

Remote Learning Policy at St Peter's Eaton Square Primary

Aims:

- Ensure consistency in the approach to remote learning for pupils who are not in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.

Approach

We appreciate that everyone's home circumstances might be very different and that some families may have to share a device or a family may have to support children of different ages. Family members may be working at home so they have less time to spend with the children during the day.

We therefore adopt a flexible approach to remote learning using both off line and online activities so that families are better able to fit children's remote learning in with family life.

Learning Platforms

Microsoft Teams, LGFL-Busy Things, Times Tables Rock Stars, Mathletics, Developing Experts (Science)

Roles and Responsibilities

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 systems are appropriately secure, for both data protection and safeguarding reasons

Day to day responsibility for the implementation of this policy is devolved to the Headship Team.

Designated Safeguarding Leads

The school's Designated Safeguarding Leads (DSL) have day to day responsibility for online safety and will maintain an active oversight of the management of guided home learning from a safeguarding perspective. Procedures will be kept under review and action will be taken swiftly if concerns about the use of technology arise.

The Head Teacher and DSL will liaise with the school IT support provider to ensure the ongoing safety and suitability of the technology which we use.

Senior Leaders

Senior leaders are responsible for:

- Coordinating the remote learning approach across the school – through senior leaders checking each class home learning offer weekly
- Monitor the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set and monitoring feedback from pupils and parents

IT Contractors

IT staff are responsible for:

- Assisting with the implementation of systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of systems and flagging any data protection breaches to the data protection officer

Teachers

When providing remote learning, teachers should be available between 8.30 and 3.45 pm. If they 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.

When providing remote learning, teachers are responsible for:

- Setting work for their class or year group.
- Setting work for individual students if they are self-isolating.
- Each class teacher will provide 4 live sessions for each child daily, one English, one maths and two registrations. Classes will be split in two for subject learning so the teachers will deliver 6 live sessions a day.
- Acknowledge all work and celebrating effort.
- Ensure that during any live sessions, they adhere to the school dress code and that they are online in a suitable environment.
- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background.)
- Set assignments so that pupils have meaningful and ambitious work each day.
- Set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum: 3 hours a day, on average, across the school cohort
- Provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
- Have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
- Gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide feedback, at least weekly, using digitally facilitated or whole-class feedback where appropriate.

- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.

Pupils and parents

Staff can expect that pupils learning remotely will:

- Be contactable during the school day – although the school does understand that they may not be able to be in front of a device the entire time
- Complete work to the deadline set by teachers
- Ask for help if needed
- Let the teacher know if they cannot complete any of the work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise unable to complete the work
- Seek help from the school if they need it

Use of Video Conferencing Technology

We are keen to provide face to face contact opportunities, both as a support to the children's well-being, and to ensure that the children benefit from being taught by their class teacher.

The expectation is that children will engage fully with online learning. If you would like your child to take part but feel this will not be possible because of technology constraints, please let us know. The live sessions will be recorded so they can be accessed after the live session.

The safety of children and staff is paramount when using this technology, and if you wish to take advantage of these opportunities, you must agree that:

1. There will be an appropriate adult in the room with the child throughout the video to ensure that they are safe and using it appropriately.

2. When joining the meeting, the adult will need to appear on screen briefly so that we can confirm you are nearby.
3. Children must take part in the meeting in a suitable communal environment (not a bedroom) and must be appropriately dressed and do not use inappropriate language in the background.
4. You will not capture or share video/images/personal information of anyone on the call.
5. You will ensure your child is correctly logged off at the end of the meeting.
6. Failure to comply with any of these requirements could result in your child not being allowed to participate in future sessions.

For our part, we will ensure that:

- You or your child will not be contacted through Teams other than for pre-arranged meetings.
- Appropriate security settings will be in place for all meetings.
- The teacher will ensure that only expected registered users are allowed to any meeting.
- Invitations will be sent out via Teams invite on the class page. Teacher will send frequent reminders of date and time.
- Participants will be held in a virtual waiting room until their identity has been verified by the class teacher.
- All staff in the meeting will be appropriately dressed and will use appropriate language.
- Teachers will stay in the meeting until everyone has logged off from the call.

The school have applied for devices from the DfE for families who are eligible.

Data Protection

Online sessions will be delivered using Microsoft teams. Microsoft adheres to GDPR standards, and any identity information is kept inside Europe on Microsoft servers. Where they use servers in other parts of the world, the data is handled in line with GDPR guidelines.

Meetings will be recorded for safeguarding and accessibility purposes and stored with in the secure Microsoft environment. Consent for the recording will be obtained from parents as per this policy. Consent can be revoked at any time for future recordings.

Accessing personal data

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

- Access data through the St Peter's Eaton Square Microsoft Teams function – this is a secure cloud service.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but 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.
- 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 with family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install latest updates

Safeguarding

Please refer to St Peter's Eaton Square safeguarding policy in addition to this Remote Learning Policy, which has been updated to reflect the current situation.