Burbage C of E Infant School

Remote Learning Policy

Policy Date: October 2023
Review Date: October 2026

The governing body adopted this policy on:

Chair of Governors:

Signed:

Date:

Contents

1.   Statement of school philosophy

1.1   Burbage C of E Infant School has always strived to support our parents and children in the best way possible to make learning purposeful and holistic. We understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or the whole-school.

1.2   We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. We also recognise that each family is unique and because of this, should approach home learning in a way which suits their individual needs. In our planning and expectations, we are aware of the need for flexibility from all sides.

1.3   Our strategy for remote learning has been informed by DfE guidance, Education Endowment Fund research and advice from our IT provider, Primary World.

2.   Aims

2.1   This Remote Learning Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including pupils with SEND) who are not in school through the use of quality online and offline resources and teaching videos;

- Provide clear expectations to members of the school community with regards to delivery of high quality remote learning;

- Include continuous delivery of the school curriculum, as well as motivation and support for health and well-being, and parent support;

- Consider continued provision for staff and parents (eg. CPD, supervision and curriculum/parents' evenings);

- Support effective communication between the school and families, and support attendance.

3.   Who is this policy applicable to?

3.1   Children with health needs who cannot access school. Please refer to our separate, dedicated Children With Health Needs Who Cannot Access School Policy: www.burbageinfants.org/policies

- If a pupil is in hospital for any length of time, we shall liaise with the hospital school where required.

- If your child is ill, please concentrate on them getting better. There is no expectation on completing any work.

3.2   Class pupils or, in the event of a full school closure, all of the pupils - as directed by the DfE or the local authority.

4.   Content and tools to deliver this remote learning policy

4.1   Resources to deliver this Remote Learning Policy include:

- Online tools: Class Dojo with links to Google Drive documents, the use of Microsoft Teams for check-ins, as well as for staff CPD and governor meetings;

- Use of video resources, such as White Rose at Home and Oak Academy, in the event of full closure. "Online video lessons do not necessarily need to be recorded by teaching staff at the school. [The above named resources] can be provided in lieu of school-led video content." (DfE Remote Learning Guidance, January 2021);

- Phone calls home;

- Printed learning packs;

- Physical materials such as story books and writing tools;

- Use of resources, such as BBC Bitesize, Purple Mash & Phonics Play.

5.   Home and school partnership

5.1   Burbage C of E Infant School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

5.2 Burbage C of E Infant School will support parents on how to use Class Dojo and Microsoft Teams as appropriate and where possible, provide personalised resources.

5.3 Where possible, it is beneficial for young people to maintain a regular and familiar routine. Burbage C of E Infant School would recommend that each 'school day' maintains a structure.

5.4 We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

5.5 Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions will be available. These will be discussed on a case-to-case basis.

5.6 Pupils sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

When providing remote learning, teachers must be available during their usual working hours and between 9.00 – 3.15 pm to answer any Class Dojo queries. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

6.1 **Teachers**

When providing remote learning, teachers are responsible for:

- Setting work:

    – Teachers will set work for the pupils in their classes;
    – The work set should follow the usual timetable for the class had they been in school, wherever possible;
    – Work will be shared via Class Dojo.

- Providing feedback on work:

    – Teachers will value all work sent to them;
    – Teachers will identify one piece of work per day (communicated to parents), across a range of subjects, and provide more in-depth feedback for this;
    – Staff will make use of self-marking strategies and whole-class feedback where possible.
    – Wider curriculum tasks will be commented on as appropriate.

- Keeping in touch with pupils during a whole school closure and their parents:

  – If we do not hear from a child on a particular day, we will follow these procedures:

    ➢ **Day 2**: teacher to send a Dojo message direct to the parent/child asking them to get in touch for their attendance mark
    ➢ **Day 3**: teacher or TA to phone the child/family
    ➢ **Day 4:** teacher to communicate concerns to SLT with any children that have not responded to a direct message or phone call.

  – All parent/carer emails should come through the school admin account (office@burbageinfants.org)
  – Any complaints or concerns shared by parents or pupils should follow the school's Complaints Policy.

<u>Classroom Support Staff</u>

Teaching assistants must be available as per their contracted hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

During the school day, teaching assistants must complete tasks as directed by their class teacher or members of the SLT.

6.2 **Senior Leaders**

Our named leader with responsibility for remote learning is our headteacher, supported by the Deputy Headteachers and Assistant Headteacher.

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including the monitoring of engagement;

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times;

- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks and incidents associated with remote learning;

- Reviewing the effectiveness of this policy on every three years and communicating any changes to staff, parents, and pupils;

- Arranging any additional training staff may require to support pupils during the period of remote learning;

- Monitoring the effectiveness of remote learning, through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents;

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations, in collaboration with Primary World.

6.3 **Designated Safeguarding Leads**

DSLs are responsible for managing and dealing with all safeguarding concerns.   For any safeguarding concerns, refer immediately to one of the DSLs. See the Safeguarding section of our website for their details: www.burbageinfants.org/safeguarding

For further information, please see our Child Protection Policy which is also on our website in the Policies section: www.burbageinfants.org/policies

6.4 **Primary World (IT support)**

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection;

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR;

- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018;

- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data;

- Helping staff and parents with any technical issues they're experiencing and advising on how to assist pupils and parents with accessing the internet or devices.

6.5 **SENCo**

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans;

- Identifying the level of support;

- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

6.6 **Business Manager**

- Ensuring value for money when arranging the procurement of equipment or technology;

- Ensuring that the school has adequate insurance to cover all remote working arrangements.

6.6 **Pupils**

- Adhere to the home-school and acceptable use agreement at all times;
- Complete work to the deadline set by teachers;
- Seek help if they need it, from teachers;
- Alert teachers if they're not able to complete work.

6.7 **Parents**

- Adhere to the home-school and acceptable use agreement at all times;

- 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 concerns known to staff.

6.8 **Governing Body**

The governing body 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.

Appendix 1: School Code of conduct relating to the home-visits and the use of phone and online video contact with parents and pupils

In the event of a school-closure the use of home visits, phone calls and online video to support contact between teachers, pupils and their families will become necessary. This process needs all parties involved to commit to following a sensible set of guidance in order to keep everyone safe and secure.

Home-visits

School staff may use home-visits to deliver work or to support wellbeing of pupils and parents. Staff must notify a member of the SLT if they intend to do this. Staff will not go into the property.

Staff are more than happy to chat with pupils and their families at the front door.

Phone Calls

Staff may make phone calls to support with motivation and the well-being of pupils.

A log of these phone calls will be made and kept in line with GDPR.

Online Video Contact

Software – At Burbage C of E Infant School we will be using Microsoft Teams for meetings. These meetings must not be recorded.

Consent – It will be assumed that, on signing their child up to Microsoft Teams, parents are giving consent for its use. We ask that any child taking part in a Teams meeting will be in a public room in the house (living room, dining room, study, kitchen, not a bedroom) and that a parent will also be present during meetings.

Dress Code – All participants should be in smart casual clothing, minimum of T-shirt and shorts, **no pyjamas**.

Location – All meetings should take place in a public room in the house, in front of a plain background (parents should remain in the room but step back from the screen).

Groups – Parents agree that they/or a responsible adult will be in the room during all meetings. There MUST never be any two-person only meetings, meetings will always be conducted with a minimum of 3 people.

Computer usage – Due to 'Teams' being a social media platform, to protect staff, pupils and comply with GDPR, staff must ensure no other documents are open during meetings as this could be compromised by hackers. School laptops or iPads must be used to host meetings with no other windows or tabs open on the device during the meeting. We recommend the parent also ensures that the meeting window is the only one open on their device.

Accounts – pupils will be provided with a Microsoft login. They can then simply join meetings when invited by staff. As with all internet usage, no personal details should be shared unless the user is 100% confident they know who they are talking to. School will always host meetings.

<u>During meetings</u> – During meetings, teachers may choose to mute all participants at times, eg. when giving instructions.   Staff may open video to all for a hello and goodbye during each meeting.

Appendix 2: Class Dojo – User Expectations for a Full or Class Closure & Acceptable Use

Teachers will:
- Post regular Class Stories
- Set weekly lessons for all subjects – to be available from Monday mornings
- Comment on work sent in by children

Parents/Pupils can:

Comments:
- Children can like the post of a teacher in the Class story.

Portfolio:
- Pupils can post their classwork to their Student Story through photos and videos
- Any work that is submitted to the Pupil's portfolio will only be accessible by the Class Teacher and the connected parents to that child's account.

Messages:
- Pupils can send their classwork to their teacher through photos and videos via Messenger
- Parents can message class teachers if they want to share something positive from home
- Message class teachers if they have a small query or would like to find out something simple
- Message class teachers on Class Dojo if their child has any minor worries, for example:
  - I found it hard to find home learning for Monday. Where can this be found?
  - How can I see the work my child has submitted to Class Dojo?
  - Where do I find the Class Story?

Teachers will aim to reply on the same day to messages sent during school hours (9.00 am -3.15 pm). Messages sent after this time will usually be responded to on the following working day.

Online Safety and Acceptable Use of Class Dojo

Online communication is a fact of modern life and we are using Class Dojo to support a strong link between home and school that enhances children's school experience. As stated in the school's acceptable use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other, in the same way as they would face-to-face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are or could be construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Class Dojo has been set up using parents' email addresses so that parents can use the app together with their child.

We guide parents to see this as a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

Class Dojo's Acceptable Use Terms:

1. You will not post unauthorised commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
2. You will not upload viruses or other malicious code, files or programs.
3. You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
4. You will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
5. You will not impersonate a Class Dojo for a School employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
6. You will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a User Content, the prior written consent of such User.

If parents have a concern about school or pupil use of Class Dojo, please contact class teachers, in the first instance.

Breaches of this policy and of school AUPs (Acceptable Use Policies) will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff).

Further to this, where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will contact the parent or staff member and delete the post/request that the post be deleted as appropriate and will expect this to be actioned promptly.