BOURNEBROOK

CHURCH OF ENGLAND

PRIMARY SCHOOL

Remote Learning Policy

Contents

1. Aims

Bournebrook C of E Primary School is committed to ensuring the continuity of education where pupils are unable to attend school due to Covid-19. This includes periods of full or partial school closure or where pupils are in periods of self-isolation.

This policy sets out the intentions of the school to ensure all children continue to receive good quality education throughout Covid-19. This policy outlines our contingency plans for the continuity of education, the expectations of pupils, staff and parents, as well as how the school will support staff and pupils with the provision of remote learning.

Staff and pupils will be briefed and trained on the contents of this policy to ensure the safe continuity of education. This policy works alongside our data protection policy, information security policy, acceptable use of IT policy, behaviour policy and in line with our safeguarding policies and procedures.

1.1. Remote Education for Individual Learners

If a pupil is subject to a period of absence as a result of Covid-19, and the pupil is feeling well enough to work, the school will provide links to lessons as follows:

- *A weekly timetable of Oak Academy or BBC Bitesize lessons that are matched to that week's learning in class will be posted on the school website under each class' LEARNING page on Monday morning.*
- *Parents will have the ability to ask teachers questions via school email.(admin3215@welearn365.com).*
- *Pupils will be able to access normal homework via the class' TEAMS page.*

1.2. Remote Learning in the Event of Partial or Full School Closure

In the event of the school temporarily closing to whole class/year groups, or in the event of a temporary whole school closure, the school will provide continuity of education in the following ways:

- Two days of pre-prepared home learning on Powerpoint will be posted on the school website under that class' LEARNING page on the first day of closure.
- A timetable of subsequent lessons will be shared with parents and pupils on the first day of the closure.
- Each class will be provided (via the class' TEAMS page) with one pre-recorded maths lesson and one pre-recorded English lesson daily. In the case of Lower School, this will include phonics. A follow-up assignment will be set for each lesson.
- Upper School classes (Beech and Ash) will have one weekly live session with the classteacher.

- Each class will be provided with one afternoon assignment, in line with what is normally timetabled for that day.
- The messaging facility on the class' TEAMS page will be used for messages and questions from the children to the classteacher and replies. However, this should not be used by parents and teachers may not be available to immediately answer.
- Hand in times will be shared on the class' TEAMS page.
- Questions from parents can be sent to the classteacher via admin3215@welearn365.com. These will be answered, wherever possible, within 24 hours.
- Teachers will provide feedback to pupils on work submitted via Teams or, in the case of group feedback, in the next live or recorded session.
- In the event of the closure of the Foundation bubble, daily learning opportunities will be provided through the TAPESTRY app, which foundation parents already use.

1.3 Live Sessions – Ash and Beech only

Pupils have been provided with a school email address to avoid any issues with data protection. Parents and pupils will not be required to provide their personal email addresses. TEAMS has been chosen as the safe and secure platform.

Live sessions will be recorded and retained for a period of three months, at which point, the recording will be permanently deleted unless legal reasons require it to be retained, in which circumstances it will be deleted as soon as permissible. The purpose of recording sessions is for safeguarding reasons and to support pupil's learning. Such recordings will not only be used to support pupils who are absent from lessons but to reinforce the introduction of new content allowing pupils to revisit it. Recordings will be stored on a secure cloud platform and will require user authentication to access them. Such recordings will not be uploaded to any publicly available area.

An additional member of staff will be present in all live sessions.

Pupils will be instructed to turn their camera settings off and mute the microphone function. At points where children are asked to participate, the class teacher will invite them to unmute their microphones.

Use of the chat function will be enabled for the duration of the lesson. Pupils will be invited to use this function as and when appropriate. Pupils can also use the chat function to engage with their teacher. Pupils should not use the chat function once the lesson has ended and should exit the live session as soon as it ends. Live sessions will involve two members of staff; one to teach the lesson and another to moderate the use of the chat function and behaviours of participants.

2.Roles and Responsibilities

This policy is applicable to all staff and pupils within the school. It will also apply to any external agencies or individuals who are working and acting on behalf of the school, where appropriate.

2.1. Expectations of Parents/Carers and Pupils

- Pupils will be expected to engage in all scheduled lessons and complete tasks promptly. Pupils who are to be absent from lessons or unable to complete tasks will need to follow the usual absence reporting procedure.
- Pupils should use the TEAMS chat facility to communicate with teachers. They should not use their own or any other's personal email accounts.
- Pupils should support the delivery of a virtual curriculum by completing the work set by the teacher on time and to the best of their ability.
- Parents/carers are expected to support staff in educating their child by providing a good learning environment (table and chair / clear working space / quiet environment) and seeking support or understanding of your circumstances if required.
- Parents/carers and/or pupils should seek support quickly from the school if they/their child is struggling to access the resources or understand what is expected of them by contacting the school at admin3215@welearn365.com
- Parents should make the school aware if your child is sick or for any other reason your child cannot complete the work/participate in lessons.
- Be respectful that staff will only respond to emails between 8:30am-3:30pm, and this is also dependent on whether they are live teaching / making recordings of lessons or giving feedback.
- Parents and pupils must not record the lessons on any device as this would contravene the school's Safeguarding policy for all children.
- Pupils will be expected to comply with the school's usual code of conduct at all times and behave as they would within the classroom.
- Any work competed should be submitted using the submission facility within TEAMS by the date and time set. Pupils can contact their class teachers via the chat facility if they have any difficulty with this.

2.2. Expectations of Teaching Staff

- Staff should only use school devices for the purposes of remote education and dedicated school work.
- Staff will record the length, time, date and attendance of any sessions held.
- Staff are responsible for planning and teaching a well sequenced curriculum.
- Staff will set assignments and clearly identify submission dates.

- Staff will gauge how well learners are progressing by using a range of assessment strategies.
- Staff will adjust the pace and pitch of lessons in response to assessments including the simplifying of materials and/or teaching content to ensure individuals are able to understand.
- Staff will provide hard copies of resources, through the school office, to learners who do not have access to the internet or who struggle to engage in online learning.
- Staff will differentiate work where appropriate.
- Staff will provide feedback to pupils in a timely manner.
- Staff will communicate via chat facility with pupils to check how they are coping.
- Staff are responsible for delivering and recording virtual lessons on school devices in line with Safeguarding and Data Protection requirements.
- Staff will ensure they use a quiet or private room or area to talk to pupils, parents or carers, where appropriate.
- When broadcasting a lesson or making a recording, staff should ensure that the background environment used is appropriate or where possible blur it.
- Staff will discuss how they will provide pastoral care with a member of the SLT and ensure any steps involving the need to meet with children on a one-one basis, are approved and overseen by a senior member of staff.

2.3. Expectations of Senior Leadership Team (SLT)

- SLT will co-ordinate the remote learning approach across the school through INSET and further CPD as required.
- SLT will monitor the effectiveness of remote learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents.
- SLT will monitor the security of remote learning systems, including data protection and safeguarding considerations in conjunction with the school's IT support and safeguarding team.
- SLT will sign post staff who are unfamiliar with the technology to the consortium's expert user.
- SLT will ensure that the workload of staff is manageable.
- SLT will ensure that staff are trained in and adhere to the GDPR requirements in the co-ordination and delivery of remote learning and that staff know who to speak to about GDPR matters.
- SLT will periodically review the arrangements set out in this policy to ensure they remain suitable effective.

3. Support for Individuals

All staff will receive training on how to use TEAMS. This will be regularly reviewed and refreshed as appropriate. Class teachers will ensure children are familiar with the aspects they need to use.

Parents/carers will be provided with information on the platform to be used for the purposes of remote education, how this works and any relevant user guides. Parents/carers will also be given information on the type of work that pupils are expected to undertake, how their teachers will be communicating with pupils and details of how online lessons planned to be delivered.

The school will keep up to date records of pupils who have limited or no access to relevant devices or to the internet and support will be provided where appropriate.

Where pupils are unable to engage in online lessons due to having access to shared devices, plans will be made to ensure the pupil can access the same learning materials at a different time of convenience.

Where pupils do not have access to a device, the school will look to provide devices suitable for participating in remote learning. Where it is not possible to provide support with obtaining access to a suitable device, the school will provide hard copies of materials and ensure they regularly communicate with individual pupils and their parents/carers to assist with the pupil's learning wherever possible.

We will also have plans in place to ensure that remote learning is adapted for younger children and those children with SEN who may not be able to access the technology in the same way or without supervision.

We will continue to provide pastoral care by assisting parents with establishing a routine to allow time for education and relaxing to reduce stress and anxiety. If the school consider any one-to-one sessions to be appropriate, for example, when providing pastoral care for SEN pupils, we will do so with consideration by discussion with, and approval from, a member of the SLT.

4. Data Protection, Information Security and Online Safety

When engaging a third-party data processor to provide us with a platform to deliver remote education, the school will:

- Ensure the service provides sufficient guarantees of their GDPR compliance.
- Share only information that is considered necessary for the system to work and operate in order to achieve the required purpose.
- Conduct a Data Protection Impact Assessment to identify and minimise risk.
- Inform individuals of the details of any third-party processor and the data to be processed for these purposes by updating your privacy notices.

When staff are required to work from home in order to deliver education, the school shall:

- Provide staff with a secure, school registered device to work from.
- Ensure any information taken off school site is done so in accordance with our Information Security Policy.
- Ensure staff are briefed and familiar with the school's remote working policy.

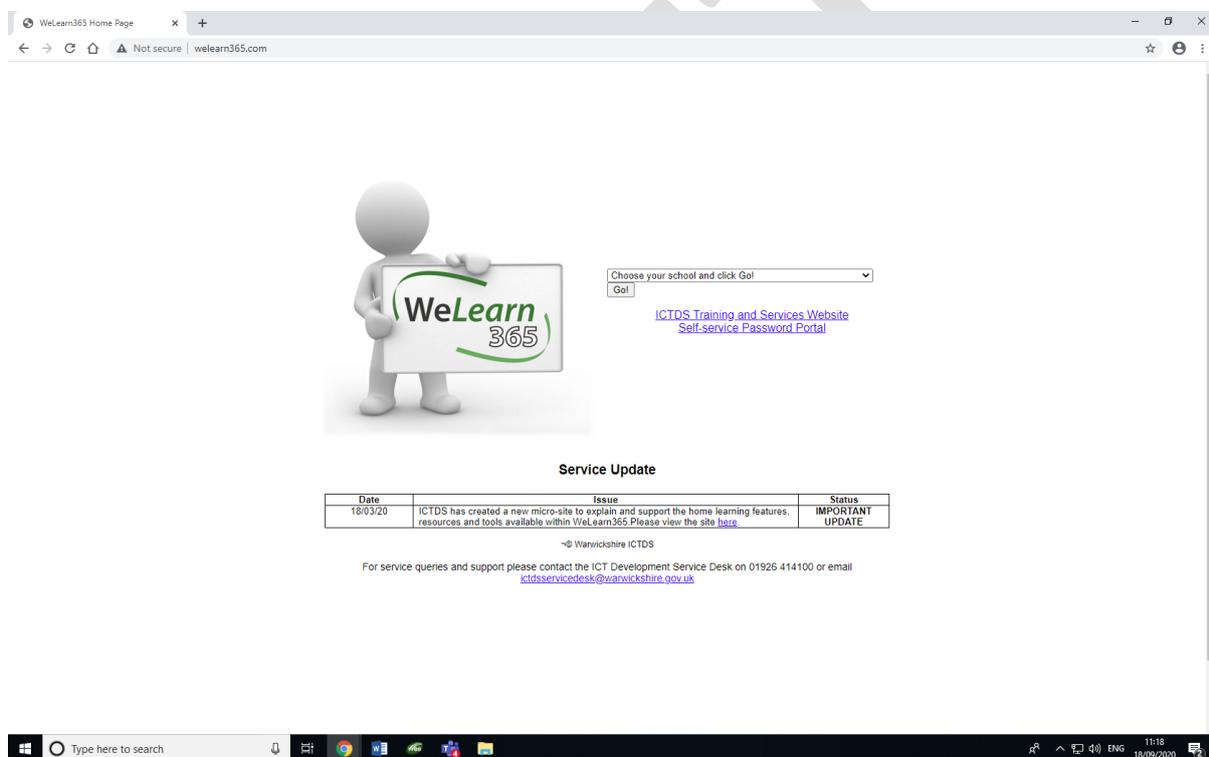- Ensure all staff are up to date with data protection training.

When implementing a platform where pupils are required to engage in online activities, the school will:

- Ensure parents are informed of the type of work children are being asked to do.
- Provide information on who is likely to engage with pupils online in order to deliver online teaching.
- Share information and guidance with parents to ensure they are able to effectively monitor their children's safety online.
- Review settings to ensure they are set to the most secure and practical format that is possible.
- Consider the age of the children when designing the delivery of the curriculum and the systems they will be required to use.
- Take all reasonable steps to ensure that risks of harm to children through inappropriate access via online portals are reduced as far as possible.
- Continuously liaise with our safeguarding team to ensure we are following all relevant safeguarding guidance.

INSTRUCTIONS FOR PARENTS AND CHILDREN WHEN USING TEAMS FOR HOMEWORK OR REMOTE LEARNING IN THE CASE OF A BUBBLE CLOSURE

## 1) Go to http://www.welearn365.com/ You will see this screen

2) Find Bournebrook in the dropdown and click GO

3) This will take you to a sign in page. Sign in using your child's email address and password (sent to you earlier this term)
Eg   achild@welearn365.com
Password   secretpassword

4) Once signed in this will take you to a Portal. Go to the WAFFLE (nine dots) at the top left (see arrow). Click on the Waffle and then on TEAMS
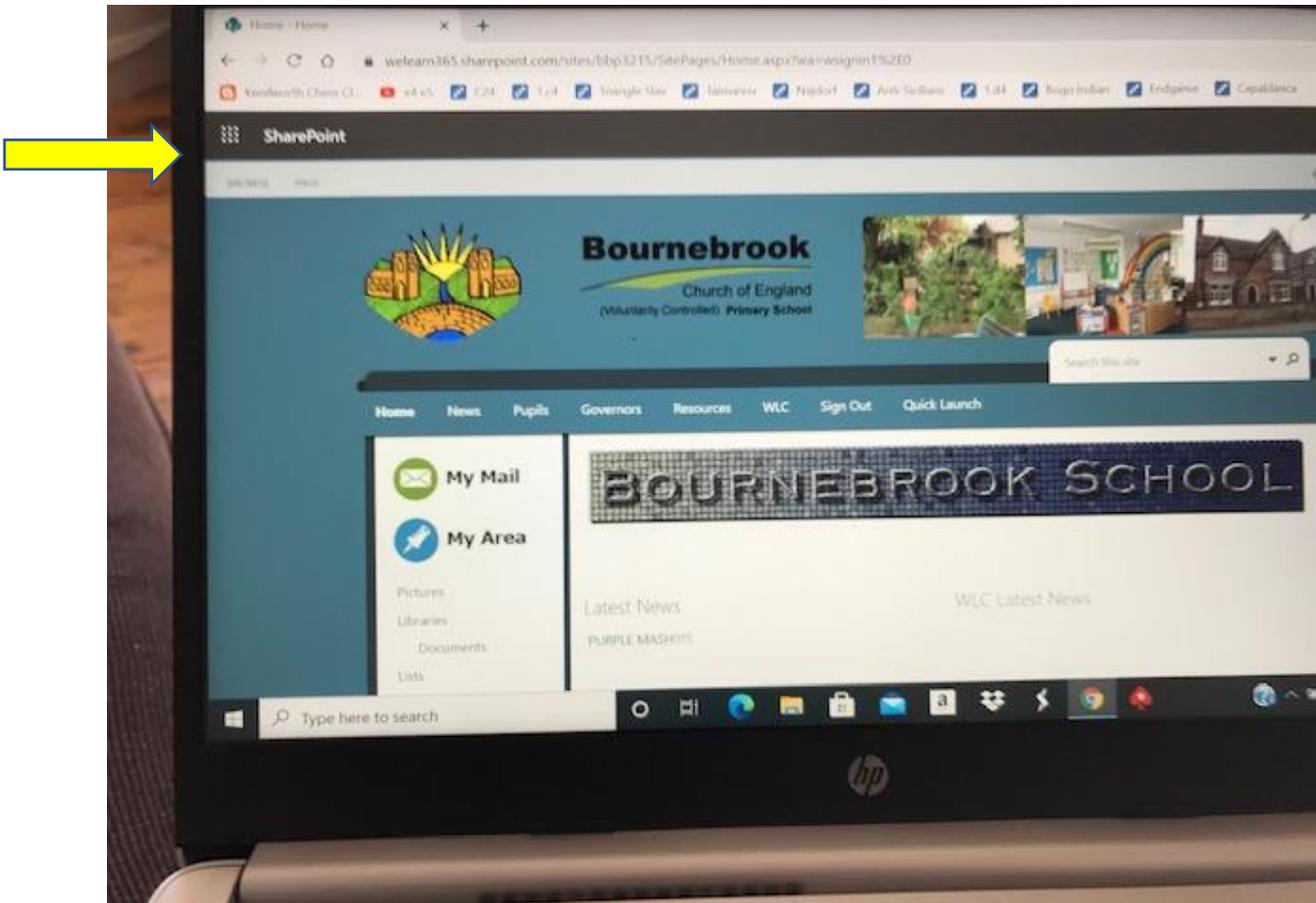
5) This will take you to your child's Teams page. Your child will have been included in the class team by the class teacher.
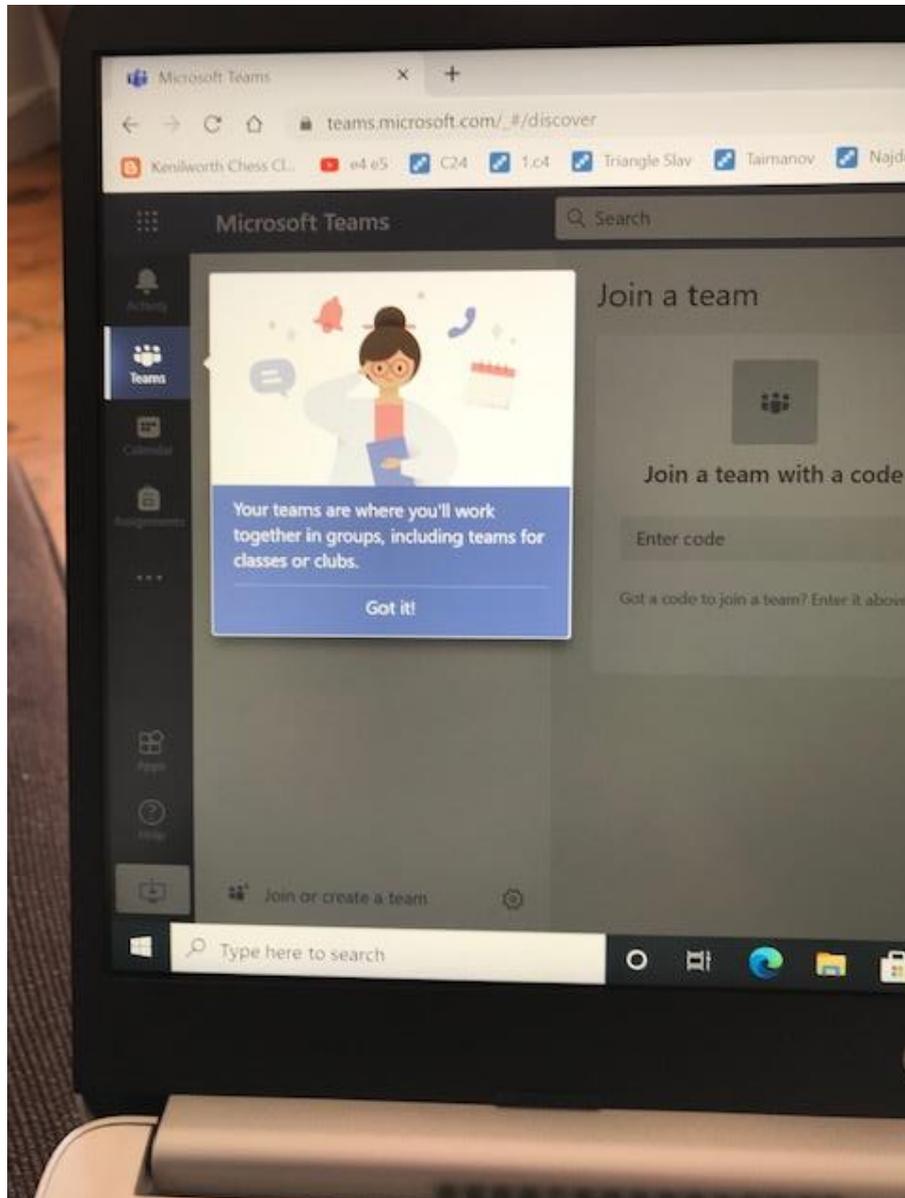
On this page your child (or you if supporting your child) will be able to:

- **See work set by the teacher**
  "Hand in" work for marking
- **Access any live or recorded lessons from their teacher**