St Agnes

C of E Primary School

School Closure and Home Learning Policy

2020

Statement of intent

At St Agnes Primary School, we understand the need to continually deliver high quality education, including during periods of home learning – 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.

Through the implementation of this policy, we aim to address the key concerns associated with home learning, 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 home 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 home learning.

Signed by:

Miss S Butterworth	Headteacher	Date:	September 2020
Mr Chris Cartwright	Chair of Governors	Date:	September 2020

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'
- DfE (2020) 'Safeguarding and home education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for home education'
- DfE (2020) 'Guidance for full opening: schools'

1.3. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy

- Data Protection Policy

- Special Educational Needs (SEND) Policy

- Behaviour Policy

- Accessibility Policy

- Curriculum Policy

- Assessment Policy

- Online Safety Policy

- Health and Safety Policy

- Attendance Policy

- ICT Acceptable Use Policy

- Staff Code of Conduct

2. Roles and responsibilities

2.1. The governing board is responsible for:

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

2.2. The headteacher is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with home learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with home learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Arranging any additional training staff may require to support pupils during the period of home learning.
- Conducting reviews on a weekly basis of the home learning arrangements to ensure pupils' 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.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with home learning.

2.4. The Data Protection Officer is responsible for:

- Overseeing that all school-owned electronic devices used for home 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 home learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for home learning is resilient and can efficiently recover lost data.

2.5. The Designated Safeguarding Lead is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the home learning period.
- Liaising with the ICT technician to ensure that all technology used for home 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, and liaising with 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 and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of home learning.
- Ensuring all safeguarding incidents are adequately recorded and reported.

2.6. The SENCO is responsible for:

- Liaising with the ICT technician to ensure that the technology used for home 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, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying and monitoring the level of support or intervention that is required while pupils with SEND learn.

2.7. The ICT technician is responsible for:

- Ensuring that all school-owned devices used for home 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 home learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.

2.8. Staff members are responsible for:

- Adhering to this policy at all times during periods of home learning.
- Reporting any safeguarding incidents or concerns 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 defects on school-owned equipment used for home learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times.

2.9. Parents are responsible for:

- Adhering to this policy at all times during periods of home learning.

- Ensuring that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring their child uses the equipment and technology used for home learning as intended.
- Adhering to the Parent Code of Conduct at all times.

2.10. Pupils are responsible for:

- Adhering to this policy at all times during periods of home learning.
- Ensuring that their schoolwork is completed on time and to the best of their ability.
- 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 home learning as intended.
- Adhering to the Behaviour Policy at all times.

3. Resources

Learning materials

3.1. The school will use a range of different teaching methods during home learning to help explain concepts and address misconceptions easily. For the purpose of providing home learning, the school may make use of:

- Work booklets
- Email
- Past and mock exam papers
- Current online communication - zoom
- Educational websites
- Reading tasks

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 pupils have access to the resources needed for effective home 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 pupils with SEND.

3.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive.

3.6. Work packs will be made available for pupils who do not have access to a printer – these packs can be collected from school.

3.7. The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls/emails.

3.8. Any issues with home learning resources will be reported as soon as possible to the relevant member of staff.

3.9. Pupils will be required to use their own or family-owned equipment to access home learning resources.

3.10. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA.

3.11. Pupils and parents will be required to maintain the upkeep of any equipment they use to access home learning resources.

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

3.13. The arrangements for any 'live' classes, e.g. class chats will be communicated via email.

3.14. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

3.15. The school will signpost parents via parent email towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.

3.16. Where applicable, the school may provide the following provision for pupils who receive FSM:

- Making packed lunches available for delivery or collection
- Providing vouchers to families in line with Government provision (this is currently no longer available).

Costs and expenses

3.17. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing home learning.

4. Online safety

4.1. All staff and pupils using video or audio 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 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.

4.2. 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, in collaboration with the SENDO and Parents.

4.3. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

4.4. During the period of home 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.

4.5. The school will not be responsible for providing access to the internet off 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.

5. Safeguarding

5.1. The Designated Safeguarding lead (DSL – Miss Butterworth) 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 home learning and ensure regular contact.

5.2. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of home learning, as required.

5.3. All members of staff will report any safeguarding concerns to the DSL immediately.

5.4. 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.   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.

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

6.3.   Any breach of confidentiality will be dealt with in accordance with the school's GPDR Policy.

7. Feedback

7.1.   All schoolwork completed through home learning must be:

- Finished and 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 pupil's ability.
- The pupil's own work.

7.2.   The school expects pupils and staff to maintain a good work ethic during the period of home learning.

7.3.   Teaching staff will contact parents via the class email or a phone call 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 all pupils with and without access to the online learning resources and discuss additional support or provision with the headteacher as soon as possible.

8. Communication

8.1.   The school will communicate with parents via email, parent mail and the school website about home learning arrangements as soon as possible.

8.2.   The Headteacher will communicate with staff as soon as possible via email about any home learning arrangements.

8.3.   Pupils will have verbal contact with a member of teaching staff at least once per week via group phone call/class chat.

8.4.   Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

8.5. 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.

9. Monitoring and review

9.1. This policy will be reviewed on an annual basis by the headteacher.

9.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

9.3. The next scheduled review date for this policy is the Summer term 2021.

Appendix A

Home Learning During the Coronavirus (COVID-19) Pandemic

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, the school will implement provision for home learning, so pupils 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 home education during the pandemic.

1. Contingency planning

1.1 The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.

1.2 The school 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 school's website.

1.3 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.

1.4 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if home working will be applicable for all.

1.5 If there **is not** a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will implement home learning immediately for that group.

2. Teaching and learning

2.1 All pupils will have access to high quality education when home working.

2.2 The school will use a range of teaching methods to cater for all different learning styles, this includes:

- Paper work packs sent home

- Quizzes

- Online materials

- Educational Websites

- Zoom lessons

- Pre-recorded video or audio lessons

- Various reading tasks – e.g. comprehension, inference and prediction

- Daily challenges

- Times Table Rock Stars

2.3 Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

2.4 When teaching pupils who are working homely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Enable a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

2.5 All provisions for home learning will be subject to the class group's age and ability.

3. Returning to school

3.1 The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so.

3.2 After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.

3.3 The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

4. Monitoring and review

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

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