

# The Federation of Heathfield and St Francis Schools



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## NON STATUTORY POLICY

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### The Federation of Heathfield and St Francis Schools Remote Learning Policy

Policy by:	Executive Headteacher
Date:	October 2020
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**This policy is underpinned by the United Nations Convention on the Rights of the Child.**

**The articles relevant to this policy are:**

**Article 1** – Everyone under the age of 18 has all the rights in the Convention.

**Article 3** – The best interests of the child must be a top priority in all things that affect children.

**Article 4** – Governments must do all they can to make sure every child can enjoy their rights.

**Article 12**- Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously.

**Article 13** – Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law.

**Article 15** – Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

**Article 17** – Every child has the right to reliable information from the media. This should be information that children can understand. Governments must help protect children from materials that could harm them.

**Article 28** – Every child has the right to an education. Primary education must be free, secondary education must be available to every child. Discipline in schools must respect children’s dignity. Richer countries must help poorer countries achieve this.

**Article 29** – Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

**Article 31** – Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

### 1. Context

During the Coronavirus Pandemic, it is necessary for pupils and students to remain at home for periods of time. This policy is to be applied to pupils who are isolating and therefore, accessing learning at home, whether on an individual basis, or as partial or full closure of the school.

The Federation is not responsible for providing remote learning for those pupils and students whose absence is unauthorised.

### 2. Aims of this Policy

This policy aims to:

- Ensure that Heathfield and St Francis School offer consistency in the quality of provision to those pupils and student who are not able to access learning in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Reflect the Federation's commitment to the United Nations Rights of the Child, especially articles 28,29 and 31.

### 3. Roles and Responsibilities

In the event of pupils and students requiring to isolate and therefore, access learning from home, the following roles and responsibilities are identified:

#### 3.i **Governors**

The governing body is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.

#### 3.ii **Senior Leadership Team (SLT)**

- Monitoring the identified pupils and students isolating.
- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.
- Reviewing work set by teachers and monitor the quality of provision.
- Monitoring correspondence between parents/carers and teachers.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Reporting to Governors on the impact of remote learning for pupils and students who are isolating.
- The Executive Headteacher is responsible for writing, reviewing and managing risk assessments associated with the Coronavirus Pandemic.

### 3.iii Teachers

- a) In the case of an *individual child* needing to isolate, teachers are responsible for:
- **Setting work/learning opportunities** - These will be bespoke to the child and the situation, and will aim to provide a broad and balanced coverage of the curriculum and where possible, be relevant to the work currently taking place in class. These will be updated regularly.
  - **Meeting individual needs** - Each school to inform individual therapists where required, and explore ways to ensure additional interventions may continue. Each school will also support parents/carers to liaise with external agencies and therapists, where required.
  - **Providing feedback on learning** - Staff will make regular contact with the families of isolating pupils and students via phone to talk through the learning tasks and share feedback. Frequency will be determined on a case by case basis. Where appropriate, staff will also talk to the pupil or student him/herself.
  - **Keeping in touch with pupils isolating** - Remote meetings through platforms such as Zoom may be used if appropriate to talk to the pupils and students.
  - **Assessing** - If the pupil and student have produced pieces of learning, this can be assessed on his/her return. Progress with other learning opportunities can be discussed with the parents and carers.
- b) In the case of a *whole class, partial or full school closure*, teachers are responsible for:
- **Setting work/learning opportunities** - Each department/phase will publish a programme of learning that is bespoke to the pupils and students, and will aim to provide a broad and balanced coverage of the curriculum, and where possible be relevant to the work currently taking place in school. Ideally there will be a balance of resources, not relying on online alone, to best suit the needs of the pupils and students. These will be updated regularly.
  - **Meeting individual needs** - Each school to inform individual therapists where required, and explore ways to ensure additional interventions may continue. Each school will also support parents/carers to liaise with external agencies and therapists, where required.
  - **Providing feedback on learning** - Staff will make regular contact with the families of isolating pupils and students via phone to talk through the learning tasks and share feedback. Frequency will be determined on a case by case basis. Where appropriate, staff will also talk to the pupil or student him/herself.
  - **Keep in touch with pupils isolating** - Remote meetings through platforms such as Zoom may be used if appropriate to talk to the pupils and students

- **Assessing** - If the pupil and student have produced pieces of learning, this can be assessed on his/her return. Progress with other learning opportunities can be discussed with the parents and carers.

### **3.v Pastoral Team**

In all scenarios, the pastoral team will support SLT and class teachers to ensure the learning and wellbeing needs of pupils and students isolating are being met. They can address concerns raised and work collaboratively with the pupils, students and families. Interventions and support may be necessary for individual families to enable their children to access learning.

### **3.vi Parents/Carers**

Keeping regular learning going during the period that the schools are closed is of great importance to reduce the impact on children's education; however, as a Federation we understand that everyone's circumstances at home will be different. As a result, both schools will provide a flexible approach to remote learning. We will offer a broad and balanced range of learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them. We recognise the challenge for parents and carers of supporting their children with home learning; therefore, there is no expectation that parents and carers must complete home learning with their child.

## **4. Data Protection**

The Federation does not use remote learning platforms, although online resources may be recommended to support the learning at home. Please refer to our E-Safety Policy 2020.

Staff who are also isolating/working at home will contact parents and carers from their own homes. Contact details of parents and carers are stored securely on the server and can be accessed remotely by key staff. This information is not printed off, shared or left accessible to other persons. Staff will use their own phones or computers (Zoom) from their own homes. The following will be adhered to:

- When phoning, staff will always use the setting on the device to prevent their personal number being displayed on the caller ID.
- Staff will not give out their own personal number.
- If conducting a Zoom meeting from home, the staff member will be mindful not to reveal personal information in what is said, and also in terms of items on display in the home.
- Staff will maintain professional conduct, even when working from home.

## **5. Safeguarding**

- The Designated Safeguarding Leads (DSLs) will adhere to the usual safeguarding policy and practice.
- In the context of remote learning, DSLs will monitor the safeguarding considerations of remote learning systems and contact between school and home.
- DSLs will maintain contact, collating, passing on information and responding to any concerns.
- DSLs will maintain contact with other agencies if necessary, such as the Virtual School and social care
- DSLs will report to the Safeguarding Governor, where required.

## **6. Monitoring Arrangements**

This policy will be reviewed and shared with the Full Governing Body, who will monitor the effectiveness of the remote learning provision.

## **7. Links to other Policies**

- Child Protection Policy
- Safeguarding Policy
- E-safety Policy
- Data Protection Policy
- ICT and Internet Acceptable Use Policies