Remote Learning Policy

School Leader: **G Nowak**

Link Governor: **C Foyle**

Policy Approved   **Signed: C Foyle**   **Date: 21.01.2021**

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Legal framework

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- **Data Protection Act 2018**
- **The General Data Protection Regulation (GDPR)**
- **Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction**
- **DfE (2020) 'Guidance for full opening: schools'**
- **DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'**
- **DfE (2020) 'Keeping children safe in education'**
- **DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'**
- **DfE (2020) 'School attendance: guidance for schools'**
- **DfE (2020) 'Remote education good practice'**

This policy operates in conjunction with the following school policies:

- **Data Protection Policy**
- **Child Protection and Safeguarding Policy**
- **Health and Safety Policy**
- **Good Behaviour Policy**
- **Accessibility Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Attendance Policy**
- **E-Safety Policy**
- **Working at Hardwick Primary School Staff Code of Conduct and Agreed Ways of Working**
- **Staff ICT Acceptable Use Policy**

Rationale

At Hardwick Primary School, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life. This policy covers all aspects of remote learning in the school including online and distance learning. This includes Home Learning (Homework) and enrichment activities, as well as any

interventions that support learners off-site to catch up any missed learning, or to keep up with current learning delivered by the school.

In the event of a school closure, the school is committed to providing continuity of education to its learners and will do so through a process of remote (online) learning. Extensive remote learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of learners and teachers are healthy, and able to work as normal from home.

This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence. There is no obligation for the school to provide continuity of education to learners who absent themselves from school, with or without parental permission, in contravention to school or government guidance. This may apply, for example, if parents choose to take learners 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 infectious disease.

Remote learning can be accessed by a child and their siblings if they are absent because they are awaiting test results and their household is required to self-isolate or if a child's class is not permitted to attend school because they, or another member have tested positive for an infectious disease.

Our Aims are:

- To minimise the disruption to pupils' education and delivery of the curriculum.
- To have structured learning opportunities to connect with children across the school week.
- To ensure provision is in place so that all pupils have access to high-quality lesson content and to provide continuity of learning and skills development in the event of a school closure.
- To ensure planning for opportunities for pupil achievement and attainment, including additional enrichment and Home Learning activities.
- To ensure we give opportunities for every child and that all children are safe, respected, respectful and responsible.
- To protect pupils from the risks associated with using an online lesson platform through the internet.
- To respect the rights of children as set out in our Good Behaviour and Anti Bullying policies.
- To ensure staff and pupil data remains secure and is not lost or misused.
- To ensure robust safeguarding measures are in place during live online lessons.
- To ensure all pupils, wherever possible, have the provisions required to take part in live online lessons.

What is 'Remote Learning'?

Remote learning, also referred to as distance learning, gives children who aren't in a physical location due to illness or school closure in-person education, access to online training materials, and the ability to communicate with their school staff from their own home through an Internet based application.

At Hardwick we use two primary applications to facilitate remote learning and communication – Microsoft Teams and Purple Mash.

What is Microsoft TEAMs?
Microsoft Teams is a GDPR compliant digital hub that brings conversations, content, assignments, and apps together in one place, this allows teachers to:

- create learning environments,
- build collaborative classrooms,
- connect in professional learning community and connect with colleagues remotely.

Within Microsoft Teams, staff can converse with children through a class conversation. This is fully visible at all times by all members of the class 'TEAM'. 1-1 discussions (calls and chats) between a class teacher or another child will be disabled from the application to avoid any safeguarding issues. These conversations are also stored on Microsoft's "Cloud" Network within Hardwick Primary School Office 365 tenancy and can be reviewed if and when a need arises. Staff and children can share files and websites, create a OneNote Class Notebook (already built in), and distribute and grade 'assignments'. This allows teachers to organise interactive lessons and provide effective and timely feedback. School administrators and staff can also stay up-to-date and collaborate using Staff Teams. These TEAMs can be used for announcements and topical conversations. Staff can share instructional material using these professional learning communities.

User accounts, licences and security:
For security reasons, children have been disabled from viewing the global directory of users normally available through Microsoft TEAMs, this is to ensure children cannot send emails or obtain addresses of Hardwick Primary School staff; this protects the security of both the member of staff and the child.
Children will not be able to view or comment on any TEAMs other than the TEAM that they have been assigned to. They will also not be able to create their own TEAMs, becoming an owner, and invite members to a TEAM they have created. This is to ensure all TEAMs can be monitored and overseen by the class teacher, the Head teacher, senior leaders, the Data and Network Manager and the Computing and Distance Learning lead as well as our network filtering system.
Microsoft TEAMs uses Microsoft 365 capabilities to authenticate users and provide services. Staff and children have identities established to facilitate collaboration. Passwords are initially set to the child's initials and date of birth, but when appropriate will be changed to Windows Hello and a PIN code.

What is Purple Mash?
Purple Mash enables children to explore and enhance their knowledge in a fun and creative way. The simple to use programs allow students to learn complex Computing skills, such as animations, coding, programming and debugging, music creation, and much more.
Purple Mash contains dozens of powerful open-ended tools and educational games that let our students learn through unique and creative lessons, no matter what the subject. Children can

log on at home to access what they have been learning at school to either enhance their knowledge or just have fun.

Children are also able to communicate with their teachers using the 2email account. It is made as simple as possible, with just an inbox and a 'compose' button for new emails. Children can also attach any work that has been completed and send it back to their teacher.

Roles and Responsibilities

<u>The role of the governing body:</u>
- To ensure that the school has robust risk management procedures in place.
- To evaluate the effectiveness of the school's remote learning arrangements.
- To review the effectiveness of this policy on an annual basis in conjunction with the headteacher/head of school.
- To ensure that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach**.**

<u>The role of the headteacher/head of school:</u>
- To ensure staff, parents and pupils adhere to the relevant policies at all times.
- To ensure that there are arrangements in place for identifying, evaluating and managing the risks associated with live online lessons.
- To ensure that there are arrangements in place for monitoring incidents associated with live online lessons.
- To ensure that the school has the resources necessary to carry out the procedures in this policy.
- To review the effectiveness of this policy on an annual basis in conjunction with the governing board and communicating any changes to staff, parents and pupils.
- To arrange any additional training staff may require to support pupils with live online lessons.
- To ensure that the live online lesson provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired.
- To conduct weekly reviews of the remote learning arrangements to ensure pupils' education does not suffer.
- To ensure, in collaboration with the governing body, that the school's live online lesson arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.

<u>The role of staff:</u>
- To become familiar with new technology when needed and research Microsoft TEAMs, Purple Mash and understand how they can be used most effectively.
- To provide a learning platform where all children have the opportunity to engage in learning.
- To promote an ethos of inclusion, respect, fairness and equality.

- To deliver age-appropriate lessons or meetings through video conferencing when appropriate, taking into account the audience and awareness of the audience.
- Ensure that cyber resilience and Internet safety is central to all digital technology use as set out in the Computing and eSafety Policy.
- To observe and monitor children's learning.
- To provide support and guidance for pupils and parents when needed.
- To keep abreast of research and national agenda and demonstrate an ongoing commitment to professional learning.
- To engage with effective learning and teaching resources.
- To adhere to this policy at all times during periods of live online lesson usage.
- To report any safeguarding incidents and concerns to the DSL and ask for guidance as appropriate.
- To take part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- To report any defects on school-owned equipment used for live online lessons to the ICT technician.
- To adhere to the Working at Hardwick Staff Code of Conduct and Hardwick Agreed Ways of Working at all times.

The role of the SENCO:
- To liaise with the ICT technician to ensure that the technology used for live online lessons is accessible to all pupils and that reasonable adjustments are made where required.
- To ensure that pupils with EHC plans continue to have their needs met during live online lessons and liaise with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- To identify the level of support or intervention that is required while pupils with SEND take part in live online lessons.
- To ensure that the live online lesson provision put in place for pupils with SEND is monitored for its effectiveness while remote learning is undertaken.

The role of the Designated Safeguarding Lead:
- To attend and arrange, where necessary, any safeguarding meetings regarding live online lessons.
- To liaise with the ICT technician to ensure that all technology used for live online lessons is suitable for its purpose and will protect pupils online.
- To identify vulnerable pupils who may be at risk if they take part in live online lessons.
- To ensure that child protection plans are enforced if vulnerable pupils take part in live online lessons.
- To identify the level of support or intervention required while pupils take part in live online lessons and ensure appropriate measures are in place.
- To assist teachers with live online lesson planning to ensure the correct safeguarding measures are in place.

The role of the Data Protection Officer:

- To oversee that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- To ensure all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- To ensure that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- To oversee that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

The role of the pupils:

- To participate in online learning and activities as published by their teachers.
- To ensure everyone feels valued, respected and included: children, staff and parents.
- To promote respect in relation to the rights of others.
- To contribute their views through Microsoft TEAMs and Purple Mash when required.
- To offer peer support and guidance through shared learning.
- To show respect to any teaching staff who conferences through to them via TEAMs video link and be made fully aware if videos are to be recorded.
- If borrowing/being lent school equipment to support this policy to have read, understood, signed and returned our Device/Equipment User Agreement – Pupils.

The role of parents:

- To encourage pupils to access learning through TEAMs/Purple Mash and associated activities.
- To support the school values as set out in the Good Behaviour, eSafety and Anti-Bullying policies on the website.
- To foster an open pathway of communication between the school and home where appropriate.
- To encourage children to participate in video learning lessons via TEAMs and show respect through their comments and behaviours remotely.
- To have read, understood, signed and returned our Weduc, Purple Mash and Teams Parent User Agreement.
- If borrowing/being lent school equipment to support this policy to have read, understood, signed and returned our Loaning School Equipment Agreement – Parents.

Expectations for learning provision:

- Teachers to provide regular planning, as far as possible, with reinforcement and consolidation of skills and concepts.
- All classes within Hardwick Primary school to have individual access to Microsoft TEAMs through an Office 365 account, and Purple Mash through a unique username and password.

- All teachers are responsible for planning, assessment (if necessary), providing comments/annotations on work produced and for meeting the needs of all children.
- To ensure continuity of provision in the event of staff illness or key workers working on site while other staff are working from home.
- SLT and Data and Network Manager will also be able to access each class TEAM on Microsoft TEAMs as well as the class teacher.
- Independent research and learning should be encouraged, using assigned websites available on Teams under IT and Distance Learning.
- The assignment function within Microsoft TEAMs should be used to enable pupils to submit evidence of their learning.
- Regular check-ins with pupils to provide direction, give feedback and provide an opportunity for pupils or parents to ask questions.

Expectations for live lessons:

a) Live Lessons - Systems and Technology

- Staff will be told to only download software for live online lessons from a trusted source, e.g. Apple App Store, Google Play or the provider's official website.
- The Computing Coordinator / Network Manager will research the providers the school will use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons. Where necessary, they will refer to government-approved resources, e.g. from the National Cyber Security Centre (NCSC) and from the UK Safer Internet Centre, when selecting their recommended providers.
- Teachers will review the DfE's list of online education resources and utilise these resources as necessary.
- Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.
- Staff will ensure their live online lesson service account is protected with a strong password and will not autosave their password on any device.
- Staff will ensure they test and understand the service before conducting their first live online lesson using the 'test' function, where applicable.
- Staff will ensure they understand how to mute the microphone and how to turn off their camera on their device before their first live online lesson.
- The school will ensure all pupils due to attend live online lessons have access to equipment that will enable them to participate, e.g. a laptop and internet access, to ensure they do not fall behind their peers who do have access.
- Staff will ensure streaming and online chat functions are disabled for pupils.
- For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation.
- For live online PE lessons where replicating in-person teaching provision is difficult to achieve, teachers will consider using video demonstrations accompanied by supporting explanation. Pupils will be encouraged to take regular physical exercise to maintain fitness.

b) Live Lessons - Safeguarding

- Staff will always have due regard for the school's Child Protection and Safeguarding Policy whilst conducting live online lessons.
- The planning of live lessons will always be carried out in conjunction with the school's DSL.
- The school will ensure the system used for live online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.
- Pupils will be reminded not to share private information through the live online lesson system by the teacher.
- The teacher will remind pupils not to respond to contact requests from people they do not know when using systems for live online lessons.
- Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons.
- Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.
- Support staff will be on hand to supervise and handle any sudden changes or developments, such disputes between pupils, that may occur during the live online lesson.
- Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.
- The school will ensure that parents know what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use.
- The school will communicate the importance of online safety to parents and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents of the government-approved resources on child online safety to support parents further.

c) Live Lessons - Personal Data
- Staff will have due regard for the school's Data Protection Policy at all times whilst conducting live online lessons.
- The school will obtain consent from parents to conduct any live online lessons via letter/email confirmation.
- The school will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents and pupils via email.
- The school will obtain consent from parents if any images or identifying information about any pupil may be used during the live online lesson, e.g. by using video conferencing, via letter/ e mail confirmation.
- The school will provide pupils with a school email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used by pupils.
- Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons, e.g. to report anything serious that has taken place during the online lesson.
- Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using initials of pupils instead of full names.

- When recording a live lesson is necessary, prior permission will be acquired from parents in writing via email and all members of the live lesson will be notified before the lesson commences via email, and again once they have joined the live online lesson before recording commences.

d) Live Lessons - Pupil Conduct

- The school will provide parents with expectations of pupils and parents, to ensure they understand their responsibilities with regards to conduct during live online lessons.
- The school will ensure that parents return the Parental User Agreement prior to taking part in live online lessons.
- Pupils will be reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background.
- Pupils and parents will be provided with expectations when accessing live lessons and will be expected to adhere to the measures outlined within it.
- Pupils will be reminded not to record live online lessons on their devices.
- Pupils will be reminded not to speak during live online lessons unless they are prompted to do so or have a question about the lesson.
- Pupils will be reminded to adhere to the school's Good Behaviour Policy at all times during live online lessons, as they would during a normal school day.
- The school will ensure that any pupils who breach the pupil expectations will be disciplined in line with the school's Good Behaviour Policy.

e) Live Lessons - Staff Conduct

- Staff will be aware of the requirements set out in the Working at Hardwick Primary School Staff Code of Conduct and Agreed Ways of Working and will ensure they understand their responsibilities with regard to conduct during live online lessons.
- The school will ensure that staff read, sign and return the ICT Acceptable Use Policy prior to commencing live online lessons.
- Staff will only use school-provided email addresses and phone numbers to communicate with pupils when conducting live online lessons.
- Staff will only use school-owned devices for conducting live online lessons, where possible.
- Staff will not share personal information whilst conducting live online lessons.
- Staff will ensure they conduct their live online lesson from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background.
- Staff will communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).
- Staff will only communicate and conduct live online lessons through channels approved by school.
- Staff will not commence online lessons until at least one other member of staff is in the live lesson 'room', and not without confirmation that at least one other colleague is aware that the live online lesson is taking place.
- Staff will keep a log of what happens during live online lessons, e.g. behavioural issues or technical glitches, and ensure it is properly documented.

f) Live lessons - Pupils with SEND

- The school will ensure pupils with SEND receive any additional support with live online lessons where needed, e.g. from an additional member of staff within the live online lesson via phone call.
- Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons.
- The SLT, SENCO and relevant teacher will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.
- Additional measures will be considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons.

Pastoral Care

On all occasions staff will exercise their professional duties to support children's mental health and wellbeing ensuring provision, behaviour and expectations are maintained, so that all children receive inclusive, positive learning experiences. In the event of a school closure, the primary responsibility for the pastoral care of a learner rests with their parents / carers. However, staff (under the guidance of the Senior Leadership Team) should check in regularly to monitor both academic progress and general wellbeing. Staff will be expected to pass on feedback to Senior Leadership Team, which will be overseen by Safeguarding/Pastoral team.

Safeguarding

On all occasions and in the event of a school closure, pupils, parents, carers and teachers are reminded that the school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and teachers. In that policy, there are specifically prohibited behaviours and reporting obligations to which teachers must adhere, whether they are at home, in the community or at school. The DSL and Deputy DSLs are contactable via email or phone. When teaching live lessons that are not being recorded 2 adults will need to be online or in the room.

Staff Wellbeing

The school will only expect staff to be available to support online, distance and remote learning during normal school hours as set out in the School Communication Policy.
In the event of a school closure, all staff will be contacted by a member of the senior leadership team to give staff the opportunity to communicate how they are feeling and offer to support individuals experiencing stress or difficulty.

SEND and Inclusion

The school will endeavor to offer technology that meets a range of needs in order to it to be accessible to all children, for example by ensuring settings are changes for large text for Visual Impaired pupils etc.

Monitoring and review

- The headteacher/head of school, SENCO and DSL will review the measures outlined in this policy weekly to ensure it reflects the most up-to-date circumstances of the school's online learning provision.

- The headteacher/head of school and governing board will schedule a review of the effectiveness of this policy annually.
- Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.
- The next scheduled review date of this policy is February 15th 2021.