

Remote Learning Policy

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Governor responsible for this policy Gary Ridgeway

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Dinglewell Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

"We have carefully considered & analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality or opportunity and foster good relations"

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Government Expectations:

- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed
- Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress
- Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home

In developing these contingency plans, the government expect schools to:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum

When teaching pupils remotely, schools are expected to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject

- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
- we expect schools to avoid an over-reliance on long-term projects or internet research activities

Specific Aims

- To outline Dinglewell Junior School's approach for pupils that, from Sept 2020, will not be attending school due to continued self-isolation

Who is the policy applicable to?

Remote learning is for pupils that are not able to attend school due to self-isolation or in line with government guidelines. Dinglewell Junior School will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8°C
- A loss of, or change to, their sense of smell or taste
- Have had access to a test and this has returned a positive result for Covid-19 or are in a household where they are isolating due to a member of the household testing positive

Roles and Responsibilities

Role of office staff

If a child is absent from school due to self-isolation the Head teacher, Year Group Leader and Class teacher must be informed.

Role of teaching staff

Home learning tasks must be uploaded weekly to Year Group Home learning pages so that these can be accessed readily and easily.

- Keep in touch with pupils who aren't in school
- Attend virtual meetings with staff, parent and pupils

- Maintain a professional manner at all times when working remotely

Role of Teaching Assistants

- Supporting pupils who aren't in school with learning remotely
- Attend virtual meetings with teachers, parents and pupils
- Maintain a professional manner at all times when working remotely

Role of parents

If a child is self-isolating but well enough to complete work then parents should use work on the home learning page.

Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address; they should make clear which year group and subject the question relates to.

Work that children complete at home should be kept safe, ideally in their home learning book, and can be brought back to school when safe to do so.

- To attempt to make use of the resources shared with them i.e. printing sheets, using relevant mathematical methods etc...
- 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
- Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis
- Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.

Dinglewell Junior School Provision Rational

- Stay connected with families - particularly at a time of uncertainty and worry.
- To be a constant for our children.
- Help children to learn new content by an increase in teaching videos and taught material.
- Provide a routine/structure to help parents and children to focus.
- To have daily contact with our children through messaging.
- To give feedback to our children that will enable them to progress.
- To mirror as close as possible our broad and balanced curriculum in school.

In the event of a child being absent, awaiting test

Home learning can be accessed through the school website. The home learning page is situated within the 'children' tab on the main page.

Year Group Leaders will ensure that weekly home learning tasks are uploaded to the Year group pages and follow objectives that are being taught in class.

Home learning activities and resources will be provided for area of learning that would be taught during that week such as English, Maths, Science, Topic & Art.

In the event of a confirmed case and the whole bubble (as advised by PHE) is isolating for 14 days, including teacher;

Prior to the event

- Information is gathered regarding who has and who has not got internet access/ access to a computer/tablet by liaising with the admin team.
- Each child will be given their MICROSOFT TEAMS login details
- Hard copy learning packs made up for children with limited access for collection from school office.

On the first day of remote learning:

For online learning for the first 2 days of isolation, children will use the lessons provided on the website as directed by class teacher. During this time, class teachers will upload lesson plans, resources on to MICROSOFT TEAMS.

A timetable for the week and work that is to be completed will be provided.

From day 3 teachers will begin Remote Learning at 9.30am with a MICROSOFT TEAMS meeting with the children. The teacher will talk through the learning/work of the day and set expectations.

Approximately 4 hours of academic study, art, craft, sporting activities should be set reflecting the usual balance.

All work between year groups should have the same quality and quantity set.

Work will be handed in to teachers through MICROSOFT TEAMS and this will be viewed and commented on. Appropriate communication channels between children and their class teacher will be in place through MICROSOFT TEAMS chat function. Should a staff member require support with the use of computer technology, it is their responsibility to seek support in school. Senior Leaders, in collaboration with the school's technology partner, will ensure that support is given promptly.

Keeping in touch with pupils

- Allocated staff will be assigned to making contact with children who are on the school's vulnerable list, have SEND needs or who need additional support. Class teachers will make daily contact with the class via MICROSOFT TEAMS. Class teachers need not respond to communication outside the allocated hours highlighted above.
- Safeguarding concerns should be reported via the usual channel (My Concern)
- Parental concerns should, in the first instance, be handled by the class teacher, but may be referred to SLT when appropriate.
- Where a child has not completed an adequate amount of work, the class teacher should seek an explanation from the parent through email or phone call.
- Staff working from home should dress appropriately for Virtual Teaching, i.e. in the same manner as they would if they were at school.

- Staff should be mindful of the teaching or meeting environment behind them and remove anything that may cause offence or be deemed inappropriate by parents.
- Where teachers are in school teaching, but the parallel teacher is self-isolating with their class, consideration should be given to streaming the class lessons to the parallel class.

Subject Leads alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning.
- Work with teachers teaching their subject remotely if needed to make sure all work set is appropriate and consistent
- Monitor the remote work set by teachers in their subject, alerting teachers to resources they can use to teach their subject remotely

Senior leaders alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning through accessing MICROSOFT TEAMS
- Meet with teachers remotely as necessary and viewing completed work.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

The DSL is responsible for accessing My Concern on a regular basis, attending relevant Child Protection meetings and ensuring that all concerns are acted upon in a timely manner.

Pupils and Parents Staff can expect pupils learning remotely to:

Be contactable during the school day at specified times that are made explicit to parents and children each day. Complete work to the deadline set by teachers. Seek help if they need it. Alert teachers if they are 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

Who to contact

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

- **Issues in setting work** – talk to the relevant subject lead (or SENDCO for children with SEND)
- **Behaviour** – talk to Geraldine Brogan Headteacher or Tanya Naylor Deputy Head Teacher
- **Issues with IT** – talk to James Sullivan Computing Lead
- **Issues with their own workload or wellbeing** – talk to Geraldine Brogan Headteacher or Tanya Naylor Deputy Head Teacher
- **Concerns about data protection** – talk to Helen Howe School Business Manager
- **Concerns about safeguarding** – Talk to Sarah Baker DSL or Geraldine Brogan Headteacher or Tanya Naylor Deputy Head Teacher

Data protection

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Set up class distribution lists directly on Office365, avoiding the need for hard copy or electronic lists of contacts
- Only use school laptops provided to communicate via Microsoft Teams

Keeping devices secure

All staff members will take appropriate steps to ensure their School devices remain secure. This includes, but is not limited to:

- Only use school laptops supplied for school work, rather than personal home computers or devices
- Only use the encrypted memory sticks supplied by the school
- Report any loss of school laptops or encrypted memory sticks immediately
- All school staff to adhere to the 'Acceptable Use Agreement'
- 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
- Not leaving the device in classroom overnight, in car boots etc.

Safeguarding

This remains in line with our existing policy.

Monitoring arrangements

This policy will be reviewed as and when changes are made or every two months by the HT, DHT & IT Coordinator.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- E- safety policy
- Acceptable Use Policy
- Microsoft Teams Policy Package - Attached

Microsoft Teams Policy Packages

Messaging policy	Primary	Secondary	Sixth Form	Staff
Owners can delete sent messages	On	On	On	On
Delete sent messages	Off	Off	On	On
Edit sent messages	On	On	On	On
Read receipts	Turned on for Everyone	Turned on for Everyone	Turned on for Everyone	Turned on for Everyone
Chat	Off	Off	Off	On
Use Giphys in conversations	Off	Off	Off	On
Giphy content rating	Strict	Strict	Strict	Strict
Use memes in conversations	Off	Off	Off	On
Use Stickers in conversations	On	On	On	On
Allow URL previews	On	On	On	On
Translate messages	On	On	On	On
Allow immersive reading for viewing messages	On	On	On	On
Send urgent messages using priority notifications	Off	Off	Off	On
Create voice messages	Disabled	Disabled	Disabled	Allowed in Chats and Channels
On mobile devices, display favourite channels above recent chats	Disabled	Disabled	Disabled	Disabled
Remove users from group chats	Off	Off	Off	On

Meeting policy	Primary	Secondary	Sixth Form	Staff
General	These are the general settings for meeting policies			
Allow Meet now in channels	Off	Off	Off	On
Allow the Outlook add-in	Off	Off	Off	On
Allow channel meetings scheduling	Off	Off	Off	On
Allow scheduling private meetings	Off	Off	Off	On
Allow transcription	On	On	On	On
Allow cloud recording	Off	Off	Off	On
Allow IP video	On	On	On	On
Media bit rate (KBS)	50000	50000	50000	50000
Content sharing				
Screen sharing mode	Single Application	Single Application	Single Application	Entire Screen
Allow a participant to give or request control	Off	Off	On	On
Allow an external participant to give or request control	Off	Off	Off	On
Allow PowerPoint sharing	On	On	On	On
Allow Whiteboard	On	On	On	On
Allow shared notes	Off	Off	Off	On
Participants and guests				
Let anonymous people start a meeting	Off	Off	Off	Off
Automatically admit people	Everyone in your organisation	Everyone in your organisation	Everyone in your organisation	Everyone in your organisation
Allow dial-in users to bypass the lobby	Off	Off	Off	Off
Allow Meet now in private meetings	Off	Off	Off	Off

Enable live captions	Disabled but the organiser can override	Disabled but the organiser can override	Disabled but the organiser can override	Disabled but the organiser can override
Allow chat in meetings	Enabled	Enabled	Enabled	Enabled

AppSetup policy	Primary	Secondary	Sixth Form	Staff
Upload custom apps	Off	Off	Off	Off
Allow user pinning	Off	Off	On	On

Calling policy	Primary	Secondary	Sixth Form	Staff
Make private calls	Off	Off	Off	On
Call forwarding and simultaneous ringing to people in your organisation	Off	Off	Off	Off
Call forwarding and simultaneous ringing to external phone numbers	Off	Off	Off	Off
Voicemail is available for routing inbound calls	Off	Off	Off	Off
Inbound calls can be routed to call groups	Off	Off	Off	Off
Allow delegation for inbound and outbound calls	Off	Off	Off	Off
Prevent toll bypass and send calls through the PSTN	Off	Off	Off	Off
Busy on busy is available when in a call	Off	Off	Off	Off
Allow web PSTN calling	Off	Off	Off	On

Teams Broadcast policy				
Allow scheduling	Off	Off	Off	On

Allow transcription for attendees	On	On	On	On
Who can join scheduled live events	Everyone in the organisation	Everyone in the organisation	Everyone in the organisation	Everyone in the organisation
Who can record an event	Organiser Can Record	Organiser Can Record	Organiser Can Record	Always Record

Teams policy

Create private channels set to	Off	Off	Off	On
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Live events policy

Allow scheduling set to	Off	Off	Off	Off
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App Permissions

Allow scheduling set to	Off	Off	Off	Off
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