Monksmoor Park CE Primary School

Remote Learning Policy

Date ratified by Governors:
23/09/2020

Dates reviewed by Governors:
1.
2.
3.

Contents

1. Aims

This remote learning policy for staff aims to:

> Ensure consistency in the approach to remote learning for pupils who aren't in school

> Set out expectations for all members of the school community with regards to remote learning

> Provide appropriate guidelines for data protection

The Governors at Monksmoor Park CE Primary School are fully aware that these are exceptional times and understand that each family is unique and because of this should approach home learning in a way which suits their individual needs. We realise that the circumstances that cause our school to close, or children to be at home, will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited

- parents may have two or more children trying to access technology

- teachers may be trying to manage their home situation and the learning of their own children

- systems may not always function as they should

If a child or staff member is unwell, our normal school policy applies. No member of staff or child is expected to undertake home learning if they are unwell.

The well-being of our staff and students is paramount and any concerns or questions must be raised at the earliest opportunity.

2. Roles and responsibilities

2.1 Teachers

If a child is unable to come to school but is well enough to learn from home, teachers will set learning via our online learning platform, Microsoft TEAMS (TEAMS). This will be in line with the learning provided in school but will not be an exact duplicate. As a minimum, staff will set the work outlined below.

In the event of a partial or full school closure and staff are working from home, teachers must be available between 9am and 3pm or their usual working hours. A half an hour lunch and 20 minute break should be taken from these hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

> Setting work:

- o For children in KS1 the following should be set for each day
    - English (Writing, GPS, Language)
    - Maths
    - Foundation subject (Variety of subjects to be set over the week, must include RE)
- o For children in EYFS
    - Phonics
    - Number
    - Open ended activity to support Prime areas of learning
- o All work should be in line with the school's curriculum and meet the needs of the children. Particular attention should be paid to those children with SEND.
- o All work should be uploaded to TEAMS by the end of the preceding week.
- o Live lessons should be made available each day where practicable. The timetable should be published a week in advance.
- o A live learning timetable will be produced as a school to support siblings accessing limited technology in the same household.

> Providing feedback on work:

- o Children in KS1 should use the TEAMS classroom and children in EYFS should use 2Simple to upload completed work or photographs
- o Staff should use the feedback facility within TEAMS & 2Simple to acknowledge work and give feedback in line with our feedback policy. Feedback could be written or aural and may be given to the whole class, rather than an individual.

- Feedback should be given as soon after the completion deadline as possible and before any subsequent teaching.

> Keeping in touch with pupils who aren't in school and their parents:

- All children are expected to attend live lessons unless previously agreed with class teacher and parents.

- Attendance at live learning should be recorded. Non-attendance should be followed up with an email or phone call.

- If a child is not willing/able to attend live learning, weekly welfare calls should be made by the class teacher. Any safeguarding concerns should be reported immediately in line with the school's safeguarding policy.

- All contact with parents should be made in line with our school policy. Staff are not expected to reply to emails outside of their working hours as outlined above.

- If a child is not engaging with remote learning, the class teacher will call home to discuss with the parent/guardian. If a resolution is not found, the family will be referred to SLT to follow up.

> Attending virtual meetings with staff, parents and pupils:

- If leading live learning or attending a professional meeting, ensure you dress in line with the school's code of conduct, as in school.

- Avoid areas with background noise and ensure your background is appropriate.

- All live online communication should take place in a secure environment. Other family members in the home should not be able to see or hear any conversations.

If a member of staff is on the rota to attend school to support children of key workers, parents will be notified and no live learning will take place. I.e. if a staff member is on the rota for a Wednesday afternoon, parents will not receive any assignments, live learning or feedback during this time.

2.2 Teaching assistants

In the event of a partial or full school closure and staff are working from home, teaching assistants must be available between their 9am and 3pm or their usual working hours. A half an hour lunch and 20 minute break should be taken from these hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

> Supporting pupils who aren't in school with learning remotely:

- Teaching assistants should attend all live learning scheduled by the class teacher

- Support with producing/sourcing learning materials

- Make welfare calls to families (Under the direction of the class teacher/DSL)

o Where suitable, provide small group or 1:1 learning or wellbeing sessions

> Attending virtual meetings with staff, parents and pupils:

   o If attending live learning or professional meetings, ensure you dress in line with the school's code of conduct, as in school.

   o Avoid areas with background noise and ensure your background is appropriate.

   o All live online communication should take place in a secure environment. Other family members in the home should not be able to see or hear any conversations.

2.3 Subject Leads

Alongside their teaching responsibilities, subject leads are responsible for:

> Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

> Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

> Alerting teachers to resources they can use to teach their subject remotely

2.4 Key Stage Leaders

Alongside any teaching responsibilities, key stage leaders are responsible for:

> Monitoring the effectiveness of remote learning by sampling work set and reaching out for feedback from pupils and parents

2.5 Designated Safeguarding Lead

The DSL is responsible for:

Ensuring the school's safeguarding policy and associated addendum is followed.

2.6 SENCO

The SENCO is responsible for:

> Ensuring children with SEND have full access to an appropriate curriculum

> Ongoing interventions continue where practicable

> Referrals and support from outside agencies continue where appropriate

2.7 Pupils and Parents

Staff can expect pupils learning remotely to:

> Complete work to the deadline set by teachers

> Seek help if they need it, from teachers or teaching assistants

> Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

> Make the school aware if their child is sick or otherwise can't complete work

> Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here

> Be respectful when making any complaints or concerns known to staff

> Support the engagement of their child for all home learning

2.8 Headteacher

The Headteacher 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

3. Who to Contact

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

> Issues in setting work – talk to the relevant subject lead or SENCO

> Issues with behaviour – talk to the relevant key stage leader

> Issues with IT – EasiPC – 01604 286682 or helpdesk@easipc.co.uk

> Issues with their own workload or wellbeing – talk to the Headteacher

> Concerns about data protection – talk to the data protection officer

> Concerns about safeguarding – talk to the DSL

4. Data Protection

4.1 Accessing personal data

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

- Use SIMs to access information and ensure no one in the home has access to the screen.

- Lock the screen when away from their desk and close the browser immediately after use.

- Ensure passwords are not stored on any home device.

4.2 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 – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

- Making sure the device locks if left inactive for a period of time

- Not sharing the device among family or friends

- Installing antivirus and anti-spyware software

- Keeping operating systems up to date – always install the latest updates

5. Safeguarding

All staff should follow the school's safeguarding policy, and any addendum at all times. The policy is accessible on our website and via TEAMS. A DSL will be available at all times during the school working hours.

6. Monitoring Arrangements

This policy will be reviewed every term by the Headteacher. At every review, any changes recommended will be approved by Full Governing Body. If this is not possible, the Chair of Governors can agree any changes which will then go to the FGB at the next meeting.

7. Links with Other Policies/Documents

This policy is linked to our:

- Behaviour policy

- Safeguarding policy & associated addendum

- Data protection policy and privacy notices

- ICT and internet acceptable use policy

- Code of Conduct

Appendix 1

One-to-One or Group Online Learning via TEAMS
September 2020: Acceptable Use Agreement for Staff

Context

In order to continue to support in the event of a local or national lockdown, or if a child is required to self-isolate, Monksmoor Park CE Primary School may choose to implement 1:1 or small group online lessons.

During this time, we will do what we reasonably can in order to keep all of the children we work with safe, as well as ensure the safety and protection of our staff. In all cases, the children we interact with will not physically be attending the setting, therefore it is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns will be dealt with as outlined in our Safeguarding Policy.

Purpose

This document sets out the procedures that must be adopted by Monksmoor Park CE Primary staff members delivering one-to-one or small group online lessons to children aged 11 and under.

Monksmoor Park CE Primary staff members are asked to agree to these procedures before one-to-one and/or small group online lessons can commence. Should any of these procedures not be complied with by either party, online lessons will be suspended and a Senior Leader will investigate.

Safeguarding

- An adult should be present in the child's home while the activity is taking place. The member of staff should request to see the accompanying adult at the start and end of the activity to ensure that they are in the home and again at the end of the activity to communicate what has been covered. If the adult is not at home the activity should not proceed.

- A Senior Leader will join the first 5 minutes of each child's first lesson to support the member of staff to convey safeguarding expectations to the child and parent/carer and to answer any questions which they may have.

- Members of staff are asked to ensure they are familiar with the Monksmoor Park CE Primary's Safeguarding Policy, particularly the sections on E-Safety and Incident Reporting, to ensure they are minimising the risk of any false or malicious allegations against them.

- Staff members should see the online activity as an extension of their normal face-to-face practice and use language that is age appropriate for their child.

- Lessons may be observed by another member of staff. This will either be a Senior Leader, to observe the lesson for quality purposes, or a member of the safeguarding team to ensure safeguarding procedures are being adhered to. If lessons are to be observed, the parent/carer, child and staff member will be informed before the lesson commences.

Communication with Families

- The Headteacher will write to all parents/carers to discuss the online lessons with them. They will seek permission for the lessons to commence as well as seek written consent to the Acceptable Use Agreement for parents/carers. A Senior Leader will ensure parents/carers are aware of who their child will be having lessons with and how lessons will work.

- Once permission has been received from the parent/carer for the lessons to commence, communication must be undertaken directly between the member of staff and the participant's parent/carer via email.

- Under no circumstances should a child's or staff member's personal contacts be shared.

- Should a member of staff be unable to take part in a previously agreed lesson due to illness or unforeseen circumstances they should contact the parent/carer AND Senior Leader to alert them at the earliest opportunity.

Scheduling Lessons

- Delivery of one-to-one and small group online lessons may only commence when written permission (via email) has been received from the participant's parent/carer. A Senior Leader will notify the member of staff when this permission has been granted and activity may commence. Ongoing communication may then commence with the staff member and parent/carer directly (see below).

- Delivery of one-to-one or small group online lessons should take place during normal school hours (09:00-15:00, Monday to Friday). Should a parent/carer request the activity takes place outside of these hours, the member of staff should alert the Senior Leader to discuss the request. Lessons outside of normal office hours will only be granted in exceptional circumstances.

- The duration of lesson should be no longer than 30 minutes in length and the exact length should be agreed with the parent/carer in advance of the activity taking place.

- Children have been asked to be ready for their lesson to start promptly at the agreed time. If the lesson is late starting, the duration of the lesson may be reduced as appropriate.

Teaching Environment

- Both child and staff member must be physically located in a safe working space, appropriate for online activity. For staff members a lounge or study is appropriate, a bedroom or bathroom is not.

- Parents/carers have been asked to remain in the vicinity of the lesson. Children should not use headphones.

- For the staff member, activity should be conducted in a space away from possible distraction and disruptions where others cannot see or listen in on the lesson. If this is not possible, then headphones should be worn, and screens angled away towards a wall and away from any other people.

- Where possible a plain or branded (if available) virtual background should be used. If this is not possible, staff members should minimise distracting, highly personal, ornaments, paraphernalia or images in their teaching space.

Professional Conduct

- Staff members should wear smart casual clothes with an ID lanyard.

- Children should wear attire which would ordinarily be worn in school on a non-uniform day.

- Clothing, worn by a child or a member of staff, which does not meet this expectation is not acceptable and activity should be stopped and reported immediately to the Senior Leader.

Recording of Activity

- Under no circumstances should the member of staff record or screen shot the activity. Parents/carers have also been notified to not record or screen shot lessons for safeguarding purposes. This is to ensure the privacy of the family and staff member.

Equipment & Platforms

- One-to-one online or small group lessons should only be undertaken using the Microsoft Teams application.

- All SLT members, as Designated Safeguarding Leads, should be invited as 'optional attendees' to all lessons to ensure ease of accessibility.

Microsoft Meeting Setup and Security Settings

The following settings should be applied by the staff member (Meeting Host) when setting up and delivering a Microsoft Teams online lesson with a child, which can be accessed through the meeting settings and security options within the Microsoft application:

Setting up the Meeting

- Schedule the meeting in your calendar and add the attendees as appropriate. Ensure you include SLT as optional attendees.

- Once the meeting is scheduled, click on the meeting in your calendar and scroll to the bottom. Holding the ctrl key, click on meeting options and ensure no one can present information or join the meeting before you.

Starting the Meeting

- Ensure the background is appropriate i.e. school logo/building.

- Hosts must disable the Chat function within the Security settings. Under no circumstances should staff members use the chat functions. Informal written communication may be liable to misinterpretation and put the staff at risk of false or malicious allegations. In addition, messages may not be saved and evidence to prove or disprove these allegations may not be readily available.

Ending the Meeting

- As soon as the lesson has ended, the Meeting Host should remove all participants before leaving the meeting.

- Don't forget to ask to see the parent/carer at the start and end of every lesson.
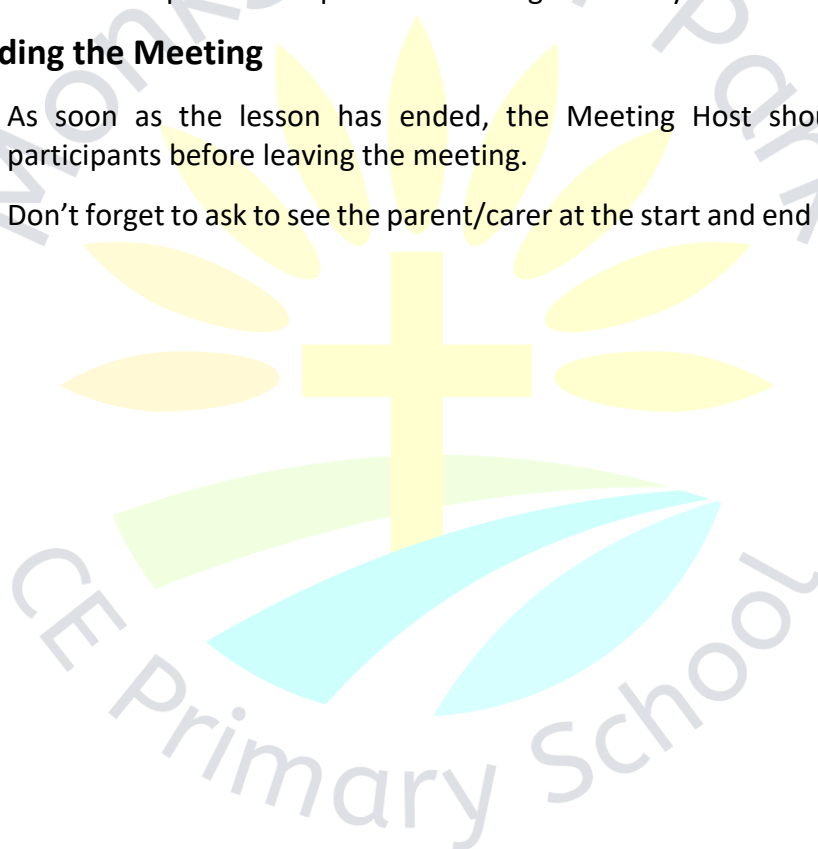
Appendix 2

One-to-One or Group Online Learning via TEAMS

September 2020: Acceptable Use Agreement for Parents/Carers

Purpose

This document sets out the procedures that must be adopted by parents/carers of Monksmoor Park CE Primary School and participants aged 11 and under, when participating in one-to-one or group online lessons with Monksmoor Park CE Primary staff.

These procedures are provided as an appendix to the Safeguarding Policy.

Parents/carers are asked to agree to these procedures before one-to-one or group online lessons can commence. Should any of these procedures not be complied with by either party, online lessons will be suspended and a Senior Leader will investigate. If this is not possible, the online activity will not be able to continue.

Communication between Monksmoor Park CE Primary and the Parent/Carer

- Communication will only ever be between a Monksmoor Park CE Primary staff member and you as the participant's parent/carer using email or phone call. Under no circumstances will we contact your child directly or accept contact from them without your knowledge.

- Under no circumstances should a participant's personal contacts be shared.

Time of Lesson & Duration

- Activity will only be scheduled when the school has received written permission from the parent/carer for lessons to take place, along with commitment to adhere to this Acceptable Use Agreement.

- Lessons will only take place between 09:00-15:00, Monday-Friday. The start time of the lesson will be agreed by the staff member and parent/carer.

- Exact lesson duration will be agreed in advance but will be no longer than 30 minutes per lesson.

- We will endeavour to schedule a regular agreed weekly time slot for your child's lesson, however this may not be possible in all circumstances.

- Your child should be ready for their lesson to start promptly at the agreed time. If the lesson is late starting, the duration of the lesson may be reduced.

Adult Supervision

- An adult, parent or carer should be near their child during the lesson. Monksmoor Park CE Primary staff members will request to see the accompanying adult at the start and end of the lesson. If they are not at home or present at the beginning of the lesson, the lesson will not be able to take place.

- A Senior Leader will join your child's first lesson to communicate our safeguarding expectations and answer any questions you may have.

Learning Environment

- The lesson requires a calm, quiet space, free from distraction. This should be a place where the participant can stand or sit comfortably.

- It is preferred that teaching and learning online takes place in a communal area in the home, i.e. a dining/living space; lessons should not take place in the child's bedroom.

- The area behind the child and teacher when they are on camera should be as neutral as possible, and not display any personal items, offensive images or words, or personal information.

- Parents/carers are asked to remain in the vicinity of the lesson. Children should not use headphones.

Appropriate Dress

- Children may dress informally for the lessons, however, we ask that it is appropriate for an educational environment, for example what they might wear for a non-uniform day at school.

- Clothing worn by a child which does not meet this expectation is not acceptable and lessons will be suspended if not adhered to.

Recording and Observation of Lessons

- Under no circumstances should you or your child record or screen shot the lesson. This is to ensure the safeguarding and privacy of your family and our staff member. Monksmoor Park CE Primary staff are also not permitted to record or screen shot lessons.

- Lessons may be observed by another Monksmoor Park CE Primary staff member. This will either be a Senior Leader, to observe the lesson for quality purposes, or a member of the safeguarding team to ensure safeguarding procedures are being adhered to. If lessons are to be observed, the parent/carer, child and staff member will be informed beforehand.

Lesson Content

- Lesson content will be tailored to your child's individual needs.

- Parents/carers are asked to join the start and end of each lesson so you are clear of the goals and objectives for that lesson, and then to discuss briefly how the lesson went and any home practise to be undertaken by your child before the next lesson.

Equipment and platforms

- Lessons should only be conducted on a communal family or a parent/carer's personal device.

- Online lessons should be undertaken using the Microsoft Teams app/web based resource.

- Once lesson days and times have been agreed, the details will be shared with parents/carers by email, including the relevant link to access the online lesson.

- Monksmoor Park CE Primary staff will disable various features within the Microsoft Teams application, including the chat function.

Cancellation & Absence

- Should our staff member be unable to take the agreed lesson, you will be contacted with as much notice as possible to inform you of the cancellation and where possible to rearrange the lesson.

- If your child cannot participate in their lesson due to sickness please notify the school office, as soon as possible in advance of the agreed lesson day/time.

As a parent/carer, it is your responsibility to ensure that you:

- Have talked through how the online lessons will work with your child to ensure they are happy to participate.

- Give written consent for your child to participate in online lessons with Monksmoor Park CE Primary School.

- Agree to the procedures and information within this Acceptable Use Agreement.

- Are aware of the date, time and teacher of each online lesson.

- Are aware of how your child will access the online lesson (i.e. the Microsoft Teams link) and on what device (e.g. a communal or parent/carer laptop, smartphone, tablet).

- Can ensure your child can access a suitable learning environment to participate in their online lessons.

Privacy Statement

The collection, storage, management, processing and protection of any data relating to participants and parents/carers will be in accordance with Monksmoor Park CE Primary School's Privacy Statement, which can be found on the school website.

If you have any concerns or questions in relation to this agreement please contact the school office.