



REMOTE LEARNING POLICY

Policy written Autumn 2020
Review Autumn 2021

Contents:

1. Aims
2. Our Philosophy

3. Statement of intent

4. Legal framework
5. Roles and responsibilities
6. Resources
7. Online safety
8. Safeguarding
9. Data protection
10. Marking and feedback
11. Health and safety
12. School day and absence
13. Communication
14. Monitoring and review

Appendix

- a. Remote Learning During the Coronavirus (COVID-19) Pandemic

1. Aims

We aim to establish a caring school community, where all pupils feel safe, secure and valued, developing a love of learning, alongside their own independence and resilience. Parents/carers take responsibility and are supported to take an active role in the development of their child as positive members of the school and wider community. Children contribute to rules, adhere to them and take responsibility for their own actions.

2. Our Philosophy

“As adults we have a shared ethical responsibility in ensuring that all children and young people are experiencing safety, security and stability-whatever our role or context”

We are proud of our Foundation Status as a Co-operative Trust School, seeking to demonstrate to the whole school community the benefits of subscribing to the values of the Co-operative Movement. In doing this we strive to give our pupils the opportunity to become fully active, caring, democratic and successful citizens of an inclusive, multicultural society.

As an integral part of our co-operative values our School is committed to the implementation of the United Nations Convention on the Rights of the Child, striving to be a Rights Respecting School in all that we do. A key priority of the whole school is the maintenance of our UNICEF RRSA Gold Standard, of which we are justifiably proud.

We believe that all members of the school community have rights and responsibilities, which each individual should respect and promote. Everyone at School is important and is to be valued. We expect each individual to respect other people, their families, their culture and beliefs. We aim to be courteous and fair in our dealings with each other and the children. As an inclusive school, we acknowledge significant factors in pupils' lives and specific temporary or permanent needs that impact on their behaviour.

3. Statement of intent

At Crowmoor we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or a whole class. 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 the 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 pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure that parents/carers are clear of their role in delivering and supporting learning at home
- 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 remote 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 remote learning.

Signed by:

Headteacher

Date: September 2020

Chair of Governors

Date: September 2020

4. 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 remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote 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

5. Roles and responsibilities

1.4. The governing body 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 remote learning arrangements.

1.5. 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 remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing in conjunction with the Business Manager that the school 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 pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning eg in the use of Teams
- Conducting reviews on a weekly basis of the remote learning arrangements to help minimise the damage of lockdown to their education with the assistance of parents.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.

1.6. The Designated Safeguarding Leads are responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during a remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely and the Family Support worker to keep in contact with them.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the head teacher and 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 remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working Ensuring all safeguarding incidents are adequately recorded and reported.

1.7. The SENDCO is responsible for:

- Liaising with the IT technicians to appraise whether the technology used for remote learning is accessible to SEND pupils and that reasonable adjustments are made where required if possible by school and parents.

- Ensuring that pupils with EHC Plans continue to have their needs met with regards to the statute applicable while learning remotely as far as practicable, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and PCPs.
- Identifying the level of support or intervention that can be offered while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.
- Contacting the families of pupils on the SEND Register during lockdown or COVID absence.

1.8. The SBM is responsible for:

- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home. Utilising grants and charity funding as well as any unallocated Pupil Premium grant to maximise accessibility for disadvantaged pupils.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements equipment.
- Ensuring adequate phone capacity through the procurement of mobile phones through the Council/Crown Commercial Services or by getting additional ISDN phone lines to allow staff to keep in contact with pupils.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the head teacher.
- Ensuring that pupils 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.
- Overseeing that all school-owned electronic devices used for remote 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 remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any IT equipment used for remote learning is resilient and can efficiently recover lost data.

1.9. The Woodlands IT technicians are responsible for:

- Ensuring that all school-owned devices (provided by the DFE/School or charities) 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 if live or recorded material is sent can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the SENDCO to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

1.10. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Keeping in touch with their pupils by phone call : weekly if only individuals are off school and fortnightly if a whole class is away. On top of this teachers will monitor their class e-mail at least three times a week to assist the home-learning of pupils.
- Reporting any health and safety incidents to the head and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSLs 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 head teacher.
- Reporting any defects on school-owned equipment used for remote learning to an IT technician.
- Adhering to the Staff Code of Conduct at all times.

1.11. 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. Contacting the school immediately for advice if anything prevents their ensuring their child continues learning.
- Reporting any technical issues to the school 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 and being liable if that equipment is lost or damaged.
- Adhering to the Home/School Agreement and any Parent Code of Conduct that the School has in force, at all times.

1.12. Pupils 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/responsible adult 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 Behaviour Policy at all times.

6. Resources

Learning materials

- 6.1. The 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 SATS/assessment papers
 - Current online learning portals – Oak National Academy(Teams) but with Bite-size as a direct alternative if required
 - Educational websites –BBC Bite-size, Espresso, Mathletics
 - Reading tasks
 - Live webinars
 - Pre-recorded video or audio lessons
- 6.2. Teachers will review the DfE’s list of online education resources and utilise these tools as necessary, in addition to existing resources if this benefits the pupils.
- 6.3. Reasonable adjustments will be made to ensure that as many pupils as possible pupils have access to the resources needed for effective remote learning.
- 6.4. Teachers will ensure the programmes chosen for online learning have the range of accessibility features, e.g. voice-to-text conversion, to support pupils with SEND if that facility is available to them in School..
- 6.5. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 6.6. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work

on PDFs which can easily be printed from a mobile device and printed copies if required to carry out the work.

- 6.7. Work packs will be made available for pupils who do not have access to a printer – these packs will be collated by the Administrator and can be collected from under the porch of the School Office.
- 6.8. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 6.9. The SENDCO will arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. via weekly phone calls/emails.
- 6.10. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 6.11. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to/has resources to provide or loan equipment, e.g. laptops/iPads.
- 6.12. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support through their LA .If none is forthcoming hard copies of Learning Packs for each relevant child will be provided.
- 6.13. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 6.14. The IT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

Please refer to the Free School Meal letter on the COVID-19 page on the website. Any additional information will be sent directly to parents/carers in receipt of Free School Meals.

Costs and expenses

- 6.15. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 6.16. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 6.17. The school will not reimburse any costs for childcare.
- 6.18. 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 remote learning.

7. Online safety

- 7.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- 7.2. Where possible, all interactions will be textual and public.
- 7.3. video communication will only be used as the exception, but if it is all staff /students must:
 - Communicate in groups – one-to-one sessions are not permitted.
 - Have two members of staff present whilst communicating or recording.
 - 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.
- 7.4. All staff and pupils using phone/skype 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.
- 7.5. The school will always make phone calls that are witnessed by other staff members.
- 7.6. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- 7.7. 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.
- 7.8. The school will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most applicable(usually by survey) – alternate arrangements will be made where necessary.
- 7.9. The school will ensure that any school-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.

- 7.10. The School Admin team will communicate to parents via email and parent mail 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.
- 7.11. 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.
- 7.12. 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.

8. Safeguarding

- 8.1. This section of the policy will be enacted in conjunction with the school's Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 8.2. The DSLs 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 remote learning.

The DSL will arrange for regular contact to be made with vulnerable pupils, phone calls made to vulnerable pupils will be made using school phones or equipment for skype once per week at minimum, With additional contact, including home visits by partner agencies, arranged where required.

- 8.3. All contact with vulnerable pupils will be recorded on the School's CPOMS System.
- 8.4. The DSLs will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- 8.5. The DSL staff will meet (in person or remotely) once per week in lockdown or fortnightly otherwise to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

- 8.6. All members of staff will report any safeguarding concerns to the DSL immediately.
- 8.7. 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 via the COVID page on the website with a link to SSCB.

9. Data protection

- 9.1. This section of the policy will be enacted in conjunction with the school's Data Protection Policy.
- 9.2. 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.
- 9.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching utilising One drive or encrypted memory sticks.
- 9.4. 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.
- 9.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 9.6. All contact details will be stored in line with the Data Protection Policy.
- 9.7. The school will not permit paper copies of contact details to be taken off the school premises.
- 9.8. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.
- 9.9. Any breach of confidentiality will be dealt with in accordance with the school's policy.
- 9.10. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behaviour Policy or the Disciplinary Policy and Procedure.

10. Returning Work

- All work completed at home should be placed in the exercise book provided or placed in a plastic wallet and returned to school after isolation has finished to enable it to be assessed as required and incorporated into Teacher's judgements on a pupil's level of learning and application. All work completed at home will be kept and returned to school after the end of self-isolation to evidence that the pupil has proactively continued to engage with tasks(in addition to the expected 10-15 minutes daily

reading, 10-15 minutes of the learning of tables/number bonds and 5-10 minutes of practicing spellings and handwriting).

- Work should be planned to deliver academic progression as close to school based lessons for the duration of the remote learning period .
 - Answers to work where required will be posted on the class web-page. Staff will provide mark schemes for use at home if appropriate. Any support required must be requested via the class emails.
- 10.1. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.
 - 10.2. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via the class email if during regular contact they feel that a child is not completing their schoolwork or their standard of work has noticeably decreased.
 - 10.3. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources.
 - 10.4. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENDCO as soon as possible.
 - 10.5. The school will try to utilize 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.

11. Health and safety

- 11.1. This section of the policy will be enacted in conjunction with the School’s Health and Safety Policy.
- 11.2. Teaching staff and IT technicians will ensure pupils are shown how to use any school or government provided equipment and technology safely and correctly prior to the period of remote learning.
- 11.3. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours.
- 11.4. 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.

12. School day and absence

- 12.1. Pupils will be present for remote learning by 9:30am-10.30 am.11.00-12.00 noon and from 1.30 p.m. to 2:30pm from Monday to Friday, with the exception of breaks and lunchtimes, as outlined in paragraph 9.2.

- 12.2. Breaks and lunchtimes will take place at the following times each day:
- Morning break will take place at 10:30am until 11.00am.
 - Lunchtime will take place between 12:00pm and 1:30pm.
- 12.3. Pupils are not expected to do schoolwork during the times outlined in paragraph 9.2.
- 12.4. Pupils with SEND or additional medical conditions who require more regular breaks, e.g. sensory breaks, are not expected to do schoolwork during their breaks.
- 12.5. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- 12.6. Parents will inform school by email on the first and last day of illness if their child is unwell and unable to complete the days tasks whilst at home,whilst they are self-isolating due to their class bubble or family member’s infection..

13. Communication

- 13.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.
- 13.2. The school will communicate with parents via email, parent mail and the school website about remote learning arrangements as soon as possible.
- 13.3. The headteacher will communicate with staff as soon as possible via email about any remote learning arrangements.
- 13.4. Members of staff involved in remote teaching will ensure they have a working internet device that is available to take emails and make Skype calls during their agreed working hours: 8.30-3.30 with a morning ,lunchtime and afternoon break.
- 13.5. Members of staff will discuss their class with the Head once per week.
- 13.6. All communication with pupils and their parents and between parents and staff will take place within the school hours outlined in section 9.
- 13.7. Pupils will have verbal contact with a member of teaching staff at least once per fortnight via phone call/ skype and weekly contact via class email.
- 13.8. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.
- 13.9. Issues with remote learning or data protection will be communicated to the pupils’ teacher as soon as possible so they can investigate and resolve the issue.
- 13.10. The pupils’ teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

13.11. The head teacher will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

14. Monitoring and review

14.1. This policy will be reviewed on an annual basis by the head teacher and governors.

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

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

Appendix A

Remote 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 remote 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 remote 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 remote 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 remote learning immediately for that group, the details being on class web-pages on the School website.

2. Teaching and learning

- 2.1 All pupils will have access to high quality education when remote working.
- 2.2 The lesson timetable will be available on individual class webpages on the School website
- 2.3 The school will use a range of teaching methods to cater for all different learning styles, this includes:
 - Current online learning portals – Espresso/Oak National Academy/Bitesize in rotation either termly or half termly depending on ongoing evaluation
 - Quizzes/Scheme assessments (Bitesize is particularly helpful with assessment)
 - Online materials
 - Educational Websites
 - Pre-recorded video or audio lessons/pre-recorded from Bitesize or Oak national Academy

- Various reading tasks – e.g. comprehension, inference and prediction
- Daily or weekly literacy and numeracy challenges
- Times Table/Number Bonds/Mathletics
- Mental Health/ Well-being activities

2.4 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.

2.5 When teaching pupils who are working remotely, teachers will :

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver 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 comprehension 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 regular contact with teachers.

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

2.7 In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not make the decision lightly.

2.8 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

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.