



Trinity MAT

Trinity Multi Academy Trust

Policy:	Remote Learning Policy and Safeguarding
Date of review:	July 2020
Date of next review:	July 2021
Lead professional:	Peter Knight
Status:	COO

1. Trinity MAT Remote Learning Policy and Safeguarding

2. Learning materials

2.1 For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- TEAMS classrooms
- Educational websites
- Reading tasks
- Q & A
- Pre-recorded video or audio lessons

2.2 Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.

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

2.4 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.

2.5 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.

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

2.7 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.

2.8 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 [4](#) of this policy.

2.9 Students will be expected to 'attend' the twice weekly live Achieve sessions provided during their distance learning week and will be registered for these.

3. Online safety

3.1 This section of the policy will be enacted in conjunction with the school's **Student E-Safety Policy** and the malicious communications act of 1988.

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

3.3 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.

- Ensure live recording of material is done in school with another member of staff present.
- Ensure all lessons are recorded.
- Use the background 'blurred' screen.
- 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.

2.4 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.

2.5 Pupils not using devices or software as intended will be disciplined in line with the Behavioural **Policy**. Normally the same sanctions would apply as in school, but given the abnormal nature of the circumstances local flexibility on the application of sanctions may be necessary.

2.6 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.

2.7 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.

2.8 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.

3. Marking and feedback

3.1 All schoolwork set through remote learning must be:

- Have a clear deadline and method by which the work should be returned to the relevant member of teaching staff.
- Complete when returned to the relevant member of teaching staff.
- 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 **Marking and Feedback Policy**.

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

- 3.3 Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- 3.4 Work that cannot be completed for genuine reasons will be completed when the pupil returns to school.

4. Health and safety

- 4.1 This section of the policy will be enacted in conjunction with the school's **Health and Safety Policy**.
- 4.2 Teaching staff and **ICT technicians** will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

For Teaching staff this means:

- Starting the lesson safely.
- Being able to effectively manage potentially disruptive students in the classroom.
- How to end the lesson safely.

- 4.3 If using electronic devices during remote learning, pupils will be encouraged to take a **five minute** screen break every **two hours**.
- 4.4 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.
- 4.5 ICT technicians will provide guidance on how to avoid RSI.
- 4.6 If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the **health and safety officer** or other relevant member of staff immediately so that appropriate action can be taken.