Edith Cavell Primary School

Remote Education Policy

Signed:_____G Bishop_____ Chair of Governors

Signed:_____H Cooke_____Headteacher

Date: December 2020, Updated January 2021

Review date:__December 2022_____

Remote Education Policy for Edith Cavell Primary School

1. Statement of School Philosophy

Edith Cavell Primary School has always strived to be a happy, ambitious and stimulating environment. All learners are nurtured to achieve their full potential and develop a love and enthusiasm for lifelong learning. High expectation within a progressive, stimulating and enriching curriculum ensures all learners are safe, valued and diversity is celebrated.

In these changed times where a blended learning approach is necessary we will continue to be flexible and adaptable to support children and parents in the best way possible to ensure that children are able to successfully continue their learning journey. Therefore, Learning is Fun!

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Support effective communication between the school and families and support attendance

3. Who is this policy applicable to?

- A child who has been in close contact with a confirmed case of Covid-19 and they have been advised to self-isolate for 10 days

- A child *(and their siblings if they are also attending Edith Cavell Primary School)* is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.

- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when pupils are absent due to Covid related reasons.

4. Content and Tools to Deliver This Remote Education Plan

High-quality online and offline resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2, *for example, Tapestry, Google classrooms, My Maths, White Rose Maths, Oak National Academy, TT Rock Stars, BBC Bitesize as well as for staff CPD and parent's sessions.*
- Use of Recorded video, *or Live Video lessons* for Start Day registration, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools

5. Home and School Partnership

Edith Cavell Primary 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.

Edith Cavell Primary School will provide a refresher online training and induction for parents on how to use Google Classroom and Tapestry as appropriate and where possible, provide personalised resources. These will be available on the school website.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Edith Cavell Primary School would recommend that each 'school day' maintains structure. The expectation would be for daily Maths and English and one other subject.(3 hours a day for EYFS, KS1 and 4 hours a day for KS2.)

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.

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

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

Parents, careers and children should ensure that they have read the Edith Cavell Guides to Online Home Learning which are displayed on the school web site and have been shared with parents and children.

6. Roles and responsibilities

6.1 Teachers

To note: the suggested responsibilities below relate to when a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

Teachers must be available between 8.45am and 3.30pm. If they're 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 procedures between 8.30am and 3.30pm on the designated absence number. If it affects the completion of any work required, ensure that arrangements have been made with phase group partners or SLT to ensure work is completed.

Edith Cavell Primary School will provide a refresher training session and induction for new staff on how to use Google Classroom/Tapestry.

Teachers are responsible for:

Setting work:

- o Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in KS2

- Creating a weekly timetable of work for their phase in liaison with phase group partners. This must include subjects from across the curriculum.
- Staff in Nursery and Reception will be setting work on *Tapestry*
- Teachers in Year 1 to Year 6 will be setting work on *Google Classroom*. Set differentiated My Maths, Times Table Rockstars and Spelling, Punctuation and Grammar activities where appropriate.
- Lessons will be well-sequenced so that knowledge and skills are built incrementally.
- Phase weekly timetables to be emailed directly to the Assistant Head the Thurs/Fri before the week the work commences. AH to proof read all and ensure consistency, they are then emailed to parents. These are then also forwarded to the IT Technician to be uploaded to the website.
- Working as a phase group team to ensure the above work is planned, meaningful, ambitious and ready.

Providing feedback on work:

- Pupils can send any completed work to teachers via their class email address
- Teachers can email back feedback, if required, at least weekly
- Teachers should respond to any emails from parents/children within 48 hrs
- Teachers are to send any children's work to be displayed on the Home Brilliance/Class blogs page of the website to the IT Technician
- Teachers will adjust the pace or difficulty of what is being taught in response to questions or assessments

Keeping in touch with pupils and parents:

- Emails received in the class email from parents and pupils are to be checked between 8.45am and 3.30pm, Mon- Fri. Emails must be replied to within 48hrs. Replies will only be sent between these times.
- Any issues that are received are to be dealt with professionally by the class teacher and the Headteacher should be BCC'd into the communication. If necessary teachers to contact member of SLT for advice
- If there is a concern around the level of engagement of a pupil/s, parents should be contacted via phone to assess whether school can assist with engagement.
- Teachers are to attempt to make contact will all pupils in their class every week via telephone call or through a live lesson. Contact details can be accessed from Integris, via a school device, please ensure you log off and do not share information with a third party. Keep records of all contacts with parents and add any relevant actions. Example comment 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert DSL if there is a safeguarding concern.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly. There is no expectation from school that work must be completed at this time. We believe our parents will be doing their best.

6.2 Teaching Assistants

Teaching assistants must be available within contracted working 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.

Teaching assistants are responsible for:

- o Supporting pupils with learning remotely when requested by the SENCO
- o Attending virtual meetings with teachers, parents and pupils

During the school day, teaching assistants must complete tasks as directed by a member of the SLT.

6.3 Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- o Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- o Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- o Monitoring email correspondence between parents and teachers
- o Monitoring the security of remote learning systems, including data protection and safeguarding considerations

6.4 Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

6.5 IT Technicians

IT technicians are responsible for:

- o Fixing issues with systems used to set and collect work
- o Helping staff with any technical issues they're experiencing
- o Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- o Assisting pupils and parents with accessing the internet or devices

6.6 The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.

- o Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the head teacher and other organisations to make any alternate arrangements for pupils with EHC plans
- o Identifying the level of support needed by individuals and to support class teachers to provide resources where necessary.

6.7 The SBM

- o Ensuring value for money when arranging the procurement of equipment or technology.
- o Ensuring that the school has adequate insurance to cover all remote working arrangements.

6.8 Pupils and parents

Staff can expect pupils learning remotely to:

- o Be contactable during the hours of the school day 8.45am – 3.30pm – although they may not always be in front of a device the entire time
- o Complete work to the deadline set by teachers
- o Seek help from teachers if they need it
- o Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

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

6.9 Governing Board

The governing board is responsible for:

- o Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- o Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- o Appointing a Remote Learning Governor

7. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- o Issues in setting work – talk to the relevant subject lead/SENCO/SLT
- o Issues with behaviour – talk to the SENCO/SLT
- o Issues with IT – talk Partnership Education or IT technician (M Broadhurst)
- o Issues with their own workload or wellbeing – talk to SLT
- o Concerns about data protection – talk to the data protection officer (Business Manager)
- o Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses

8. Data protection

8.1 Accessing personal data

When accessing personal data, all staff members will:

- o Have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.

- Teachers are able to access parent contact details via Integris using a secure password. Do not share any details with third parties and ensure Integris is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Integris. SLT are not to share their access permissions with other members of staff.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

8.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

8.3 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
- Keeping operating systems up to date – always install the latest updates

9. Links with other policies and development plans

This policy is linked to our:

- Remote education provision: information for parents
- Curriculum
- Safeguarding
- Behaviour policy
- Child protection policy and coronavirus addendum to Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- ICT and internet acceptable use policies
- E Safety policy
- End User Agreements for Google classroom, Tapestry and My Maths

- Teaching & Learning Policy
- SEN and Inclusion Policy

Edith Cavell Primary School
Online Home Learning Guidelines for Pupils

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else.

I will:

- only open pages which my parent, carer or teacher has said are okay
- talk to my parent, carer or teacher before using anything on the internet that I'm unsure about
- tell my parent, carer or teacher if anything makes me feel scared or uncomfortable
- make sure all the messages I send and comments I leave are polite and positive
- tell my parent, carer or teacher if I get a nasty message or something makes me feel uncomfortable, and do not reply
- not give my phone number or address to anyone online.
- not tell people about myself online (I will not tell them my name, anything about where I live or where I go to school, names of clubs I attend)
- not upload photographs of myself onto the computer or internet without my parent or carer's permission
- keep any passwords I have private
- Only speak to people I know online and on the phone.
- never agree to share photos, phone, video call or meet a stranger.
- Always make sure my parent/carer knows who I am talking to or messaging.

Google Classroom

- When using Google Classroom, the teacher may let pupils comment, or they may have turned comments off.
- If you are allowed to comment you must remember our learning on online behaviour - you are polite and positive and comments should be related to your learning.
- **Remember - teachers can see exactly who posts what on Google Classroom.**
- If your teacher wants you to create a post, for example taking a picture of your Home Learning Project, they will enable you to create posts for that time.
- If you are posting photos of your learning, please remember to do so safely – remember to always check with your parent/carer before uploading a photo, and try to make sure your photo is of the learning, not the pupil. All pupils must be suitably dressed and in a suitable location

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password e.g. to access a device or website.
- Looking at, or changing work that belongs to other people without their permission.
- Wasting time or resources on school computers.
- Sharing pictures or making video calls without checking with your parent/carer

Pupil Name _____   Signed _____

November 2020

Edith Cavell Primary School
Online Home Learning Guidelines for Parents and Carers

Parents and carers please: -
- Make sure your child understands and is aware of the pupil guidelines.
- Answer the phone to school staff or return calls, messages or emails. Staff may call from withheld number.
- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
  If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself.

Guidelines for All Video Calls and Video lessons
- The parent or carer must make sure their child and other members of the household are aware the video call is happening.
- Staff, children and other members of the household must wear suitable clothing.
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct.
- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or assistant head. This will always be at a pre-arranged time. The times of all video calls and lessons will be published on google classroom and logged.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- Wherever possible 'live' classes will be recorded and stored on google drive so that if any issues were to arise, the video can be reviewed. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.

Group Video Lessons
- These will be group conversations only or a webinar.
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation.
- Parents will need to give consent for their child to be part of a group video lesson.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress or location, the conversation will be ended and concerns will be recorded and passed to the head teacher or assistant head.
- Live classes should be kept to a reasonable length of time and should take place during normal lesson times.

1:1 Video Conversations:
- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or assistant head.
- This will be at a pre-arranged time and day.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.

Support for parents and carers to keep their children safe online includes:

- [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

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