

Remote Learning Policy

This Policy may come into action if a child is isolating at home.

Aims

This remote learning policy 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

When providing remote learning, teachers must be available around their responsibilities in School to liaise with parents either through telephone calls, Tapestry, emails and at times, Teams.

Microsoft Teams

Microsoft Teams has been set up in school as a platform if the school opts to use Teams for Meetings with Parents. It is a secure, GDPR conforming system.

Teachers will use parent emails as the link to talk to parents.

Teachers may request a discussion/help/lesson with a child/a group of children. Parents must also be present in this meeting.

It is expected that staff, pupils and parents will engage in a manner that is similar to that in the classroom.

Pupils and parents must use acceptable behaviour when using Teams, or the individual pupil may be removed from the group / chat.

When assisting with remote learning, teaching assistants must be available to assist the teacher online during their working hours.

When assisting with remote learning, teaching assistants may be responsible for:

Supporting pupils who aren't in school with learning remotely.

Assist with uploading and marking work.

If a member of staff is unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure. The class Teaching Assistant and/or other staff from the teaching teams may be required at this point to assist parents.

When providing remote learning, teachers are responsible for:

Setting up the Group

- Setting up the class group on Teams and/or Tapestry
- Ensuring new pupils can access relevant platforms
- Ensuring the relevant settings are applied to the platforms

Setting work

- Setting the appropriate amount of work for the children in their class.
- Setting deadlines for when work needs to be completed.
- Indicating where work should be completed/uploaded (e.g. Teams/ written in books).
- As much as possible, ensuring consistency across the year/subject and making sure pupils with limited access to devices can still complete the work (packs may need to be printed).
- Clarifying what work is going to be marked by the Class Teacher, and what can be self marked with answers provided.

Providing feedback on work

- Sharing feedback with pupils either through Tapestry / email or Teams (Parent attending).
- Keeping in touch with pupils who aren't in school.
- Staff will need to contact those children unable to attend school (e.g. isolating). Please note, this may take time if a single child is isolating, as the Class Teacher may be teaching the rest of the class.
- Teachers are not required to answer messages/emails outside of working hours (9.00am – 3.30pm).
- Any complaints or concerns shared by parents should follow the School's complaints procedure found on the School website. In the first instance, the concern should be dealt with by the class teacher.
- Any safeguarding concerns should follow the school's Child Protection and Safeguarding Policy
- Staff should monitor which children are completing / not completing work set.
- The class teacher must contact the parent of any child who is not completing the work set to ensure they are aware of the expectations of children's learning to continue, and offer support and guidance as requested.
- If teachers are teaching their class, the priority is the class. A TA may need to communicate with parents in the teacher's absence in this case.

Attending virtual meetings with staff, parents and pupils

Teachers - For video calling

- Use only Microsoft Teams
- Joining instructions must be given in advance to participants
- A register of participants is to be taken
- Participants are to be muted on entry
- Pupils may have to be held in a 'waiting room' until they are allowed to enter by a member of staff
- If a whole class/group session is conducted, the session should be recorded by the teacher
- The child's parent/carer must be present with the pupil throughout the call
- Appropriate language must be used at all times
- A blank or blurred background may be chosen
- If possible, a class 'Teams meeting' will be held at approximately 9:30am to ensure the children know what they have to do during the day. Parents are requested to be in attendance, but not on screen.
The meeting is set at this time to give children and parents the time, prior to the meeting, to talk through the work set to ensure they know what is expected of them.
During the meeting, teachers will outline the work and answer any questions the children may have.
- Children do have the option to use the chat feature on the left hand side of the screen, however this feature should only be used to ask essential questions of the class teacher and NOT of other children.
- We recommend children use the 'Raise Hand' function to make the teacher aware that they require assistance.
- Dress code – staff are to dress appropriately
- Locations (avoid areas with background noise, or anything inappropriate in the background. You may wish to blur the background) if at home, staff should ensure they are in a communal area, not bedrooms.

Staff should expect pupils learning remotely to:

- Use appropriate language at all times
- Be contactable during the school day – although consider that they may not always be in front of a device the entire time, and siblings may need to share computer time
- 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

Pupils – for Video calling

- School uniform is not required, however pupils should be appropriately dressed – no pyjamas
- Parents/Pupils to join no more than 5 minutes before the session starts
- Participate from a communal area at home; where you and your parent/carer are present
- Same classroom expectations regarding behaviour
- You may use the 'chat' facility to ask a question. Teacher may wish to mute pupils to speak
- Pupils disrupting a session will be disconnected. Teachers will then contact the parent to discuss the issue before allowing the child to return to a meeting
- Use the platform with Parents attending for school related activities only.
- Only make appropriate comments.

Staff should 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 class teacher / school if they require it
- Be respectful when making any complaints or concerns known to staff

When using Teams:

Parents will:

- Accompany and support their child while using Microsoft Teams.
- NOT screenshot / record or copy any information, messages or posts from their teacher or other pupils.
- Report any Safeguarding problems/issues arising, to the Designated Safeguarding Lead via the School Office.
In an emergency ring the Lincolnshire Duty Team on 01522 782333 or 01522 782111
- Understand that teachers are only available during the school day hours of: 09:00am – 3:30pm. If contact is made with the class teacher, the teacher may not be able to reply immediately. Teachers will respond to messages in a timely manner, balancing this with the everyday teaching and learning of the pupils in school.
All parties involved must take a flexible approach to messaging with Teams and Tapestry

Subject Coordinators

Alongside their teaching responsibilities, subject coordinators are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Assisting teachers who are 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

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

Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains uninterrupted
- Ensuring that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Ensure that staff feel supported and that their well-being is protected, along with their work-life balance

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 Curriculum Lead
- Issues with behaviour – talk to the relevant member of staff
- Issues with IT – talk to IT Coordinators / ARK Solutions / Teams
- Issues with their own workload or wellbeing – talk to their line manager
- Concerns about data protection – talk to the data protection officer (Joe Lee – via school website)
- Concerns about safeguarding – talk to the DSL

Data Protection

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 – strong passwords
- 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. All teacher laptops should be encrypted
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software (completed by ICT company ARK)

Links with other policies

This policy is linked to our:

- Behaviour & Discipline Policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices (GDPR)
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

Dear Parents and Carers,

Years : Foundation and Year 1 see section below titled 'Tapestry'

Years : 2 - 6 – Teams



Tapestry

Children within Foundation Stage and Year 1 will still continue to use Tapestry. In the event of isolation or bubble closure, work for children will now be uploaded onto Tapestry rather than the school website.

Microsoft Teams

As part of our commitment to providing the children in our care with the best possible educational experience, children from Year 1 to Year 6 have access to Microsoft Teams. We hope that this platform, along with eSchools and Tapestry will provide the support Home Learning. We will, on occasions use Teams to access the Video 'chat' function.

During a possible future bubble closure (when a whole class is sent home), work for your child will be placed on either eSchools or Tapestry (see Remote Learning Policy on our school website).

During this time, your teacher (if available) will hold a morning meeting where your children are requested to join, and say good morning to everyone in their class. A register will be taken at this point. This also provides an opportunity for your children to clarify what they are to do during that day. During the day, the children will still be able to contact their class teacher via eSchools or Tapestry (n.b. Teachers will be working with children who may want clarification on work set and may not get back immediately).

Microsoft Teams can be accessed in two main ways:

- via www.office.com, opening the Teams app in the web browser;
- via the Teams app, which can be accessed by downloading the Teams app (preferred) or by using the web app instead.

To login, you will need your child's school email address and school password.

With this communication you should also find some useful Teams for Education overviews. In addition, this link also provides valuable information:

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

When you have logged in you should see the 'team' for your child's class. When you click this, it opens the general feed on 'posts'. This is where the link to the class meeting will be.

Children do have the option to use the chat feature on the left hand side of the screen, however, this feature should only be used to ask essential questions to the class teacher and NOT with other children.

Published on the school website is our 'Remote Learning Policy'. We ask that you read this and ensure the children understand how to use the system and adhere to the expectations set.

If you have any issues accessing your child's account, in the first instance, please contact your child's class teacher.

Telephone: Cranwell (01400) 659001 Email: enquiries@cranwell.lincs.sch.uk

