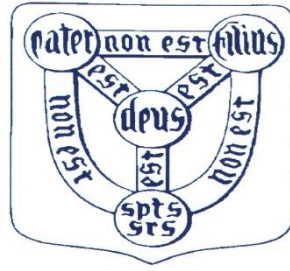


# Shellingford CE (A) Primary School

Headteacher: Miss Judith Terrell



"Inspiring hearts and minds"

## **REMOTE LEARNING POLICY**

**This policy only applies should there be a Government enforced directive.**

### **Introduction**

At Shellingford CE (A) Primary School inspiring hearts and minds is at the core of our curriculum. We strive for children to leave our school with a love of learning and to feel empowered to make a difference in the world. Our aim is that during periods of remote learning due to individual self-isolation, class, or whole school closure, our children will continue to learn effectively.

### **Aims**

The Remote Learning Policy aims to:

- Ensure consistency in the school's approach to remote learning for all pupils
- Set out clear expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### **Remote Learning Strategy**

The school uses Tapestry, an online learning journal for pupils in EYFS and KS1. Microsoft Teams as a classroom hub is also used across the school to support learning at home and to enable good communication between parents, pupils, and staff. These platforms allow teachers to explain and model, provides opportunities for practice and allows for assessment and feedback. Video conferencing and an element of live teaching is used to engage pupils and answer questions, build confidence and to maintain relationships.

When planning learning activities and expectations a degree of flexibility and understanding will be considered in terms of the pupils' access to technology at home. The school will work with parents to identify any gaps in technology and will help support families where possible. Parents must adhere to the ICT Acceptable Use Agreement to ensure their children keep safe online. Staff must also adhere to this agreement and ensure they follow the Code of Conduct on safe working practices.

### **Expectations: Roles and Responsibilities for Remote Learning**

When providing remote learning, staff must be available between 8.30am and 3.30pm.

Teachers are ideally available Monday-Friday during their usual working hours, but this may be directed by their own personal family situation during the current circumstances. In the event

of staff absence from work, all staff must follow the normal absence procedure and contact the School Administrator between 7.00-7.30am.

## **Teachers are responsible for:**

### **1. Setting work for children who are in self-isolation:**

- Day 1 of isolation: An email will be sent to the parent directing them to the weekly Homework activities set for their class.
- Day 2 of isolation: Work will be provided on Microsoft Teams / Tapestry by 8.45am. There will be a timetable with instructions on what work to complete across the week. This may include:
  - Maths (Timetables Rockstars)
  - Reading (Guided reading Powerpoint or e-book)
  - Spelling
  - Phonics activities (DfE YouTube)
  - English (Powerpoint or activities)
  - one afternoon lesson per day (Oak Academy or Powerpoint)

All children will be expected to engage in the learning activities set and submit their work online to their teacher via Microsoft Teams / Tapestry.

### **2. Setting work for a Class Bubble closure or in the event the whole school closes:**

- Day 1 and 2 of isolation: Work will be uploaded onto Microsoft Teams / Tapestry for the children to access for the first two days.
- Day 3 onwards: All teachers (Y1-6) will offer 'live' core lessons for their classes following the agreed timetable in Appendix 1.

Each morning registers will be taken at 9.00am and the children will have a short introduction video that will set out the expectations for the day.

For pupils in Year 1 – 6 lessons may include:

- A pre-recorded / live Maths with a task to complete
- A pre-recorded / live English with a task to complete
- A pre-recorded / live phonics (Y1-Y3)
- Guided Reading session
- One afternoon lesson per day
- All 'live' lessons will be recorded and saved on Microsoft Teams for the children to access at any time
- Teachers may provide some small group 'meet' sessions each afternoon for children to ask questions and get support with their learning

For pupils in EYFS children they will have access to:

- A pre-recorded / live phonics session and short task
- A pre-recorded / live mini maths session and short task
- Tasks linked with the topic of the term
- All families will be expected to send work back to the teacher using Tapestry so they can have feedback.

If families do not have access to the work online, they will need to email the School Office to arrange for a printed pack of work to be delivered to their house or collected from school.

### **3. Providing feedback on work and keeping in touch with pupils and parents:**

- Pupils in Year 1-6 will submit work via Microsoft Teams or, in the case of EYFS through Tapestry.
- Where appropriate, teachers will respond to the work submitted and feedback via Microsoft Teams or Tapestry. Teachers may also address misconceptions through their teaching sessions in line with the school's Marking and Feedback Policy.

- Teachers will not answer emails or questions on Microsoft Teams / Tapestry outside of the 8.30am – 3.30pm window.
- Children are expected to engage with their Teachers and complete work at home.
- If a Teacher has not had contact from a child in their class for 3 days, they will email the parents to offer support and check the child is well and coping with the work.
- If a Teacher has any safeguarding concerns related to a child, they must inform the Headteacher, or Senior Teacher in the absence of the Head.
- If children do not act appropriately during online sessions, then a phone call home to the parents will be made.

### **Teaching Assistants are responsible for:**

Assisting and supporting pupils who are not in school with learning remotely, particularly those children who they have been working with on a one-one basis.

Teaching Assistants will:

- Liaise with the Teacher to discuss planning and how work has been adapted for children with specific needs.
- Support these children through Microsoft Teams / Tapestry or make phone calls home, where appropriate, to answer any questions and offer advice.
- Be available throughout the school day to support teachers during live lessons.

### **Attending virtual meetings with parents and pupils:**

Staff will:

- Use Microsoft Teams 'Meetings' to deliver meetings to parents as this is GDPR compliant and has the facility for audio, visual and screen sharing.
- Use Microsoft Teams 'Meetings' for 'live' lessons with pupil. These lessons will be recorded to ensure the school meets safeguarding regulations. Recorded 'Meetings' will not be used for any other purpose.
- Where possible ensure two staff members attend the 'live' lessons
- Where possible deliver lessons / meetings in an appropriate room where there is no background noise or disturbances or other people in view of the camera.
- Ensure a blank background is displayed.
- Wear appropriate clothing and dress formally as for school and ensure professional standards are maintained at all times.

### **Subject Leaders are responsible for:**

- Considering whether any aspects of their subject/s need to change to accommodate remote learning.
- Working with Teachers and the SLT to make sure all work is consistently set at the appropriate level.
- Monitoring the remote work set by Teachers in their subject/s. This includes reviewing planning to ensure there is differentiation and challenge in work set and feeding back to the Teachers.
- Signposting Teachers to resources they can use to teach their subject remotely.

### **Senior Leadership Team (SLT) are responsible for:**

- Co-ordinating the remote learning approach across the school (this will be the overall responsibility of the Headteacher).
- Monitoring the effectiveness of remote learning which will be carried out through regular meetings with Teachers, reviewing work set and gathering feedback via pupil/parent surveys.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

### **SENCo is responsible for:**

- Ensuring all children on the SEN register are monitored and able to achieve when learning remotely.
- Ensuring all children with an EHCP have an up to date risk assessment in place for remote learning where required.
- Making regular contact with these families to offer further support.
- Ensuring all Pupil Profiles are achievable for children working from home and that targets can be met – adapting where necessary.
- Liaising with the Teachers and Teaching Assistants to offer further wellbeing support and advice for pupils at home.

### **Designated Safeguarding Lead:**

Where staff have a concern about a child, they should continue to follow the process outlined in the school's Safeguarding and Child Protection Policy. Staff are reminded of the need to report any concern immediately and without delay to the Headteacher (or Senior Teacher in the absence of the Head).

Where staff are concerned about an adult working with children in the school, they should continue to follow our normal procedures and alert the Headteacher immediately. The Headteacher will follow the allegation management procedures as detailed in Keeping Children Safe in Education 2023 (KCSIE) and liaise with Oxfordshire School Safeguarding Team and LADO. Concerns around the Headteacher should be directed to the Chair of Governors.

### **IT**

Turn It On are responsible for the school's IT systems and can be contacted via their online portal or telephone helpdesk for support with any technical issues. Turn It On are also responsible for maintaining the security on devices and for alerting the school of any data protection issues. Any laptops or devices loaned from the LA are also maintained by the school's IT provider.

### **Parents and Children**

*The school expects pupils to:*

- Be contactable during the school day. Although we do not always expect pupils to be in front of a device the entire time, we may phone parents or send a message via Microsoft Teams / Tapestry.
- Try their best and complete work to the deadline set by Teachers.
- Seek help if they need it from Teachers or Teaching Assistants.
- Alert Teachers if they are not able to complete work or require support via Microsoft Teams / Tapestry.
- Use Microsoft Teams to engage in live sessions where possible and follow the online agreement (Appendix 2).

*The school expects parents to:*

- Support their child/ren as best they are able given their own home circumstances, health, and work commitments.
- Make the school aware if their child is ill and cannot complete work by emailing the School Office on [office.3853@shellingford.oxon.sch.uk](mailto:office.3853@shellingford.oxon.sch.uk)
- Seek help from the school if they need it and send an email to the Teacher via the School Office email.

- Ensure their child/ren are completing the work to the best of their ability and responding to Teacher feedback when appropriate.
- Inform school if they need the resources printed to enable their child to complete the work successfully. It is the responsibility of the parent to make arrangements for someone to collect/deliver the resources from the school whilst the family is self-isolating.
- Ensure their child/ren join in with live lessons and ensure they follow the online agreement. This is not a time for parents to talk to the Teacher.
- Be respectful when making any complaints or raising concerns to staff about home learning activities.

### **Governing Body is responsible for:**

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **Online Safety:**

It is important that all staff who interact with children, including whilst online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to Children's Social Care and as required, the Police.

Shellingford CE (A) Primary School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

When delivering virtual lessons, especially where webcams are involved, the following is expected:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas. For example: not in bedrooms; and the background should be blurred.
- Live classes should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to the agreed length of time.
- Language must be professional and appropriate. This includes any family members in the background.
- Staff must only use platforms provided by Shellingford CE (A) Primary School to communicate with pupils.
- Staff should record the length, time, date, and attendance of any sessions held.

All staff at Shellingford CE (A) Primary School will be reminded of the following policies:

- ❖ Staff Code of Conduct
- ❖ E-Safety Policy and Staff Acceptable Use Agreement

### **GDPR**

#### Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access information through official school accounts securely and only through their school laptop or iPad

#### Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected with strong passwords of at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Storing sensitive data on Sharepoint and not using USBs or external hard drives
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems, antivirus and anti-spyware software up to date and always installing the latest updates

**Links with other policies:**

This policy should be read alongside the:

- ❖ Behaviour for Learning Policy
- ❖ Curriculum: Teaching and Learning Policy
- ❖ Marking and Feedback Policy
- ❖ Homework Policy
- ❖ Safeguarding and Child Protection Policy including the COVID-19 addendum
- ❖ GDPR Data protection Policy and Privacy Notices
- ❖ Home-school agreement
- ❖ E-safety Policy and Acceptable Use Agreements

**Date written: October 2023**

**Review Date: October 2026**

**Policy Agreed by the Curriculum Committee .....**

**Signed ..... Chair of Governing Body**

**Signed ..... Headteacher**

## APPENDIX 1

### Class Bubble or Whole School Closure - Online Learning Overview:

#### Year R

- Pre-recorded / live phonics sessions by the teacher
- Mini maths tasks pre-recorded / live sessions by the teacher
- Tasks and challenges linked with topic
- 1:1 support as appropriate

#### Year 1/2

- Class watch video to introduce the week
- Live phonics session (20 mins) with an activity to do at home
- Live / pre-recorded maths session (20mins) with an activity to do at home
- Live English session (20mins) with an activity to do at home
- Afternoon work uploaded onto Microsoft Teams as PowerPoint/pre-recorded video/links (1 subject per day)

#### KS2

- Class watch video to introduce the week
- Live Reading/Grammar session (40mins) with an activity to do at home
- Live / pre-recorded Maths session (40mins) with an activity to do at home
- Live English session (40mins) with an activity to do at home
- Afternoon work uploaded onto Microsoft Teams as PowerPoint/pre-recorded video/links (1 subject per day)

Children will be offered a short session with the teacher in the afternoon to go over any work from the morning if required. This will be arranged through a timetable on the Microsoft Teams calendar.

All work to be submitted onto Microsoft Teams for feedback (photos/written work) where possible.

## APPENDIX 2

### **Shellingford CE (A) Primary School – Virtual Learning Agreement**

#### Staff will:

- Record all live lessons and save the file on the school's secure network. This is to ensure we meet safeguarding regulations. This will not be used for any other purpose.
- Where possible ensure two staff members attend the live lessons.
- Where possible be in a quiet room where there will be no disturbances or other people in view of the camera.
- Display a blank background.
- Wear appropriate clothing and dress formally for school.

#### Parents will:

- Ensure the children understand the rules before joining the sessions
- Log into the meeting for the children and be available nearby during the session
- Set the screen so that their child is against a wall and no-one else can be seen by the camera
- Ensure the children are dressed appropriately (not in pyjamas etc)
- Ensure that no background noise can be heard (other children or adults)
- Not join in the lesson – this session is for the staff and children. Any questions should be sent via the School Office email
- Not record or take photos of the session (using phones or the record function on the app) or allow the children to do so
- Not share login details of the sessions with anyone else

#### Children will:

