



# BRIDGE & PATRIBOURNE CEP SCHOOL

## REMOTE LEARNING POLICY & PROCEDURE

Bridge & Patrixbourne Church of England Primary School is a welcoming and nurturing community which promotes: **creativity** (developing our gifts); **excellence** (being the best we can be) and **resilience** (learning from our experiences). The school provides opportunities which enable everyone to flourish and grow within the love of God.

*I am the vine, you are the branches. If you remain in me and I in you, you will bear much fruit. Without me, you can do nothing.*

**John 15:5**

### Key Personnel

**Headteacher:** James Tibbles

**Chair of T&L Team:** Catherine Hellman

### Key Dates

**Ratified by T&L:**

**Date of next review:**

## Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who are not in school through use of quality online and offline resources
- Provide clear expectations to members of the school community with regards to providing high quality remote learning
- Include continuous delivery of the school curriculum, as well as support of health and wellbeing for pupils
- Support effective communication between the school and families

## Who is this policy applicable to?

- Children and staff who are not permitted to attend school because they, or another member of their class bubble, have tested positive for Covid-19.
- Children and staff in the case of a local or national lockdown
- Children and staff who are self-isolating due to contact with a positive Covid case outside of the school community.
- If a child or staff member is absent because they are unwell, there is no expectation that they complete work until they are recovered.

## Tools/Resources to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools: Tapestry (EYFS only), Microsoft Teams (whole school)
- Links to educational sites that offer remote learning opportunities (e.g. Oak Academy, BBC Bitesize, Joe Wicks P.E. etc.)
- Published CGP workbooks (Maths, Mental Maths, Comprehension, SPaG, Handwriting)
- On request, stationary can be provided.

## Roles and Responsibilities

### Teachers

When providing remote learning, teachers will be available during the usual school day via Microsoft Team, Tapestry and email providing they are fit for work. Teachers are not required to respond to parent or pupil messages/ emails outside of school hours. If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for setting and providing feedback on work.

During a bubble closure or local/national lockdown, teachers will set work for the pupils in their classes. This will be on Tapestry (EYFS) or Microsoft Teams (KS1 and KS2). Work set will be presented in a timetable format by each teacher. For KS1 and KS2 It will usually consist of set lessons in the morning of Maths and English, and each afternoon will cover a foundation subject – Art, Science, PSHE, History/Geography, RE. Some flexibility in this timetabling can be made by teachers to accommodate the best teaching of curriculum areas.

PE will be included during the week and may be timetabled in the morning.

During a bubble closure or a local/national lockdown, teacher will provide feedback on work submitted, this may include oral or written comments.

Where work is not submitted teachers may contact parents to ascertain if there are any issues preventing the work being carried out or sent to school

During a bubble closure or a local/national lockdown, teachers will be available during school hours to help with any queries.

During a bubble closure or a local/national lockdown, teachers will use daily Microsoft Teams sessions for regular teaching and pastoral contact with their whole class.

During a bubble closure or local/national lockdown, if a pupil is unable to access online learning, teachers will maintain contact via telephone calls to offer support.

All parent/carer emails should firstly be directed to the class teacher

Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

### Teaching assistants and part-time PPA/SEN staff

Teaching assistants and part-time PPA/SEN staff must be available during their usual working hours, excluding statutory breaks. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependant, they should report this using the normal absence procedure. During the school day, they must complete tasks as directed by their class teacher, line manager or headteacher if not class based.

### Pupils/Parents/Carers

Bridge & Patricbourne Church of England Primary School is committed to working in close partnership with families.

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 by telephone or email and alternative solutions may be available. These will be discussed on case-to-case basis.

Using Tapestry/Microsoft Teams, pupils should complete class work daily, to the deadline set by class teachers. The type of task, number of tasks and time required on each task will look different for each year group because of the age and abilities of the children.

The school requests that families be mindful of the amount of posts sent in. Avoid sending multiple posts and videos per task because this takes away the teacher's time from planning and commenting on the children's work.

Parents/carers should alert teachers if pupils are not able to complete work.

The expectation is that parents/carers and pupils are respectful when speaking to staff.

Parents/carers should seek help, if needed, from teachers using messaging on Seesaw, or telephone or email

### Microsoft Teams Sessions:

Children should attend daily Teams sessions, ready and attentive to work, with minimal distractions. Teams sessions are for the whole class and will refer to that day's work.

Teams sessions are not for parents/carers to raise issues with teachers.

Only pupils from the relevant class should participate in the Teams session (not parents/carers, siblings or others).

Safeguarding: Teams sessions should not be recorded at any time.

## Who to contact

If parents/carers/pupils have any issues accessing or completing work, they should contact the class teacher in the first instance if possible, during school hours. For any other issues, they should contact the school office either by telephone or email.

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, SENCO or EAL Lead Teacher • Issues with IT – talk to Jo smith/Michael Taylor

Issues with their own workload or wellbeing – talk to their line manager • Concerns about safeguarding – talk to a DSL.

## Bridge & Patrixbourne CEP School Staff Remote Learning AUP

The Remote Learning Acceptable Use Policy (AUP) is in place to safeguarding all members of Bridge & Patrixbourne CEP School community when taking part in remote learning following any full or partial school closures.

### Leadership Oversight and Approval

Remote learning will only take place using Microsoft Teams.

Microsoft Teams has been assessed and approved by the headteacher and the Senior Leadership Team (SLT).

Staff will only use school managed or specific, approved professional accounts with learners and/or parents/carers.

Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.

Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with James Tibbles (DSL).

Staff will use work provided equipment where possible e.g. a school laptop, tablet, or other mobile device.

Live streamed remote learning sessions will only be held with approval and agreement from the Headteacher or Deputy Headteacher.

### Data Protection and Security

Any personal data used by staff and captured by Microsoft Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.

All remote learning and any other online communication will take place in line with current school confidentiality expectations.

Staff will not record lessons or meetings using personal equipment unless agreed and risk assessed by SLT and in line with our data protection policy requirements.

Only members of Bridge & Patrixbourne CEP School community will be given access to Microsoft Teams.

Access to Microsoft Teams will be managed in line with current IT security e.g. using strong passwords, logging off or locking devices when not in use etc.

### Session Management

Appropriate privacy and safety settings will be used to manage access and interactions. This includes:

When live streaming with learners:

- contact will be made via learners' school provided email accounts and/or logins.
- staff will mute/disable learners' videos and microphones at their discretion.

Live 1 to 1 sessions will only take place with approval from the headteacher or a member of SLT. If they do take place a parent must be present.

A pre-agreed invitation detailing the session expectations will be sent to those invited to attend.

Access links should not be made public or shared by participants.

Learners and/or parents/carers should not forward or share access links.

If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.

Learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

Alternative approaches and/or access will be provided to those who do not have access e.g. The school will try to loan a device

### **Behaviour Expectations**

Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.

All participants are expected to behave in line with existing school policies and expectations. This includes:

Appropriate language will be used by all attendees.

Staff will not take or record images for their own personal use.

Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

When sharing videos and/or live streaming, participants are required to:

- wear appropriate dress.
- ensure backgrounds of videos are neutral
- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

### **Policy Breaches and Reporting Concerns**

Participants are encouraged to report concerns during remote and/or live streamed sessions to the member of staff running the session

If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to James Tibbles (headteacher).

Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.

Sanctions for deliberate misuse may include: e.g. restricting/removing use, contacting police if a criminal offence has been committed.

Any safeguarding concerns will be reported to James Tibbles, Designated Safeguarding Lead, in line with our child protection policy.

## Bridge & Patrixbourne CEP School Learner Remote Learning AUP

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Microsoft Teams
- I should read and talk about these rules with my parents/carers.
- remote learning will only take place using Microsoft Teams and during usual school times.
- My use of Microsoft Teams is monitored to help keep me safe.

Only members of Bridge & Patrixbourne CEP School community can access Microsoft Teams.

- I will only use my school provided email accounts or login to access remote learning.
- I will use privacy settings as agreed with my school.
- I will not share my login/password with others
- I will not share any access links to remote learning sessions with others.

When taking part in remote learning I will behave as I would in the classroom. This includes:

- Using appropriate language.
- Not taking or recording images/content without agreement from the teacher and/or those featured.

When taking part in live sessions I will:

- Mute my microphone when my teacher asks me to.
- wear appropriate clothing and be in a suitable location.
- ensure backgrounds of videos are neutral and personal information/content is not visible.
- Use appropriate alternative backgrounds.
- Attend the session in full. If for any reason I cannot attend a session in full, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

If I am concerned about anything that takes place during remote learning, I will report concerns to the member of staff running the session, or tell a parent/carer

I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include informing parents/carers, contacting police if a criminal offence has been committed.

**I have read and understood the Bridge & Patrixbourne CEP School Acceptable Use Policy (AUP) for remote learning.**

Name..... Signed.....

Class..... Date.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....