

St Matthew's Bloxam C of E Primary School



Remote Learning Policy

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1. Aims

St Matthews Bloxam C of E Primary School is committed to ensuring the continuity of education where pupils are unable to attend school due to Covid-19. This includes periods of full or partial school closure or where pupils are in periods of self-isolation.

This policy sets out the intentions of St Matthews Bloxam C of E Primary School to ensure all children continue to receive good quality education throughout Covid-19. This policy outlines our contingency plans for the continuity of education, the expectations of students, staff and parents, as well as how St Matthews Bloxam C of E Primary School will support staff and students with the provision of remote learning.

Staff and students will be briefed and trained on the contents of this policy, to ensure the safe continuity of education. This policy works alongside our data protection policy, information security policy, behaviour policy, and in line with our safeguarding policies and procedures.

All relevant resources that are available and will possibly be used by the school to deliver remote learning are listed in Appendix 1 of this policy. This will be reviewed and updated as appropriate.

1.1. Remote Education for Individual Learners

If a student is subject to a period of absence as a result of Covid-19, and where agreed with the school, and the student is feeling well enough to work, the school will provide work for students who are unable to attend school in person.

In these circumstances, the completion of work will be coordinated by the Class Teacher/Deputy Headteacher. This will be in collaboration with the student's parents/carers. Ways in which the continuity of education would work, in these circumstances, are as follows:

- Class Teacher setting work for the individual(s) to complete in a number of different subjects
- Sharing of any learning resources used to assist with the individuals learning
- Feedback provided to learners on any submitted work
- Ability to ask teachers questions via school e-mail
- All live lessons will be monitored by a member of the Senior Leadership Team.
- Staff will ensure they communicate with individual learners at least once a week, either by e-mail or by a phone call to home

1.2. Remote Learning in the Event of Partial or Full School Closure

In the event of the school temporarily closing to whole class/bubbles, or in the event of temporary whole school closure, the school will provide continuity of education in the following ways:

- Replicate the classroom experience so far as is possible by delivering scheduled live/pre-recorded lessons using Microsoft Teams and National Oak Academy.
- Regular setting of work by teaching staff via Microsoft Teams to ensure learners have meaningful work each day, in a number of different subjects
- The ability for learners to ask staff questions (via e-mail)
- Completion of work by learners and submitting online via e-mail
- The assessment of work that is submitted to teachers with feedback provided to learners via e-mail at least once a week

1.3. Live Sessions

Live sessions are a useful way to replicate the classroom experience and allow for students to ask questions in “real time”. Microsoft Teams allows for the setting of assignments, sharing of resources and for teachers to schedule and deliver lessons virtually yet in a similar way to how they would in the classroom.

Learners have already been provided with a school e-mail address to avoid any issues with data protection. Parents and students will not be required to provide their personal e-mail addresses.

Students will be instructed to turn their camera settings off and mute the microphone function. At points where children are asked to participate, the class teacher will invite them to unmute their microphones

Use of the chat function will be enabled for the duration of the lesson. Students will be invited to use this function as and when appropriate. Students can also use the chat function to engage their teacher. Students should not use the chat function once the lesson has ended. Scheduled lessons will involve two members of staff, one to teach the lesson and another to moderate the use of the chat function and behaviours of participants.

2. Roles and responsibilities

This policy is applicable to all staff and students within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate. Failure to comply with this policy may result in relevant actions being taken in accordance with appropriate policy listed in Section 1.

2.1. Expectations of Parents/Carers and Students

- Students will be expected to engage in all scheduled lessons and complete tasks promptly. Students who are to be absent from lessons or unable to complete tasks will need to follow the usual absence reporting procedure.
- Students should use their school e-mail accounts to communicate with teachers, they should not use their own or any other’s personal e-mail accounts
- Students should support the delivery of a virtual curriculum by completing the work set by the teacher on time and to the best of their ability
- Parents/carers are expected to support staff in educating their child by providing a good learning environment and seeking support or understanding of your circumstances if required
- Parents/carers and/or students should seek support quickly from the school if they/their child is struggling to access the resources or understand what is expected of them, by contacting the school at admin3213@welearn365.com
- Parents should make the school aware if your child is sick or for any other reason your child cannot complete the work/participate in lessons
- Be respectful that staff will work their usual working hours, and thus on evenings and weekends, will not respond to requests
- Parents and pupils must not record the lessons on any device, as this would contravene the school’s Safeguarding policy for all children
- Students will be expected to comply with the school’s usual code of conduct at all times, and behave as they would within the classroom
- Guidance on using Microsoft Teams can be found in Appendix 2.

2.2. Expectations of Teaching Staff

- Staff should only use school devices for the purposes of remote education
- Staff are responsible for planning and teaching a well sequenced curriculum, as guided by the Senior Leadership Team
- Staff will set assignments and clearly identify submission dates
- Staff will gauge how well learners are progressing by using questioning, tests and quizzes to assess individuals learning
- Staff will adjust the pace and pitch of lessons in response to assessments including the simplifying of materials and/or teaching content to ensure individuals are able to understand
- Staff will provide hard copies of resources to learners who do not have access to the internet, or who struggle to engage in online learning
- Staff will differentiate work where appropriate, in accordance with the individual learners needs
- Staff will provide feedback to students in a timely manner
- Staff will communicate via e-mail, or where appropriate, via phone call, with students to check how they are coping. This will be at least once a week
- Staff are responsible for delivering virtual lessons on school devices in line with Safeguarding and Data Protection requirements
- Staff will ensure they use a quiet or private room or area to talk to pupils, parents or carers, where appropriate
- When broadcasting a lesson, staff should ensure that the background environment used is appropriate, or where possible, blur it

2.3. Expectations of Senior Leadership Team (SLT)

- SLT will co-ordinate the remote learning approach across the school through INSET and further CPD as required
- SLT will monitor the effectiveness of remote learning through regular meetings with teachers and phase leaders, reviewing work set or reaching out for feedback from pupils or parents
- SLT will monitor the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the schools IT support and Safeguarding Team
- SLT will support staff members who may be unfamiliar with the technology and provide appropriate training where necessary
- SLT will ensure that the workload of staff is manageable, by providing a range of bespoke resources and support
- SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning
- SLT will ensure that the schools reporting procedures are communicated to pupils, parents, staff and carers, so that any safeguarding concerns can be raised effectively
- SLT will periodically review the arrangements set out in this policy to ensure they remain suitably effective

3. Support for Individuals

All staff and students will receive training on how to use MS Teams. This will be regularly reviewed and refreshed as appropriate.

Parents/carers will be provided with information on the platform to be used for the purposes of remote Education, how this works and any relevant user guides. Parents/carers will also be given information on the type of work that pupils are expected to undertake, how their teachers will be communicating with pupils and details of how online lessons planned to be delivered. St Matthews Bloxam C of E Primary School will ensure there is regular communications with parents/carers.

St Matthews Bloxam C of E Primary School will keep up to date records of students who have limited or no access to relevant devices or to the internet.

Where students are unable to engage in online lessons due to having access to shared devices, plans will be made to ensure the student can access the same learning materials at a different time of convenience.

Where students do not have access to a device, St Matthews Bloxam C of E Primary School will look to support individuals with applying for support through relevant local authority/government schemes. Where it is not possible to provide support with obtaining access to a suitable device, St Matthews Bloxam C of E Primary School will provide hard copies of materials and ensure they regularly communicate with individual students and their parents/carers to assist with the student's learning wherever possible.

We will also have plans in place to ensure that remote learning is adapted for younger children and those children with SEN who may not be able to access the technology in the same way or without supervision.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety. If the school consider any one-to-one sessions to be appropriate, for example, when providing pastoral care for SEN pupils, we will do so with consideration by discussion with, and approval from, a member of the SLT, and where appropriate, include an additional member of staff or a parent in the meeting.

4. Data Protection, Information Security and Online Safety

When engaging a third party processor to provide us with a platform to deliver remote education, St Mathews Bloxam C of E Primary School will:

- Ensure the service provides sufficient guarantees of their GDPR compliance
- Share only information that is considered necessary for the system to work and operate in order to achieve the required response
- Conduct a Data Protection Impact Assessment to identify and minimise risk
- Inform individuals of the details of any third party processor and the data to be processed for these purposes by updating your privacy notices

When staff are required to work from home in order to deliver education, St Matthews Bloxam C of E Primary School shall:

- Provide staff with a secure, school registered device to work from
- Ensure any information taken off school site is done so in accordance with our Information Security Policy
- Ensure staff are briefed and familiar with the school's remote working policy
- Ensure all staff are up to date with data protection training

When implementing a platform where students are required to engage in online activities, St Matthews Bloxam C of E Primary School will:

- Ensure parents are informed of the type of work children are being asked to do
- Provide information on who is likely to engage with pupils online in order to deliver online teaching
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online
- Review settings to ensure they are set to the most secure and practical format that is possible
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use
- Review privacy settings of all platforms used for inline teaching (e.g. You Tube, Loom, Quizlet, MS Office, G Suite, MS Teams, Google Classroom) to ensure no personal information that identifies individuals is included
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via online portals are reduced as far as possible
- Continuously liaise with our safeguarding team to ensure we are following all relevant safeguarding guidance

Appendix 1 – Resources

- MS Teams
- Oak National Academy

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in>

Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for business communications.

- **Teams and channels.** Teams are made up of channels, which are conversation boards between teammates.
- **Conversations within channels and teams.** All team members can view and add to different conversations in the General channel and can use an @ function to invite other members to different conversations, not unlike Slack.
- **A chat function.** The basic chat function is commonly found within most collaboration apps and can take place between teams, groups, and individuals.
- **Document storage in SharePoint.** Every team who uses Microsoft Teams will have a site in SharePoint Online, which will contain a default document library folder. All files shared across all conversations will automatically save to this folder. Permissions and security options can also be customized for sensitive information.
- **Online video calling and screen sharing.** Enjoy seamless and fast video calls to employees within your business or clients outside your business. A good video call feature is great to have on a collaboration platform. One can also enjoy simple and fast desktop sharing for technical assistance and multi-user real-time collaboration.
- **Online meetings.** This feature can help enhance your communications, company-wide meetings, and even training with an online meetings function that can host up to 10,000 users. Online meetings can include anyone outside or inside a business. This feature also includes a scheduling aid, a note-taking app, file uploading, and in-meeting chat messaging.
- **Audio conferencing.** This is a feature you won't find in many collaboration platforms. With audio conferencing, anyone can join an online meeting via phone. With a dial-in number that spans hundreds of cities, even users that are on the go can participate with no internet required. Note this requires additional licensing.
- **Full telephony.** That's right! The days of seeking VoIP vendors and overspending on a phone system are finally over. Microsoft 365 Business Voice can completely replace your business' existing phone system. Note this requires additional licensing.

<https://www.thenational.academy>

Oak National Academy provides free video lessons, slides and worksheets to support teachers, as they support their pupils - both for learning if at home or in the classroom. Created by teachers, our resources are freely available for teachers to use as they wish, to complement their own teaching and planning for high-quality structured learning. In this video, we introduce you to Oak, explain how schools are using it and talk about how you as a parent or carer can support your children with remote learning and the use of our lessons and resources.

Appendix 2 – User guides

- MS Teams
- National Oak Academy

Instructions for Microsoft teams for live sessions with your teachers.

Download Microsoft teams

- On a laptop: google 'Microsoft teams' and click on the first link. Then, click 'download teams' at the top of the screen, then the purple 'download teams' button – then you shouldn't have to do anything else
- On a phone: download 'Microsoft teams' app on Appstore

After it is downloaded you don't need to make an account or anything just leave it

Being invited to a meeting

A member of staff will send you an email invite to a meeting on teams via your child's email address (with a time that you can accept or decline, and a link to join the meeting)

When you are ready to start the meeting

Click on the link in the email that should say something like: 'Join Microsoft teams meeting'

Then click the option that says 'Open in Microsoft teams' (as you have already downloaded it)

You can then enter a name and join as a guest

Turn on your camera and turn off microphone until asked to unmute

It should then come up with a video screen (with you on it, if you have your video turned on) that says 'waiting to be let into the room'

Whoever organised the meeting should let you in and you will be connected

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Created by teachers, our resources are freely available for teachers to use as they wish, to complement their own teaching and planning for high-quality structured learning.

Links can be sent to pupils, where they can access the video straight, for that day's lesson.

Appendix 3 – User guides for staff

Working Away from School

The purpose of this section is to ensure that information assets and information processing facilities, used to access personal and confidential information, are adequately protected with logical, physical and environmental controls.

This includes working away from the school, at home and use of own devices to access personal and confidential information.

Work-related information must not be kept permanently at home. Wherever staff are working on, or in possession of, work-related information they are responsible for it, e.g. in school, on the phone, at home, en route to or from school or home, at meetings, conferences, etc. If confidential information is handed out in conferences or meetings, the same person is responsible for collecting it back in at the end, or ensuring it is only in the hands of those authorised to keep it.

- Take only the confidential papers/files with you that you need and keep out of sight in a bag, do not carry around loose or in clear folder.
- Managers must ensure a log is kept of which confidential paper case files/records staff are taking from school and when they are returned.
- Store confidential paper files/records securely in an envelope or bag. Try to use electronic files on an encrypted device or access via secure connection to the network or approved storage location instead.
- Keeping information in cars: lock away paper files and equipment (laptop/notebook) in the boot, do not leave overnight. Take only the equipment/papers/files with you that you need, leave rest locked away.
- Travelling by public transport: make sure you take all information and equipment when leaving. Be aware of conversations on mobile phone about personal and confidential information.
- Use of Laptops: Only school issued devices may be used. Do not write down passwords/pin numbers. You must not use the 'remember me' option to save user and password details on your device when accessing St Matthews Bloxam C of E Primary School system. Make sure these are unticked and sign out/logout after using a system. Do not save login or passwords if asked. Remember any confidential files opened may be downloaded before closing down your device, so delete them from 'downloads'. If files are not accessed directly (e.g. Google drive format files), then all confidential files must stored and accessed locally via a St Matthews Bloxam C of E Primary School approved encrypted media.
- Working at home: Store paper and equipment securely after use, as you would your own personal valuables. Don't leave open confidential files on a table. Lock screen on laptop/tablet and close down after use. All confidential information must be safeguarded from access, no matter how unintentional, by anyone who has no need to know such as family and friends. This would be an unauthorised disclosure. Don't leave any St Matthews Bloxam C of E Primary School equipment or information in a car overnight at home, bring into the house and secure. Don't bin confidential information at home, bring back into an office for confidential waste disposal. Use strong security on a home WiFi connection.

Appendix 4 – Reporting Concerns

If staff have any questions or concerns, they should contact the following individuals:

- Issues in setting work – contact Subject Lead, Key Stage Lead, SENDCO or Headteacher
- Issues with behaviour – contact Deputy Head or Headteacher
- Issues with IT – contact Jo Byard or Lisa Beniston
- Issues with their own workload or wellbeing – contact their phase leader, Deputy Head, or Headteacher
- Concerns about data protection – contact the Headteacher who will liaise with the Data Protection Officer
- Concerns about safeguarding – contact the DSL or DDSL's, as set out within the school's Child Protection Policy

If parents have any concerns above and beyond the acknowledgement of work by the class teacher, then they should contact the school through admin3213@welearn365.com.

The school's Child Protection Policy has been updated to reflect the current situation.