

Remote Learning Policy  
Ingleby Mill Primary School  
2020 - 2021



Policy Adopted October 2020

Date of Next Review October 2021

**Rationale:** This policy has been written to address the need for a consistent, whole school plan for remote education in light of the increasing need for pupils to isolate as a result of the COVID-19 pandemic.

Current guidance says that pupils will have to isolate for the following reasons:

1. Because a pupil or someone in their household is symptomatic or tests positive for COVID-19 (this will be individuals or siblings)
2. Because a pupil has had close contact with someone who has tested positive for COVID-19 outside of school (this will be individuals or siblings)
3. Because a pupil has had close contact with someone who has tested positive for COVID-19 in school (this will be a group of children and in most cases a class bubble or bubbles)

(NB: check latest government guidance updates for latest isolation period requirements.)

### **Aims:**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection and health & safety
- Ensure pupils unable to attend school remain fully included in the school community
- Continue to ensure that every child receives the best education the school can provide
- Ensure that remote education is integrated into the curriculum so that pupils and parents understand how to access learning remotely and quickly adapt to learning from home

### **Roles and Responsibilities:**

The **Head Teacher and Deputy Head Teacher** are the overriding leads in ensuring the Remote Learning Policy is implemented fully and reviewed in a timely fashion. Alongside this they will maintain their full roles as Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for children working remotely.

**Team Leaders** are responsible for co-ordinating the remote learning approach across their team, monitoring effectiveness through feedback from staff, pupils and parents. When a member of staff is not able to carry out their remote learning responsibilities due to sickness or agreed absence then **Team Leaders** will make suitable alternative arrangements.

When providing remote learning, **Teachers** will be available for their normal working hours on their normal working days. 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.

**Teachers** will recognise that all family situations are unique and to that end so are our pupils' ages and abilities, needs and circumstances.

When providing remote learning, **Teachers** are responsible for:

- Setting work on a daily basis – for pupils in their current class based on shared planning with year group colleagues
- Sharing their plans when colleagues in their year group are absent so that work set for pupils is consistent across year groups
- Providing feedback on work for pupils in their class
- Responding to emails from parents of pupils in their class during school hours
- Doing everything they can to secure good engagement in learning from pupils

When assisting with remote learning, **Teaching Assistants** will be available for their normal work hours on their normal working days. 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. When assisting with remote learning teaching assistants can be allocated duties as follows:

- Liaising with class teacher to support planning and resourcing differentiated learning for allocated pupil/s
- Maintaining welfare and support contact as directed by the class teacher and/or SENDCO of allocated pupil/s
- (Level 3 only) providing work packs or assigning tasks via team agreed remote learning platform based on shared work from year group colleagues

The **Governing Body** is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Monitoring that school leaders have ensured that remote learning systems are appropriately secure for both data protection and safeguarding reasons

Staff can expect **pupils** learning remotely to:

- Complete tasks assigned with the same effort and attention to detail as if they were in school
- Seek help if they need it from teachers and/or teaching assistants
- Alert teachers if they are not able to complete their work

Staff can expect **parents** with children learning remotely to:

- Arrange appropriate supervision and safeguarding of their children
- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from school if they need it

**Parents/Carers** can expect:

- Work to be set daily. On day 1 parents will automatically be sent an email via the school office directing them to age appropriate online resources for their child to access until more formal work can be set
- Class teachers and/or School Business Manager to try to support remotely with any technical issues around log-ins, passwords or access to remote learning platforms
- Class teachers to take into account factors which may affect a child's ability to complete tasks remotely
- Class teachers to listen and respond to any questions or concerns via email

## Learning Platforms

Immediately after autumn half term 2020, we will deliver our remote learning via our chosen, age-appropriate remote learning platforms.

For **EYFS** this will be via **Busy Things**

### Preparation for launch after half term Autumn 2020:

- Parents of children in nursery and reception will receive their child's login and password for Busy Things via separate Marvellous Me messages as well as information and guidance about how to access activities with their child
- Children will practise logging in and using Busy Things regularly in school
- Homework tasks will be allocated on Busy Things so children get used to using it at home

### Remote education for **EYFS** pupils isolating individually or as a whole class bubble

- The class teacher will allocate suitable activities on a daily basis on **Busy Things**. Activities will support the 7 areas of learning and include access to daily phonics.
- The class teacher will provide regular feedback and messaging via Marvellous Me
- In addition to this the teacher may send emails/Marvellous Me messages with suggestions of practical activities that parents can do with their child at home in line with activities happening in school.
- Teachers or someone from the school office will contact parents if children are not accessing activities to see what we can do to help support engagement with learning.
- Parents can email their child's class teacher with questions or for further support
- Reception children will be set appropriate reading separately through Bug Club.

For **KS1** this will be via **SeeSaw**

### Preparation for launch after half term Autumn 2020:

- Parents of children in years 1 and 2 will receive their child's login and password for SeeSaw via separate Marvellous Me messages as well as information and guidance about how their child can access their allocated learning, how to submit completed work and how feedback will be given.
- Children will practise logging in and using SeeSaw regularly in school
- Homework tasks will be allocated on SeeSaw so children get used to using it at home

### Remote education for Key stage 1 pupils isolating individually or as a whole class bubble:

- The class teacher will allocate tasks via SeeSaw on a daily basis. This will reflect as far as is possible the learning taking place in the classroom and will support the delivery of a broad and balanced curriculum.
- Children can submit work using the 'add response' function
- The class teacher will provide regular feedback as appropriate via SeeSaw using the 'comment' function.
- In addition to this the teacher may send emails with suggestions of activities that parents can do with their child at home in line with activities happening in school.
- Teachers or someone from the school office will contact parents if children are not accessing activities to see what we can do to help support engagement with learning.
- Parents can email their child's class teacher with questions or for further support

- Children in years 1 and 2 will be set appropriate reading separately through Bug Club.

For **KS2** this will be via **Microsoft Teams**

Preparation for launch after half term Autumn 2020:

- Parents of children in years 3, 4, 5 and 6 will receive their child's login and password for Microsoft Teams via separate Marvellous Me messages as well as information and guidance about how their child can access their allocated assignments, how to submit completed work and how feedback will be given.
- Children will practise logging in and using Microsoft Teams regularly in school
- Homework tasks will be allocated on Microsoft Teams so children get used to using it at home

Remote education for Key stage 2 pupils isolating

Where individual pupils from a class have to isolate:

- Parents will receive a day 1 email directing them to our regular, high-quality, online programmes so that their child can access learning immediately from home.
- From Day 2 the class teacher will allocate assignments via Microsoft Teams on a daily basis. This will reflect as far as is possible the learning taking place in the classroom and will support the delivery of a broad and balanced curriculum.
- Children can submit work as required using the 'hand/turn in' function
- The class teacher will provide regular feedback for submitted work which children can access in the 'returned' part of Microsoft Teams
- Teachers or someone from the school office will contact parents if children are not accessing activities to see what we can do to help support engagement with learning.
- Parents can email their child's class teacher with questions or for further support

Where a whole KS2 class bubble and class teacher have to isolate:

- The class teacher will work from home using one of the school remote learning laptops for teachers
- The class teacher will allocate assignments via Microsoft Teams in real time with pupils signing in for 4 lessons each day (9.00am, 10.45am, 1.00pm and 2.15pm or as alternatively agreed). This will allow pupils in key stage 2 to ask questions and ask for on-going support or challenge as required.
- Assignments will reflect as far as is possible the learning taking place in school for children in the same year group.
- Assignments may require children to complete and submit work, to follow a link to a video clip or resource or may direct them to undertake activities via one of our many high-quality online resources.
- The class teacher will provide regular feedback via Microsoft Teams. This can be written or dictated and will adhere to the school's agreed marking policy.
- Parents and children will be issued with the class rules for using Microsoft Teams at the point of isolation. Children will be expected to adhere to these rules. (Appendix 1)
- The camera and chat functions for Microsoft Teams will be disabled and not for use.

## **Whole school support for children isolating:**

- We will support children's positive mental health and well-being through our PSHCE curriculum eg with online activities, stories, videos and messages to children from staff.
- We have a separate bank of laptops which can be signed out to children who do not have available hardware at home or where access at home is in demand due to other siblings isolating and/or parents working from home (subject to signed agreements and availability)
- We will provide telephone technical support for parents who are struggling to access online platforms
- In any instance where despite attempted technical support there are still difficulties accessing learning platforms then we will offer parents an alternative; activities can be emailed or printed resources and workbooks can be supplied (for collection from school or delivery by school staff)
- The SENDCO and/or Head Teacher will check in with vulnerable families at least weekly
- In the event that a class teacher is unable to plan and deliver remote education due to illness, the team leader will arrange a suitable alternative. This could be a teaching assistant from the team allocating work as shared by colleagues from within the year group OR parents may be directed, in the short term, to suitable high-quality online resources on BBC Bitesize or Oak National Academy.

## **Security and Staff Use of Devices**

It is our intention to provide all teachers with a school laptop for working from home/remote learning purposes as soon as we possibly can after Autumn Half Term 2020. In the meantime, if staff are required to teach their class bubble from home they can sign out (as available) one of a separate bank of laptops already set up for staff use. Staff access to personal data is via secure, cloud-based applications ie pupil assessments on Target Tracker emails via Office 365 or via pass-word protected approved remote-access to desktop via Swivel. In accordance with our Data Protection and Acceptable Use Policies, staff will not download and save any personal data onto their own devices.

When using an assigned staff laptop, staff should follow the school's acceptable use policy. This advice 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)
- Making sure there is a device lock/screen lock if left inactive for a period of time
- Not sharing the device among family or friends
- Antivirus and anti-spyware software should be installed and active (One IT)
- Keeping operating systems up to date – always install the latest updates in school on a home use laptop

## **Health & Safety**

The Health and Safety Executive are advising that there is no increased risk from DSE work for those working at home temporarily during this period. Staff are therefore not required to complete a home workstation (DSE) assessment at this time.

Below are some top tips for using a laptop or tablet when working from home.

In order to achieve a good working posture you should:

- Sit at a table rather than on the sofa or in bed.
- Raise the laptop screen to eye level, using a laptop raiser if required.
- Attach a separate keyboard and mouse where possible.
- Adopt a good sitting position in order to avoid straining wrists, arms, neck or back.
- Sit directly in front of your screen (i.e. avoid twisting positions).
- Avoid glare and reflected light.

Where you have been using specialist ergonomic equipment in school and feel you are unable to work safely without this at home, you should discuss this with the Head Teacher as in some cases, arrangements could be made to deliver this equipment to your home. However, for larger specialist equipment, such as ergonomic chairs and desks, you are encouraged to find other ways of creating a comfortable working environment. Practical solutions suggested by the Health & Safety Executive include:

- supporting cushions for lumbar support
- a small box as a foot rest
- an ironing board or kitchen counter as a standing desk
- books as a monitor raiser.

Most importantly you should ensure you are taking regular breaks to stretch, stand up and change positions (at least 5 minutes every hour).

### **Who to contact:**

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

- Issues in setting work – Team Leader and/or year group colleagues
- Issues with IT – School Business Manager Jo Measor in the first instance or report to OneIT via the helpdesk
- Unexplained pupil absence or KS2 pupil not signing in to learning – Office staff Carol Young or Jo Measor
- Issues with behaviour – Head Teacher Beth Atkinson or Deputy Head Teacher Kay Coverdale
- Issues with workload or well-being – Head Teacher Beth Atkinson
- Concerns about Data Protection – Data Protection Officer Jo Measor
- Concerns about work station health & safety – Jo Measor and/or Beth Atkinson
- Concerns about safeguarding – DSL Beth Atkinson or DDSLs Kay Coverdale and Andrae Dent

## Appendix 1



### **Letter to parents regarding access to Microsoft Teams and general reminders for children.**

Dear Parents/Carers,

#### **Accessing Microsoft Teams**

To access homework for KS2 or to access daily work set for children isolating, your child will need to sign into Microsoft Teams via Office 365. Most families are up and running with this now. If not, hopefully the advice below will help.

You can search on your internet browser for Office 365 login and then use your child's email address and password to log in. On the left-hand side you will see a column of Microsoft icons. Click on the Microsoft Teams icon. You may have to sign in again at this point using the same email and password.

There is a Microsoft Teams App which can be downloaded if you prefer.

If you have any technical issues then you can email the class teacher directly or you can email/telephone school and we will try our best to help.

Homework assignments can be accessed on the Assignment Page or Posts Page of Microsoft Teams (both routes will take you to your child's homework).

For children isolating for a short period of time whilst waiting for test results for themselves or family members or for those isolating for longer periods due to close contact with a positive case outside of school – assignments for each day will be set from day 2 of isolation via the same route as described above.

Reminders for the children:

- Press the immersive reader button in the top right-hand corner if you want anything read to you
- Press the submit/hand in button if you are returning work to your teacher
- Remember to do your best work – just like you would in school
- Do not try to 'post' or 'meet' with anyone. These functions have been disabled but the class teacher, Mrs Atkinson and Mrs Measor are sent a notification if anyone attempts to do either of these things.
- Remember that any replies sent to your teacher can be seen by everyone including Mrs Atkinson so please do not use this as an area to 'chat' with friends.
- If you have any problems or questions, ask your parent/carer to email your class teacher and he/she will get back to you as soon as they can

Parents/carers please note: If a whole class bubble has to isolate for 14 days due to a positive case in school then work is assigned in the same way as described above and parents will be sent further instructions explaining how children will be expected to register for lessons and access support from their teacher in real time.

## Appendix 2



### Class Rules for Remote Learning (whole class bubble)

- Lessons times are at 9.00am, 10.45am, 1.00pm and 2.15pm
- You need to sign in for each session by saying Hi, Here or Hello. Please do this only once as your teacher will be checking to see if anyone is missing
- As soon as you have signed in click 'view assignment' and get started
- If you need any help or have a question for your teacher press 'start a new conversation' and ask your question and just wait. Your teacher will get back to you.
- Remember that any replies sent to your teacher can be seen by everyone including Mrs Atkinson so please do not use this as an area to 'chat' with friends.
- Remember to focus on your assignment rather than posts
- When you have finished an assignment and it needs to be handed in then remember to press 'hand in'. Let your teacher know you have finished and she/he will let you know if there is another task to do or whether you need to sign out for breaktime
- You need to sign out and move away from the screen between each session for a break. Your teacher will not expect to see any posts at all during break times ie between 10.30 and 10.45, between 12.00 and 1.00 and between 2.00 and 2.15
- The camera and chat functions have been disabled and are not for use
- Please limit the use of emojis to signing in and out times.

### Helpful reminders:

- Press the immersive reader button in the top right-hand corner if you want anything read to you
- Remember that the whole class (including your teacher, Mrs Atkinson and Mrs Measor) can see your posts
- Remember to do your best work – just like you would in school
- If you want to see the assignments you have been allocated without all of the posts then click on the assignments button at the top of the page. This is also where you will view any marked work (by clicking returned on left-hand menu)