contact information to support remote learning

To support remote learning, as far as is practicable and possible, staff will be available to support parents with issues or difficulties experienced with matters relating to remote learning.