'Learn to love and love to learn; in God's love each one will shine'

St. Andrew's Church of England (VC) Primary School

Remote Learning Policy

Rationale:
Our School Vision is led by the example of St Andrew; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* *(Matthew 4: 19)*

Learn to Love- As Jesus showed Andrew how to be the very best of men, so we guide and support our children to become the best that they can be. We teach our children to care and have respect for themselves and others, physically, morally and culturally. Our curriculum is built around the fish symbol to show that the love of God and Jesus is at the very heart of all that we do.

Love to learn- Just as Jesus immediately saw the character and depth of Andrew at that first meeting on the shores of the Sea of Galilee calling him to be his disciple, so we see and encourage the strengths and interests of all our children. We help them become lifelong learners, encouraging and developing their sense of enquiry and aspiration.

In God's love each one will shine- Following Jesus' command; *"Come, follow me," Jesus said, "and I will send you out to fish for people."* *(Matthew 4: 19)* St Andrew brought people to meet, to love and to learn from Jesus. In a similar way we help our children to follow Christian values, to receive the love of God, and to shine that love to others in His grace.

Objective, scope and principles

Our vision is realised through this policy by ensuring that all children have access to quality first teaching during times of national emergency (eg national or local lockdown) and that there is a clear means for effective communication between home and school.

Remote learning may also be appropriate in situations when pupils, in agreement with the school, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as exclusion from school, or longer term illness. Another relevant instance would be if, following an infectious disease outbreak, pupils are self-isolating at home but are not suffering with relevant symptoms.

There is no obligation for the school to provide continuity of education to pupils who do not attend the school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take pupils on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their children from school 'as a precaution', against official guidance, in the event of an outbreak of an infectious disease. This policy is under review and may be revised as necessary in light of further experience of remote learning and the circumstances around its necessity.

Aims

This remote learning policy for 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

Our Chosen Online Platform

St Andrew's Church of England Primary School will facilitate remote learning via;

- Use of Purplemash/ Mathletics online educational resources
- EYFS and KS1 - School Dojo
- KS2 G-Suite platform using Google Classrooms.

Parents will be provided with a set of protocols with regards to the use of this platform. (see Annex B below)

Allocation of devices for Disadvantaged children:

The school will provide devices to be allocated to families who fulfil the criteria as outlined by the Government in the event of disruption to face to face education at schools due to coronavirus (COVID-19).

Examples of this include disadvantaged children:

- *with no digital devices in their household*
- *whose only available device is a smartphone*
- *with a single device in their household that's being shared with more than one other family member*
- *who do not have a fixed broadband connection at home*
- *pupils in years 3 to 11*
- *clinically extremely vulnerable children across all year groups who are shielding on official advice*
- *children in all year groups unable to access remote education whilst attending school on a hospital site*

Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.45am and 3.15pm. An hour's lunch break will be set for all between 12.15pm and 1.15pm. Dedicated PPA and leadership times will remain as scheduled. Teachers who work a part-time contract will be expected to work these hours on their allotted days.

If teachers are 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 and phone the Headteacher before 7am on the first day the reason which prevents them from working occurs. The Headteacher should be informed by 2.30pm on the same day of their ability to work on the next working day.

Setting work:

- Work should be provided by class teachers for their own classes daily.
- In the event of a member of staff being unable to work, as detailed above, class teachers may be asked to provide assistance in setting appropriate work for other classes too.
- Staff will only be expected to host Zoom or Google Meet (live streaming) lessons in the event of a prolonged closure. If such a closure does occur, a Meet will be undertaken three times a week.
- Each day, an English, maths, reading activity and other curriculum area will be set.

- Where appropriate to their age and ability, children should also be set daily phonics activities.
- SLT will monitor the provision of work being set to ensure consistency across the school and email or arrange Teams Meet sessions, in place of staff meetings where a lockdown is in place, to ensure communication between all school staff.

Providing feedback on work:

- Teachers should provide personalised feedback for each child once per week for Maths/English and relevant other curriculum. This can be in the form of a comment on the work set or in the form of a message sent directly to the child via the chosen platform.

- The expectation is that teachers review the work on the day it has been set and deadlines should be set on daily activities to reflect this.

- Teachers should provide a daily recorded video each morning introducing the work for the day and providing generalised class feedback on the work from the previous day.

Learning Support Assistants

When assisting with remote learning, teaching assistants must be available for work between their normal working 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 as stated above for teachers.

Examples of their responsibilities could include, but are not limited to:

- Corresponding with the 1:1 children and their parents where necessary and when they are the professional best placed to assist.

- Recording video messages for the class to ensure communication and their relationship with them is maintained.

Subject leads and SEND support

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.

- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other.

- Monitoring the remote work set by teachers in their subject with each year group being given a focussed monitoring week (to be set by the Headteacher).

- Alerting teachers to resources they can use to teach their subject remotely via email.

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school .

- Monitoring the effectiveness of remote learning.

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

- Performing the functions of the designated safeguarding lead as detailed in our child protection policy which has been amended in light of our remote learning functions.

IT Support

- Parents/Staff with IT support requests should always contact the school office on admin@standrews323.herts.sch.uk.

Pupils and parents

Assuming that pupils are healthy and well enough to work, they will be expected to participate as fully as possible in the remote learning process, attending relevant live sessions, completing independent work, and submitting assessed tasks promptly and to the best of their ability.

Pupils will also be expected to read and respond to communication from the school (e.g. messages from teachers) on a regular basis. In the event of an extended school closure, teachers will continue to deliver content in line with existing school curriculum once the school is reopened.

Staff can expect pupils learning remotely to:

- Be contactable at some point during the school day
- Complete work to the deadline set by teachers.
- Seek help if they need it, from teachers or support staff.
- Alert teachers if they are 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.
- Be respectful when making any complaints or concerns known to staff.
- Ensure all Protocols are followed.- See Annex A and Annex B for the Agreed Protocols.

Governing board

The governing board 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.

Data protection- Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or contact numbers 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 – 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.
- Ensuring antivirus and anti-spyware software is installed.

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

Annex A: Zoom Meetings Guidance for Staff and parents/carers

<u>ZOOM MEETINGS</u>
<u>Guidance and Rules for TEACHERS</u>

The following rules and guidelines must be adhered to:

- Only invite children whose parents or carers have completed a consent form and have given their permission – lists available from the Office.
- Wear the same attire as you would on a normal day in school.
- Ensure that the meeting takes place in an appropriate room and that the background is plain or with no personal information or data showing.
- Ensure that you only share the meeting ID and/or password with anyone other than the intended attendees' parents and carers.
- Only email the Meeting ID and password – <u>do not send a link</u>, as this will prevent parents and carers from changing their Zoom name.
- Only allow the names of those invited to join the meeting. Don't allow any that you do not recognise in the waiting room to join.
- Discourage parents or carers from discussing any school related issues with you unless you want to specifically initiate a conversation that is pertinent to the meeting.
- Do not take any screen shots, pictures or voice/video recordings of the meetings or discuss the content of the meetings with anyone on social media.
- Each meeting will be recorded, parents and carers will receive a notification at the beginning of the meeting and will need to give their consent. The recordings will be saved to your N:\ if logged in school or on your school laptop's C:\ drive if at home for safeguarding. You will not be able to access these meetings. If you need to review the meeting, please ask the Office.
- If there is any inappropriate behaviour, terminate the meeting immediately and report to the Head Teacher.

<u>ZOOM MEETINGS</u>
<u>Guidance and Rules For Parents/Carers</u>

How will the meetings work?

- The class teacher will send an email to parents and carers via ParentMail which will contain the Zoom meeting ID, a unique password and the list of children who have been invited to the meeting.
- Parents and carers will need to download the Zoom app on the device they are using to attend the meeting.
- At the meeting's start time (and not any earlier), parents and carers will need to go in to the Zoom app and click on the 'join' option. Please enter the meeting ID and change the Zoom

name to your child's first name and their surname's **<u>initial only</u>** ie Tony D or Mary A. Click on 'join' and you will be prompted to enter the password.

- The teacher will see your child's name in the waiting room and 'allow' your child to join the meeting if their name is listed correctly. Please note, teachers will not be able to allow anyone in to the meeting unless an expected child's name is showing.
- A parent or carer will need to be present in the room with their child throughout the whole of the meeting but not on screen. These meetings are a platform for the children and their teachers only and to ensure that the children get the most out of these interactions, we ask that parents and carers do not take part in any of the communications, unless there is a technical or safeguarding issue.
- During the meeting, all participants will be set to 'mute' whilst the teachers are speaking and the teacher will 'unmute' the children when it is their turn to speak.
- <u>Please be aware that for safeguarding reasons all meetings will be recorded by the class teacher.</u>

- *If there is a technical issue that cannot be resolved quickly, parents or carers must leave the meeting and contact the School Office.*
- ***If there is a safeguarding issue, this should be reported via email: Head@standrews323.herts.sch.uk or by calling on 01920 870097 and asking to speak to the DSP.***

Further guidance regarding using Zoom in schools can be found here - it is recommended that parents and carers read this thoroughly. https://www.saferinternet.org.uk/blog/what-…-zoom-guide-parents-and-carers

The following rules and guidelines must be adhered to:

Children must:-

- Be ready and dressed for the meeting (children do not need to wear their uniform but nightwear would not be appropriate).
- Behave in the same manner as they do when they are in school, following the school's behaviour policy and the home school agreement.

Parents/Carers must:-

- Not share the meeting ID and/or password with anyone.
- Ensure that the meeting takes place in an appropriate room of the house and that the background is plain or with no personal information or data showing.
- Remain present throughout the whole meeting but not on screen.
- Not take part in the meeting or use it as an opportunity to discuss any school related issues with their child's class teacher, unless the teacher specifically initiates a conversation that is pertinent to the meeting.
- Not take any screen shots, pictures or voice/video recordings of the meetings or discuss the content of the meetings with anyone on social media.
- Leave the meeting when the teacher has indicated that the meeting is finished and not attempt to re enter the meeting.

Please make sure you have read the above guidance thoroughly and shared the relevant parts with your child/ren. A ParentMail consent form must be completed for any child to take part in these meetings.