Manor Primary School

Remote Learning Policy

Remote Learning

Rationale:

In the event of a school closure, the school is committed to providing continuity of education to its pupils 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 pupils 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. 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, assuming pupils are able to complete school work at home. 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 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 pupils on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the school, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of infectious disease.

Remote learning for individual pupils:

Assuming an absence has been agreed with the school, and the pupil in question is healthy enough to work from home, the school will provide work for pupils who are unable to attend in person. If this occurs for an individual learner, the collation of work and communication with the parent/carer will be co-ordinated by the pupil's teacher or member of the Senior Leadership Team. Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent/carer would be once per week. Work will only be provided to pupils in this way if there is an agreed absence lasting more than three working days. If a significant number of pupils are absent from school, but the school remains open, the Headteacher will decide whether the method of remote learning operated will take the form outlined here, or as outlined below.

Remote learning in the event of extended school closure:

In the event of an extended school closure, the school will provide continuity of education in the following ways:

- Regular direct instruction from teaching teachers, with the ability of pupils to ask questions via their parents via their year group email.

- The setting of work that pupils complete, written responses (if relevant) completed electronically.

- The assessment of specific assignments that are submitted to teachers electronically and on which feedback is provided pupils and teachers are expected to have access to the internet whilst at home;

the school recognises that many families may not have home printers and will therefore not require the printing of material.

The primary platform the school will use to deliver continuity of education are:

Microsoft Teams: accessed via the relevant app or desktop application, or via the following URL: https://teams.microsoft.com

The extent to which different methods of instruction are employed is likely to be determined by the length of any school closure and the ability of both pupils and teachers to participate in remote learning. The school reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.

Live sessions:

Academic subject areas may also arrange for teaching teachers to deliver content in a 'live' manner (either by text or audio and/or visual means). There is no expectation of teachers to carry out live sessions. Microsoft Teams are platforms that allows for resources to be shared, teachers to provide exposition, and pupils to ask questions in 'real-time'. Pupils will be provided with details sessions, and will be expected to participate in them if they are asked and able to. Live sessions can be particularly helpful as they can help communication, with pupils able to respond to teachers' questions (and ask them) via the conversation functionality in teams and meet. Pupils will be provided with a school email address to avoid any issues regarding GDPR, there will be no expectation for parents/carers or pupils to provide their own email addresses for use.

Expectations of teachers:

Teachers should ensure they have effective internet and a phone connectivity at home. If this is not available for any reason, teachers can request a school device. The setting and assessment of remote learning tasks will take place in accordance with school policies. In order that we are providing a consistent approach, Assistant Heads are responsible for overseeing the nature and frequency of learning opportunities set and assessed. All teachers should pay due care to the nature of tasks set, so that pupils have a range of learning opportunities to complete at home and are not exclusively working on a screen. Teachers are responsible for providing constructive feedback to their pupils in a timely manner. In the event a teacher is unwell during a period of remote learning, it becomes the responsibility of the Assistant Head to ensure work is set to her/his classes. Teachers should be available to contact parents if needed, by email or phone (when phoning from personal devices, dialling 141 before the number will ensure the teacher's own number is kept anonymous). If contact is deemed excessive the Assistant Head will be able to support and, if necessary, escalate to SLT.

In order to ensure teachers are able to perform the minimum expectations outlined above; the school will provide a range of training opportunities that teachers should access to before any planned school closure. Teachers should ensure that they have looked through specific instructions, watched walkthroughs, and attended teacher training sessions. If teachers require support with any aspects of remote learning, they are encouraged to consult their Assistant Head or the Senior Leadership team. Unless there are extenuating circumstances, teachers will be expected to be contactable remotely by colleagues, pupils and parents. Teachers also should ensure their communication with pupils does not encourage unhelpful work habits. All communication should take place

during usual office hours, with no expectation for colleagues to read or respond to emails after 4.00pm, although responses should be made to electronic messages within one working day in normal practice. For those who are on part-time contracts, communication is expected only on the days on which they would usually work.

Communication must always occur via official school channels, and not through personal accounts or other websites. Permitted methods are (please also see appendix regarding live links and flipped learning):

- Email using school email addresses only
- Microsoft Teams

Setting work:

- Class teachers will provide approximately three activities per day for their pupils plus Reading;
- Learning Opportunities should include one English (either Writing or Spelling); one Maths; and one other Curriculum subject;
- Instructions should contain enough detail for the pupil to be relatively independent (age dependent) but should not rely on use of a computer or device as it is acknowledged that this may be needed by siblings and/or parent(s) working from home. Teachers should not assume that a home has access to a printer to print anything;
- Learning opportunities must be submitted to the Senior Leadership Team for checking in advance of the date of publication and then published weekly.
- Work will be uploaded to the pupils Virtual Classroom on Microsoft Teams.
- Assistant Heads together with Senior Leadership Team will coordinate with teachers to ensure consistency of approach and to try and ensure that pupils with limited access to computers/devices can still complete their learning.
- Teachers should never use a personal device that shares their personal contact details (e.g. phone number or private email address)
- Parents who send a pupil's work and/or photographs/videos should receive an acknowledgement and praise from a teacher or other school staff. This will not aim to replicate feedback on strengths and development in learning that parents might expect when the school is open and working normally.
- If a teacher receives an email from a parent with regards to a query or concern, then that email is sent to the Assistant Heads. Teachers may be asked to provide a response or comment on a response to a parental query after it has been discussed with a member of the Senior Leadership Team.

Responding as appropriate to parents:

- No regular contact with parents is expected;
- The home learning package that is offered at Manor invites parents to email something that their child/chilren are proud of;
- Parents should note that the government does not expect them to perform as teachers nor expect a school's lockdown offer of remote learning activities to be 'education as normal but from home'. While it is ideal for children to remain engaged with their learning and particularly rewarding if they can share this with a parent(s)/carer(s), it is recognised that families are all coping in different ways with different challenges and there is therefore *no expectation* that work will be completed and certainly not to the standard that teachers would normally expect in class;

Assessment:

Providing timely and helpful feedback is a cornerstone of good teaching and learning, and whilst this may be more challenging with remote learning, teachers will endeavour to provide regular feedback to pupils on pieces of work that they are required to submit. Under normal circumstances, not all pieces of work are formally assessed by teachers and this would continue to be the case should the school employ remote learning. Given the nature of the tasks, the type of feedback teachers can provide may not have the same format as marking an exercise book. Teachers are encouraged to ensure, when they set assessed work, that it is designed in such a way that meaningful feedback may be provided.

Possible methods may include:

- Providing whole class feedback rather than feedback on individual pieces of work – this is an effective way of providing feedback, supported by findings from educational research
- Using the "Comments" function on online documents or Microsoft
- Sending a direct to learners with specific feedback / targets
- Feedback via another website / piece of software Expectations of pupils. Assuming that a pupil is healthy and well enough to work, pupils 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. an email from a form tutor) on a regular basis.

Support for pupils with SEND, EAL and other specific learning enhancement needs:

Teachers should ensure that work is differentiated as required for all pupils when setting online tasks. Profiles are available for SEND pupils and advice can be sought from the SENDco. In addition, the SENDCo in will maintain contact with pupils on their lists requiring regular support, by email or phone with parents/pupils and feed back to teachers if required.

Pastoral care during a school closure:

In event of a school closure, the primary responsibility for the pastoral care of a pupil rests with their parents /carers. However, Teachers (under the guidance of the Senior Leadership Team) should check in regularly to monitor both academic progress and their general wellbeing. Teachers will be expected to pass on feedback to Senior Leadership Team, particularly if there are concerns or a lack of communication.

Safeguarding during a school closure:

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.

Behaviour Support Service Support during a school closure:

In the event of a school closure, Teachers may maintain support or interventions with children and young people through Teams. Staff are reminded that the home school's Child Protection and Safeguarding Policy still applies to all interactions between pupils and staff. The Leadership Team could also attend multi-agency or SEND meetings during this time.

Data protection

Accessing personal data:

When accessing personal data, all staff members will:

- Only use their official school email account and never use personal messaging systems;
- Connect to the school network using only a school remote desktop connection to work with any personal data to ensure that no data actually leaves the school premises.

Sharing personal data:

Staff members are unlikely to need to collect and/or share personal data.
However, if it does become necessary, 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;
- Installing antivirus and anti-spyware software;
- Keeping operating systems up to date – always install the latest updates.

Links with other policies:

This policy is linked to the school's following policies:
- Behaviour Policy
- Child Protection Policy
- Data protection policy and privacy notices

- ICT and Acceptable Use Policy
- Staff Code of Conduct

REVIEW

The governors reviews this policy annually. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

APPENDIX: links to professional guidance, advice and support

Safeguarding and remote education during coronavirus (UK Government)
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19
`There is no expectation that teachers should live stream or provide pre-recorded videos. Schools should consider the approaches that best suit the needs of their pupils and staff´

Joint Union advice on COVID-19 (ASCL, NAHT, NEU)
https://neu.org.uk/media/9826/view
'We cannot home school the nation's children'

Coronavirus advice (NEU)
Distance teaching and learning for school leaders
https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-school-leaders
'A maximum of two to three hours of 'work' per day is plenty'

Distance teaching and learning for primary teachers
https://neu.org.uk/advice/coronavirus-distance-teaching-and-learning-primary-teachers
`Teachers should not live stream lessons from their homes, nor engage in any video calling unless in exceptional circumstances, with the parent. Online lessons are not desirable for primary children as the teacher-pupil interaction is not easily replicated´

Undertaking remote teaching safely (NSPCC)
https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

Safe Remote Learning advice from the PHSE Association
https://learning.naht.org.uk/news-and-opinion/news/curriculum-and-assessment-news/safe-remote-learning-in-pshe-education-advice-from-the-pshe-association

Coronavirus: How do I home school my children (BBC)
https://www.bbc.co.uk/news/ewducation-52314856
Becky Francis, professor at the UCL Institute of Education: "What is more important, say educationalists, is maintaining a degree of normality, rather than worrying about a child's progress in English or Maths. Home schooling for now is about encouraging parents to help their children create regular routines and study habits'

Parent Agreement for Remote Learning using Microsoft Teams Classroom

At Manor, we fully recognise our responsibility for safeguarding children and young people. The action we take at our school to promote the welfare of children and protect them from harm is everyone's responsibility. As we extend our classrooms online, it is essential that we obtain and secure the full support of parents/carers to ensure all of our children remain safe at all times whilst online. It is for this reason we ask that you read and accept the Terms and Conditions of this Parent Agreement for Remote Learning.

When participating in a video conference on Microsoft Teams Classroom, I understand that:
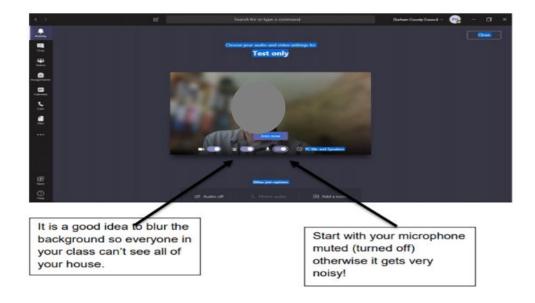
- It is an extension of the classroom and my child should conduct themselves as they would within the classroom.

- I/We do NOT share my child's School Email address or reveal their passwords to anyone. I understand their school Email is for internal use only and not for sending or receiving emails from outside the school.

- My child's use will be monitored and logged and can be made available to the Leadership Team of Manor Primary School.

- Lessons are recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.

- My child will only take part in 'live' lessons when an adult is present in the room and supervising them.

- They will be on time and prepared for their interactive lesson.

- They will be dressed appropriately for learning.

- The lesson is conducted from a safe environment that is quiet and free from distractions with a neutral background.

- I/We will be responsible for their and others within the room, behaviour and actions when online, including the resources they access and the language they use.

- My child will interact patiently and respectfully with their teachers and peers

- We/they will NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.

- We/they will end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

- We/they will NOT share resources or videos created by teachers with anyone who is not a pupil or member of staff at Manor Primary School.

- We/they will NOT record or take photos of classmates or teachers during a face-to-face session.

- I/We understand that this is not a social messaging facility and I will ensure my child does not post messages to other class members or staff. We/they will NOT share any school content on social media platforms.

Joining the video call

- Your teacher will send you an invitation to join a meeting on Teams. Which will come through in an email.

- Open the invitation and click on yes.

- Go onto the calendar, you should be able to see the meeting on the calendar.

- Click on Join.

- You will have the option to join in the app or to join using the browser. If you can download the Teams app it works better.

It is a good idea to blur the background so everyone in your class can't see all of your house.

Start with your microphone muted (turned off) otherwise it gets very noisy!

Live Lesson Behaviour Expectations:

On-Line Classroom Behaviours and Expectations.

Please remember this is an On-Line Classroom, you are in a lesson, so we behave sensibly and responsibly.

Just like in our classroom, we listen carefully to our teacher.

Keep your microphone on mute unless you are asked to turn it on to ask or answer a question
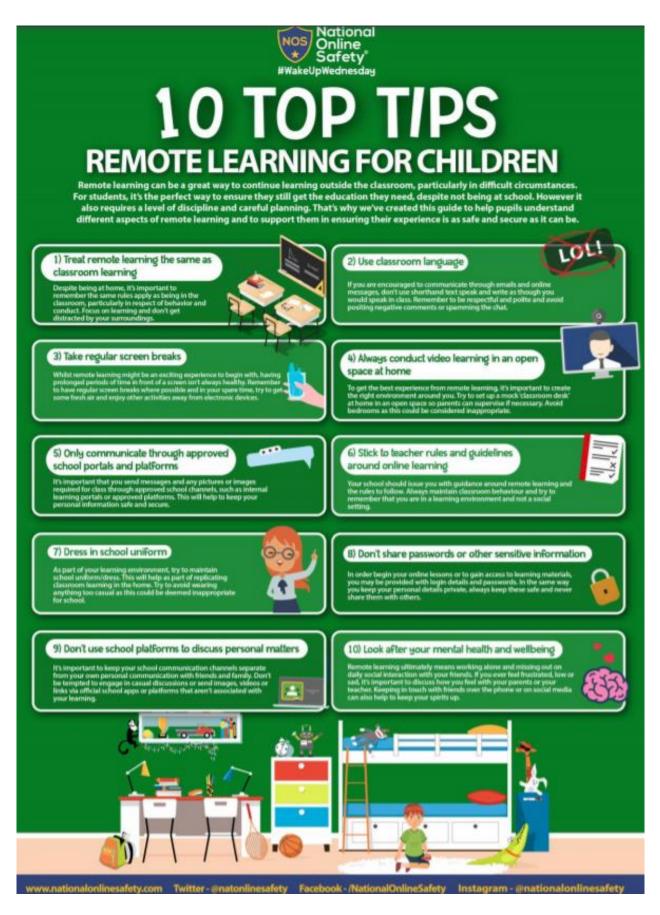
If you are asked to speak, turn your microphone on to speak, but remember to turn it off again once you have finished.

Remember to be respectful to others during live lessons

National Online Safety
#WakeUpWednesday

10 TOP TIPS
REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.

2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid positing negative comments or spamming the chat.

3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.

4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.

5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.

6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.

7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.

8) Don't share passwords or other sensitive information

In order begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.

9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.

10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

www.nationalonlinesafety.com   Twitter - @natonlinesafety   Facebook - /NationalOnlineSafety   Instagram - @nationalonlinesafety

A GUIDE TO SAFER LIVE LESSONS

An online lesson occurs when teachers use video conferencing software to 'live stream' lessons to their pupils. Some of the most popular apps and websites that support this include Zoom, Google Hangouts, Skype and Microsoft Teams. Online lessons can be a great way to replicate classroom interaction, ask immediate questions and gather instant feedback. It's also convenient and allows learning to take place anywhere with an internet connection. However, live lessons aren't always accessible to everyone and younger children will need a lot of parental supervision, which isn't always practical.

What teachers need to consider

CONDUCT

If you decide to host an online lesson, it's important that you maintain a level of professionalism and treat any online lesson in the same way you would treat a classroom lesson. Dress appropriately and find a setting which has a plain background and has no personal information on display. Remind pupils of acceptable behaviour and their conduct during class. It's worth remembering that live streaming means screenshots and video recordings of your lesson could occur so you should always observe professional conduct at all times.

COMMUNICATION

Hosting a live lesson means that you will have to think about how you communicate and through what channels. Children will need access to the internet, have the appropriate technology and will need to download the relevant software or application. Some, or all, of these may not be widely available to everyone. It's also important to consider that the software that you choose to use is secure and has the relevant privacy and security settings in place. Any contact should only be through a platform provided by the school and not through personalised accounts open to public viewing, comments or sharing.

CONTENT

Planning your content will be a key factor to consider prior to hosting an online lesson. It's important to ensure that all content is age-appropriate and that any tasks that you set which require use of the internet won't lead children towards anything offensive or inappropriate. Always try to ensure that live lessons take place with the whole class but bear in mind that some pupils may work slower than others depending on the type of tasks you set.

What parents need to consider

CONDUCT

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.

COMMUNICATION

If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. Your school will usually provide the relevant details on how to do this however it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. It's important to raise any concerns that you have with the school if you are unable to accommodate an online lesson for any reason.

CONTENT

Try to take an interest in your child's live lesson if you can and stay close so that you can aid them if necessary. Try to find out who is hosting the lesson, what the lesson is about and what tasks they will be set. If they are required to conduct internet searches, ensure parental controls are in place. If you're using Zoom, make sure that screen sharing is only shared with the host. This will avoid 'Zoombombing' whereby uninvited guests use the screen-sharing feature to broadcast porn or other inappropriate content.

National Online Safety
#WakeUpWednesday

Some commonly used platforms