



BERKSWELL CE PRIMARY SCHOOL

REMOTE LEARNING POLICY

JANUARY 2021

Policy

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

Our remote learning leads are Mrs Baker and Mrs Parker. Any concerns, questions or feedback can be communicated to them either by phoning the office or by emailing: s71lbaker@berkswell.solihull.sch.uk or s71hparker@berkswell.solihull.sch.uk
If you are unable to access the internet, or do not have enough devices, then please get in touch, we may be able to help.

We have undertaken a comprehensive audit with parents to identify access to IT equipment at home for all children. Teachers will either, adapt their work accordingly, or have pre-empted any closure by sending home books to work in and/or printed resources for some families. Parents are able to contact the office if they have further issues with accessing technology.

A flexible approach

Keeping regular learning going during the period that schools are closed, is of great importance to reduce the impact on children's education, however, we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time, and some children will be able to work more independently than others or need greater challenge.

We are offering daily 'live lessons,' for English and Maths for KS1 and KS2 in the mornings; these are recorded and will be able to be accessed at any point. In this way, children can either join the 'live lesson' but if this is not possible, they can watch the teaching at a later point in the day.

In addition to this, staff will provide recorded or live teaching for one other subject a day and in KS2, will provide teaching materials for other subjects they would like the children to access.

In this way, children can work their way through as much as they are able, at a time that suits them.

Remote Educational Provision for individuals who are self-Isolating or shielding

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, class teachers will provide access to a timetable of remote learning activities.

This timetable will, as much as possible, link to our long-term curriculum plans and also to the learning that is taking place with the rest of the class, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will also make use of a number of ready-prepared, high quality, online materials and supplement these with our existing subscription packages, which children are familiar with.

We appreciate that some families won't be able to engage with the full timetable, and in this case, suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Staff will endeavour to view and feedback on as much of children's work as they are able, while balancing their workload inside of school.

Remote Educational Provision for Whole Classes

In the event that a whole class, Key Stage (1 and 2) or the whole school have to self-isolate, class teachers will deliver 'live lessons' for English and Maths in the morning, followed by a live or recorded teaching session in another curriculum area in the afternoon. We will use Microsoft Teams to do this. The class teacher may choose to set additional work this will be dependent on the age of the children. Other online resources, including lessons from Oak Academy, REAL PE, NCETM etc. may also be used as teaching tools.

In EYFS, each class will be split into two groups and will have teaching sessions in the morning via Teams which will be either live or recorded. The teaching sessions will be shorter and focus on writing, phonics and maths. They will also have a drop in session planned in the afternoon.

We appreciate that some families will not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

The class teachers may host a virtual Golden Time to enable all the class to meet for shared activities, celebrations of birthdays etc. We feel that this is important for the children's social and emotional wellbeing.

Live Lessons

'Live lessons' will take place at the same time across Years 1, 2 and 3 and the same time across Years 4, 5 and 6. Therefore, in order to address the issue of overlap for siblings, teachers will record those sessions. They will be able to be accessed at any time throughout the day.

We are fully aware of the pressures associated with accessing laptops, etc. especially if you have a large family and your own work commitments and hope this will address some of these issues.

Our 'live lessons' will last for one hour and the class teacher will remain on line throughout. These lessons will take the following format:

- Introduction/teaching for that particular lesson
- Activity/Independent work.
 - During this time, the teacher will remain on line for any questions or issues that might arise for the children regarding their work. They will be able to signal to the teacher by using the hand icon.
- Plenary/Get together to review learning and share work.

The children can send their work to the teacher once completed for feedback, depending on the format. We hope to develop 'live marking' during these sessions, when work can be set and accessed via the Assignment Folder on Teams.

In between our two live lessons, the children can use this time to complete work already started or to access other materials provided by the class teacher. A timetable will be sent out to parents to inform them of when these lessons will take place across the day.

Interaction

We are keen to make remote learning an interactive experience through not only teaching but the sharing of work by children and delivery of feedback from teachers. This will not only ensure they are making academic progress but also will help to maintain a sense belonging.

Communication between staff and children/families must be through the authorised school systems. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements. The school stresses that the recordings of lessons are not used for any other purpose than the teaching of our children and should not be used in any other way e.g. posted on social media.

Due consideration should be taken by staff before sharing photos or videos as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding matters. We would strongly recommend that staff avoid using personal devices and should only use school-provided equipment.

Use of Video Conferencing Technologies (Microsoft Teams)

The safety of both children and staff, when using this technology, is paramount and we will be following relevant advice from Microsoft Teams, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Teams, you agree to the following:

- An appropriate adult must remain in the same room as the child during the Teams meeting to monitor and ensure they are safe and using it appropriately.
- When joining any school Microsoft Teams meeting you will need to briefly be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meeting in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed. They must use appropriate language and behaviour when nearby or in the background. Microsoft Teams

has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.

- You must make sure you and your child have 'logged off' the call correctly once it is finished, before turning off any devices.
- If you need to contact staff for any reason, you will do so through the member of staff's school email. Emails will only be answered between the hours of 9.00 am to 3.20 pm.
- Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Microsoft Teams outside of any pre-arranged meetings and if they do need to contact you, they will arrange this either by a phone call or email.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Team's email must clearly identify you by name and renaming during the meeting will not be allowed. Audio or video may be muted until appropriate and you may be removed from the room if rules are not being followed.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language/behaviour throughout the call.

We will only invite parents to the Microsoft Teams meeting who have given the school permission to do so.

Parents will need to inform the office of any change of email address.

Safeguarding & Remote Learning

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school office or to Mrs Parker, our Online Safety Lead, s71hparker@berkswell.solihull.sch.uk .

The following websites offer useful support:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact the school office immediately who will then contact one of the schools DSLs.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding/child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

Links to other policies

Safeguarding / Child Protection Policy

Online Safety Policy / Acceptable Use Agreements

Behaviour Management Policy

Guidance For Safer Working Practice For Those Working With

Children Data Protection / GDPR Policy

AGREED: January 2020

DATE OF REVIEW: Ongoing

APPENDIX: National Online Safety Agency Top Tips for Parents:



10 TOP TIPS REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

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, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

