

Local Procedure Title	Remote Learning Contingency Plan
Site	North Hill House School
Local Procedure date	February 2022
Local Procedure review date	January 2023
Local Procedure Author(s)	Head of School
Local Procedure Ratification	SLT

1. Statement of Intent:

We recognise the importance of maintaining high expectations in all areas of school 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 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 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.

2. Legal Framework

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

- DfE (2019) 'Keeping children safe in education'
- DfE (2019) 'School attendance'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- 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'

It is important during this time of National Pandemic that North Hill House School works in a clear and consistent way to support its students and parents/carers. During these times we are required to respond quickly to changes in staffing and students in regard to Covid-19.

The school will follow all government guidance; which can be found on gov.co.uk website; in order to maintain a safe and secure educational and working environment for our students and staff team, minimising the spread of infection.

We will work closely with the local authorities to ensure the premises are ‘COVID-secure’, and will complete all necessary risk assessments. The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

The school will endeavour to remain open and will communicate its plan with parents/carers.

There may be times that the Head of School will have to make swift decisions to ensure the safety of students and staff and the continued running of the school, these may include times when:

- Requirement to shield by contact test and trace
- Teacher isolation
- An individual has received a Positive Covid-19 result in school.
- An individual has received a Positive Covid-19 result in their taxi.
- Whole school lockdown is advised by the relevant authorities
- Requirement to deep clean the school

In these instances we will contact you as soon as possible and may have to ask you to:

- Collect child from school if they are showing symptoms or have received a positive result from an LFD test
- Self-isolate child at home if they have spent time with someone who has tested positive
- Support your child being educated at home while staff are in isolation, a deep clean of the school is required or your child has to self-isolate

These are scenarios where we may have to quickly move a child to remote learning in order to maintain safety and infection control. While this is not a decision we take lightly or would want to take, we will communicate this to you as soon as practicably possible and any such decision would be for the shortest possible time.

To support this we have worked with students and teachers to ensure that:

- work packs are sent home for each child when they are unable to attend education on site
- an agreed timetable of learning is in place (this may change depending on teacher absence)

We will also ensure the following:

- Teacher telephone support, supporting children to access learning.
- Providing therapeutic support.
- Senior/middle leader to respond to any parent/carer needs

- Meetings, e.g. Education Health and Care Plan are facilitated remotely using the Zoom/Teams interface and or telephone conferencing. We will present as the host and enable document sharing in a confidential manner.

3. Our Offer

Within the ever-changing circumstances we are currently living through, we have to be prepared for local lockdowns. In the event of a local lockdown, North Hill House School will implement provision for remote learning, so students never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This procedure outlines how we will deliver remote education during the pandemic whether in the event of school closure and for those students who are required to self-isolate or shield due to underlying health conditions where it is deemed in their best interests to remain at home.

North Hill House School will offer online learning to students who are working remotely. Alongside this, a system has been devised to provide education material to students working from home. Work is provided with the aim that is of good quality, is actively working towards a student's targets, is in line with a student's outcomes in their EHCPs and is set to an ability appropriate level.

4. Teaching & Learning

At North Hill House School we are dedicated to ensuring our young people are set work that follows their usual curriculum paths and that are meaningful and ambitious. Remote learning sessions are linked to the school's curriculum expectations and well-sequenced so that knowledge and skills are built incrementally.

We will provide work that is of equivalent length to the current school offer which equates to 25 hours of education per week.

5. Learning Materials

North Hill House School will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Reading tasks
- Online lessons

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

Teaching staff will ensure all students remain fully supported for the duration of the remote learning period.

We will provide additional support for students via phone calls/emails.

Any issues with remote learning resources will be reported as soon as possible to the Head of School and/or Curriculum Lead so that these can be addressed at the soonest opportunity.

Teaching staff will oversee academic progression for the duration of the remote learning period and will mark and provide feedback on work.

There will be a number of general strategies to consider when supporting remote learning, for instance revisiting prior learning, chunking new knowledge, teacher explanations or modelling, scaffolding, student practice, learning checks, to name a few.

We are aware of our age ranges, student needs, abilities and the emotional impact work being sent may have. We will take this into consideration when planning. We will also consider the following:

- Some students may require more support from parents/carers.
- Some are able to work independently and this will be reflected in their assigned tasks. The approach to teaching may also need to be different across subject areas.
- Some parents may have their own barriers to learning and will therefore have difficulty in supporting their child's learning.

6. Assessment and Marking

We will continue to mark students work against their age related outcomes and plan accordingly. Teachers will build formative assessment and feedback into their teaching approach through a mixture of quizzes and modelling of good answers. These will help teachers understand how students are achieving.

Termly reports will continue.

7. Online Safety

During the online sessions offered through Teams, it is accepted that students will be accessing the internet from their own/parents' devices whilst not in school alongside also using these for their own personal use. This section of the procedure will be enacted in conjunction with online safety.

During the period of remote learning, the school will maintain regular contact with parents/carers to:

- Reinforce the importance of children staying safe online.
- Encourage parents/carers 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.
- It is expected that any E-Safety concerns raised at home will be communicated to North Hill House School's Designated Safeguarding Lead
- During online lessons, confirmation will be made of the students attending

The school will not be responsible for providing access to the internet out of 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.

8. Safeguarding

This section of the procedure will be enacted in conjunction with North Hill House Safeguarding Policy.

The Designated Safeguarding Lead or a Designated Safeguarding Officer will be contactable during school hours at all times and via email outside of school hours.

We will ensure that student risk assessments are reviewed as scheduled and will be in partnership with parents/ carers, the local authorities and any additional professionals working with the family.

Where required, home visits will be arranged.

The Designated Safeguarding Lead will meet (in person or remotely) with the relevant members of staff to discuss new and current safeguarding concerns and subsequent arrangements for vulnerable students learning remotely.

All members of staff will report any safeguarding concerns to the Designated Safeguarding Lead immediately.

Students and their parents/carers will be encouraged to contact the Designated Safeguarding Lead if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying and/or concerns related to the home environment or within a student's local community. The school will also signpost parents/carers to the practical support that is available for reporting these concerns.

9. Data Protection

This section of the procedure will be enacted in conjunction with Data Protection.

Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their student at all times.

Parents' and students' up-to-date contact details will be collected prior to the period of remote learning.

All contact details will be stored in line with the Data Protection Policy.

Any breach of confidentiality will be dealt with in accordance with Aspris' GDPR policy.

10. Roles and Responsibilities

The Head of School is responsible for:

- Ensuring that staff, parents and students adhere to the relevant policies and procedures 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 procedures and policies.
- Reviewing the effectiveness of this procedure on at least 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.

The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable students 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 Head of School 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 causes for concern are adequately recorded and reported.

Staff members are responsible for:

- Adhering to this procedure 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 Designated Safeguarding Lead and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this procedure
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning, to the Head of School.
- Adhering to the Staff Code of Conduct at all times.
- Ensuring that students with EHC plans continue to have their needs met whilst learning remotely, and liaising with the Head of School and other organisations to make any alternate arrangements for students with EHC plans.
- Identifying the level of support or intervention that is required whilst students 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.

Parents/carers are responsible for:

- Adhering to this procedure at all times during periods of remote learning.
- Ensuring their child is available to learn remotely during school hours and that the schoolwork set is completed on time and to the best of their child’s ability.
- Reporting any issues to the school as soon as possible.
- Ensuring completed school work is posted back to school or emailed to the teacher within the specified time frame.

Students are responsible for:

- Adhering to this procedure at all times during periods of remote learning.
- Ensuring they are available to learn remotely during school hours.
- 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.

11. Returning to School

After a period of self-isolation, shielding or the lessening of local lockdown rules, the Head of School will inform parents/carers when their child will return to school.

The Head of School will listen to all concerns that parents/carers may have about their child returning to school and will advise them of the measures in place to ensure the safety and well-being of their child.

12. Monitoring and Review

This policy will be reviewed in line with any updated to government guidance.

All changes to the policy will be communicated to the relevant members of the school community.

13. Key Staff Contacts and Roles

James Lynch– Head of School and Designated Safeguarding Lead

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Jo Parker – Deputy Headteacher and Curriculum Lead

JoanneParker@AsprisCS.co.uk

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions