

Scarborough UTC

Student Remote Learning Policy

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Statement of intent

At Scarborough UTC, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual student or many. We recognise the importance of maintaining high expectations in all areas of college life and ensuring that all students 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 working, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to students' education and the delivery of the curriculum.
- Ensure provision is in place so that all students have access to high quality learning resources.
- Protect students from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and student 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 students 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.

| | | |
|-------|--------------------------|-------------|
| _____ | Principal | Date: _____ |
| _____ | Chair of Governing Board | Date: _____ |

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

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 college policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Behavioural Policy
- Accessibility Policy
- Marking and Feedback Policy
- Curriculum Policy
- Assessment Policy
- Online Safety Policy

- Health and Safety Policy
- Attendance and Truancy Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct
- Data and E-Security Breach Prevention and Management Plan
- Children Missing Education Policy

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the college has robust risk management procedures in place. Ensuring that the college has a business continuity plan in place, where required.
- Evaluating the effectiveness of the college's remote learning arrangements.

2.2. The principal is responsible for:

- Ensuring that staff, parents and students 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 college 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 students.
- Arranging any additional training staff may require to support students during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure students' education does not suffer.

2.3. The health and safety officer is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the principal.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that students 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 Data Protection Officer (DPO) is responsible for:

- Overseeing that all college-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and students 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 Safeguarding Lead (DSL) is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Liaising with the Network Manager to ensure that all technology used for remote learning is suitable for its purpose and will protect students online.
- Identifying vulnerable students who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the student is learning remotely, and liaising with the principal and other organisations to make alternate arrangements for students who are at a high risk, where required.
- Identifying the level of support or intervention required while students learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable students receive the support required during the period of remote working. Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The SENCO is responsible for:

- Liaising with the Network Manager to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.
- Ensuring that students with Education Health and Care (EHC) plans continue to have their needs met while learning remotely, and liaising with the principal and other organisations to make any alternate arrangements for students with EHC plans and Individual Healthcare Plans (IHPs).
- Identifying the level of support or intervention that is required while students with SEND learn remotely.
- Ensuring that the provision put in place for students with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.7. The Business Manager (SBM) is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for students to learn from home.

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the college has adequate insurance to cover all remote working arrangements.

2.8. The Network Manager is responsible for:

- Ensuring that all college-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 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.
- Working with the SENCO to ensure that the equipment and technology used for learning remotely is accessible to all students and staff.

2.9. Staff members 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 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 principal.
- Reporting any defects on college-owned equipment used for remote learning to the Network Manager.
- Adhering to the Staff Code of Conduct at all times.

2.10. 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 paragraphs [9.1](#) and [9.2](#) 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 college as soon as possible.
- Ensuring that their child always has access to remote learning material during the times set out in paragraphs [9.1](#) and [9.2](#).
- 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.

2.11. Students 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 [9.1](#) and [9.2](#) 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 Conduct for Learning Policy at all times.

3. Resources

Learning materials

3.1. The college will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. All tasks and assignments will be set by teachers for students using the Google Classroom platform. For the purpose of providing remote learning, the college may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Current online learning portals
- Educational websites
- Reading tasks
- Pre-recorded video or audio lessons

The procedures used for teaching and learning remotely are set out at APPENDIX 1.

- 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 ensure that all students have access to the resources needed for effective remote learning.
- 3.4. Teachers will ensure the programmes chosen for online learning have a range of accessibility features, e.g. voice-to-text conversion, to support students with SEND.
- 3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

- 3.6. The college will review the resources students have access to and adapt learning to account for all students needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.7. Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all students remain fully supported for the duration of the remote learning period.
- 3.8. The SENCO will arrange additional support for students with SEND which will be unique to the individual's needs, e.g. via weekly phone calls.
- 3.9. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.10. Students will be required to use their own or family-owned equipment to access remote learning resources, unless the college agrees to provide or loan equipment, e.g. laptops.
- 3.11. For students who cannot access digital devices at home, the college will, where possible, apply for technology support through the DfE scheme and our own IT resources.
- 3.12. Students and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.13. 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.
- 3.14. The arrangements for any 'live' classes, e.g. webinars, will be communicated via email no later than one day before the allotted time and kept to a reasonable length of no more than one hour per session.
- 3.15. The Network Manager is not responsible for providing technical support for equipment that is not owned or loaned by the college.

Food provision

- 3.16. The college will signpost parents via letter towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.17. Where applicable, the college may provide the following provision for students who receive FSM:
 - Keeping the college canteen open during lunchtimes
 - Making food hampers available for delivery or collection
 - Providing vouchers to families

Costs and expenses

- 3.18. The college will not contribute to any household expenses incurred while students learn remotely, e.g. heating, lighting, or council tax.
- 3.19. The college will not reimburse any costs for travel between students' homes and the college premises.
- 3.20. The college will not reimburse any costs for childcare.
- 3.21. If a student is provided with college-owned equipment, the student and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the college's E Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and students 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.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in college.
 - 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.
- 4.4. All staff and students using audio communication must:
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in college.
 - 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.
- 4.5. The college will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for students with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO.

- 4.6. Students not using devices or software as intended will be disciplined in line with the Conduct for Learning Policy.
- 4.7. The college 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.
- 4.8. The college will ensure that all college-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.
- 4.9. The college 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.
- 4.10. During the period of remote learning, the college 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.
- 4.11. The college will not be responsible for providing access to the internet off the college premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the college.

5. Safeguarding

- 5.1. This section of the policy will be enacted in conjunction with the college's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL and principal will identify 'vulnerable' students (students 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 students, prior to the period of remote learning.
- 5.4. Phone calls made to vulnerable students will be made using college phones where possible.

- 5.5. The DSL will arrange for regular contact with vulnerable students once per week at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable students will be recorded on paper and suitably stored in line with the Records Management Policy.
- 5.7. The DSL will keep in contact with vulnerable students' 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 student.
- 5.9. Vulnerable students 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 students learning remotely.
- 5.11. All members of staff will report any safeguarding concerns to the DSL immediately.
- 5.12. Students 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 college 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 college's 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 students' 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 college will not permit paper copies of contact details to be taken off the college premises.
- 6.8. Students are not permitted to let their family members or friends use any college-owned equipment which contains personal data.
- 6.9. Any breach of confidentiality will be dealt with in accordance with the college's Data and E-Security Breach Prevention Management Plan.
- 6.10. Any intentional breach of confidentiality will be dealt with in accordance with the college's Conduct for Learning Policy or the Disciplinary Policy and Procedure.

7. Marking and feedback

- 7.1. All schoolwork completed through remote learning must be:
 - Finished when returned to the relevant member of teaching staff.
 - Returned on or before the deadline set by the relevant member of teaching staff.
 - Completed to the best of the student's ability.
 - The student's own work.
 - Marked in line with the Assessment Reporting and Recording Policy.
 - Returned to the student, once marked, by an agreed date.
- 7.2. The college expects students and staff to maintain a good work ethic during the period of remote learning.
- 7.3. Students 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.
- 7.4. Teaching staff will monitor the academic progress of students with and without access to the online learning resources and discuss additional support or provision with the principal as soon as possible.
- 7.5. Teaching staff will monitor the academic progress of students with SEND and discuss additional support or provision with the SENCO as soon as possible.
- 7.6. The college accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

- 8.1. This section of the policy will be enacted in conjunction with the college's Health and Safety Policy.

- 8.2. Teaching staff and Network Manager will ensure students 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, students 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 students or students with medical conditions who require more frequent screen breaks.
- 8.5. If any incidents or near-misses occur in a student'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.

9. College day and absence

- 9.1. Students will be present for remote learning in line with their schedule from Monday to Friday, between 08:45 and 16:00 with the exception of breaks and lunchtimes. Schedules will vary dependent on circumstance and number of students accessing remote learning.
- 9.2. Students with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 9.3. Students who are unwell are not expected to be present for remote working until they are well enough to do so.
- 9.4. Parents will inform their child's teacher no later than 8:30am if their child is unwell.
- 9.5. The college will monitor absence and lateness in line with the Attendance Policy.

10. Communication

- 10.1. The college will ensure adequate channels of communication are arranged in the event of an emergency. In the case of Remote Learning as a result of the Coronavirus pandemic please refer to APPENDIX 2.
- 10.2. The college will communicate with parents via letter and the college website about remote learning arrangements as soon as possible.
- 10.3. The principal will communicate with staff as soon as possible via email about any remote learning arrangements.
- 10.4. The college understands that students learning remotely have the right to privacy out-of-hours and should be able to separate their college and home lives – communication is only permitted during college hours.
- 10.5. Members of staff will have contact with their line manager once per week.

- 10.6. As much as possible, all communication with students and their parents will take place within the college hours outlined in section 9.
- 10.7. Students will have verbal contact with a member of teaching staff at least once per week via remote learning lessons.
- 10.8. Parents and students will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 10.9. Issues with remote learning or data protection will be communicated to the students' teacher as soon as possible so they can investigate and resolve the issue.
- 10.10. The students' teacher will keep parents and students informed of any changes to the remote learning arrangements or the schoolwork set.
- 10.11. The principal 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. Monitoring and review

- 11.1. This policy will be reviewed on an annual basis by the principal.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is 19 August 2021.

Appendix 1 – Teaching and Learning Procedures

1. All students must have access to high-quality education when remote working.

Preparation

2. Google Classroom will be used as the platform for all setting and assessing of student work.

3. All classes must have a Google Classroom set up at the start of the academic year; teaching staff must check that their students can successfully log into that Google Classroom.

4. From the start of the academic year all classes must be set regular independent study tasks using the Google Classroom platform, to ensure that they remain familiar with it.

5. Directors of Subject must ensure that a range of subject specific assignments are set on their teams Google Classrooms, this will ensure that work will be available for any individual students that may need to undertake remote learning.

Recorded Lessons

6. Google Meet will be used for all recorded lessons.

7. Prior to embarking on recorded lessons all teaching staff must review the training materials available on the stream of the Teaching, Learning and Continued Professional Learning Google Classroom, access code i7dmeo4; further training will be provided, as required. It is the responsibility of teaching staff to ensure that they are familiar with, can access and use effectively the Google Classroom and Google Meets video conferencing platforms.

8. Recorded lessons may be delivered to a class as part of teaching staff usual timetables, or may need to be delivered as part of a whole college timetable.

9. Recorded lessons details must be clearly communicated to classes using the Google Classroom stream.

10. Recorded lesson content must be planned to reflect usual teaching and learning practice, e.g. application of the 'SUTC Way' including the use of presentation slides, Do It Now tasks and formal lesson structure.

11. Directors of Subject will monitor the quality of recorded lessons delivered within their subject and provide their staff team with appropriate feedback.

Appendix 2 – Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the college will implement provision for remote learning to ensure students never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

1. Legal framework

- 1.1 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) ‘Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)’

2. Contingency planning

- 2.1 The college will open to all students at the start of the Autumn term, in line with national and local guidance.
- 2.2 The college 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 college’s website.
- 2.3 The college will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.
- 2.4 The college will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable students and children of critical workers, or if remote working will be applicable for all.
- 2.5 If there **is not** a local lockdown, but a single class or ‘bubble’ needs to self-isolate, the college will immediately implement remote learning for that group.

3. Resources

- 3.1 The college will utilise the support available through the DfE’s ‘Get help with technology during coronavirus (COVID-19)’ scheme.

- 3.2 Under the scheme, the college can order laptops, tablets and 4G wireless routers to support the following groups of students if they do not have access to a digital device or the internet through other means:
- Students 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 college on a hospital site
- 3.3 Before distributing devices, the college will ensure:
- The devices are set up to access remote education.
 - Appropriate safeguarding controls and support are in place to help students and their families use the devices safely.
- 3.4 Once devices are ready for collection, the college will either arrange for them to be collected by families from college or delivered to students' homes, ensuring infection control measures are adhered to as part of this process.

4. Returning to college

- 4.1 The principal will work with the LA to ensure students only return to college when it is safe for them to do so.
- 4.2 After a period of self-isolation, or the lessening of local lockdown rules, the principal will inform parents when their child will return to college.
- 4.3 The principal will listen to all concerns that parents may have about their child returning to college and will advise them of the measures in place to ensure the safety of their child.

5. Monitoring and review

- 5.1 This policy annex will be reviewed in line with any updates to government guidance.
- 5.2 All changes to the policy will be communicated to relevant members of the college community.