

The logo of St Cuthbert's C of E Junior School. It features a blue shield with a gold border. Inside the shield is a gold cross with four swans, one in each arm. Below the shield is a blue ribbon banner with the text "St Cuthbert's C of E Junior School" in gold script.[illegible]

Remote Learning Policy

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

Aims

This remote learning policy for staff aims to:

- 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

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.

The staff remote learning lead is Helen Mullinger and any concerns, questions or feedback can be communicated with her through email or telephone. 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.

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.

Due to this, we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

Remote Educational Provision for Individual Pupils 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 remote learning activities. This will be shared through Class Dojo.

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready prepared materials that fit with our school curriculum and supplement these with our existing subscription packages which children are familiar with such as MyMaths.

We appreciate that some families won't be able to engage with the full school 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 student's work as they are able, while balancing their workload inside of school. Pupils at home should receive feedback daily.

Remote Educational Provision for Whole Classes

In the event that a whole class, Key Stage or whole school have to self-isolate, children and staff in that class will be working from home.

Home learning packs will be prepared in the event that a whole cohort will be working from home. Home learning packs will cover reading, writing, spelling, grammar, mathematics and one foundation subject a week. The English and mathematics learning will be completed using workbooks and the weekly timetable given with the packs will direct parents to the amount of work required.

Teachers will use zoom meetings daily to ask questions about their work and for the teacher to give further explanation of a method or task. It also enables staff to address any misconceptions of work children have covered and to introduce the work for the following day.

Staff will be able to respond to queries from parents using Class dojo and parents will be able to post work for teachers to review and mark.

National Lockdown

In the event of a national lockdown where all schools close to pupils with the exception of key worker and vulnerable children, teachers will be working in school with small groups of children while the majority of children work from home.

Home learning packs will be sent home and will include booklets for reading comprehension, spelling, grammar, mathematics and structured extended writing tasks.

Foundation subjects will be taught in subject blocks for example, 5 lessons of science one week followed by 5 lessons of history the next and so on. The content of the foundation subjects will match the curriculum that should have been taught if pupils were at school. Some objectives and tasks are not suited to home learning therefore subject content will be carefully chosen to ensure sufficient coverage at home is possible. This will enable coverage of subjects to be maintained even through lockdown.

Teachers will use zoom meetings daily to ask questions about the pupil's work and for the teacher to give further explanation of a method or task. It also enables staff to address any misconceptions of work children have covered and to introduce the work for the following day.

Staff will be able to respond to queries from parents using Class dojo and parents will be able to post work for teachers to review and respond to.

Interaction:

We are keen to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers.

We will also provide some live face-to-face contact opportunities for children, to maintain a sense of being part of a class. We will use the Zoom Video Conferencing tool to do this. While teaching a key stage 2 class this way is not practical, we are hoping to use it to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates.

Communication between staff and pupils / families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding reasons. Staff should not use personal devices and should only use school provided equipment.

Use of Video Conferencing technologies (Zoom):

If whole classes are self-isolating or there is a national lockdown in place, we will arrange 1-1 and group meetings for children to connect and interact with their teacher and peers. Details of these meetings will be sent through Class Dojo.

Like the rest of our online offer, these meetings are not compulsory, so your child does not need to attend and we appreciate that not all families will be able to. We do however, strongly recommend that pupils do attend these sessions to clarify their learning and maintain contact with school staff. If you would like to but are unable to due to technology restraints, please get in touch as we can help with this.

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

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

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult.
- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- Children must take part in the meet up 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 and use appropriate language and behaviour when nearby or in the background. Zoom 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 has 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through Class Dojo as normal.
- Screenshots, photos or recordings of Zoom 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 Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo.
- 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 Zoom account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted.

- In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
- 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.

Pupils and parents

Staff can expect pupils learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Governing Body

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 staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Sites and services:

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

Class Dojo is our main method of communication between school and families and is used for posting updates, answering queries and photo updates between staff and families.

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. See our policies.

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's Online Safety Lead (Helen Mullinger) as normal. Parents can do this through Class Dojo messaging or by emailing sch.396@educ.somerset.gov.uk or HSingleton@educ.somerset.gov.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 us on sch.396@educ.somerset.gov.uk or HSingleton@educ.somerset.gov.uk and we will help.

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 (available on the website):

- Safeguarding / Child Protection Policy
- Online Safety Policy / Acceptable Use Agreements
- Behaviour Management Policy
- Data Protection / GDPR Policy