OAKDENE PRIMARY SCHOOL
REMOTE & HOME LEARNING POLICY

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Introduction
At Oakdene Primary Academy, we produced the following policy guidance in continuing to provide education via remote learning for our children, in response to the COVID-19 Pandemic.

Remote education will only ever be considered as a last resort where a decision has already been made that attendance at school is not possible, but pupils are able to continue learning. Every effort will be made to ensure pupils can be taught in person by attending Oakdene. After exploring all options to ensure the school remains open to all pupils, there may still be some exceptional occasions when school leaders, the Trust or the local authority decide that it is not possible to open safely, or where opening would contradict guidance from local or central government.

If restricting attendance for pupils is the only viable option, we will provide remote education to help pupils stay on track with the education they would normally receive. Although we hope that we won't need to offer remote learning provision, it is important that we are prepared. We feel that it is helpful to have a plan in place that outlines any remote education procedures for teachers, parents, carers and pupils. Remote education plans are particularly useful during emergency closures where the decision to close can often be made at short notice.

The Oak Academy Online Teaching and Learning resource
Should you ever need to access our **remote learning offer** there is a high-quality range of online resources available to you.
You will be able to access a wide range of subjects and lessons. Each lesson is an hour long. They are delivered by a teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. It's all easy to use, it's free, there's no login or password required, you can access the lessons on any device, and pupils only need materials they can find at home.

This is a national resource produced by the DfE. **https://www.thenational.academy/**
Have fun exploring the activities.

Aim

The aim of this policy is to describe the use of live streaming applications by schools.

Live streaming can be used occasionally in the event of a teacher self-isolating but well enough to be able to deliver short inputs. In addition, work must be undertaken remotely at home or in the case of a school closure. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

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Application

At Oakdene Primary Academy we have decided to use Microsoft Teams. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

Microsoft Teams has a number of functions to it. As a school we have chosen to disable the following functions:
Chat function unless through the hosting teacher for moderation.

All users to be able to share using the share button. – Share must only be used by the teacher leading the 'meeting'.

This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions.

It is our expectation that as users of the application both children and staff should report any additional problems directly to the Principal or other Designated Safeguarding Leads/Deputy Safeguarding Leads around the functionality of this application.

Live Streaming
Live Streaming will always be carried out via the School's ICT system and approved peripheral devices any other access will not be authorised.

Filtering and Monitoring
As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our Computing lead to ensure that any inappropriate use or problems are reported and rectified as soon as possible.
Please ensure that you report any identified issues immediately.

Equipment
The functionality off the application will be disabled or enabled by the school / controller /administrator at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to Oakdene Primary School's 'Acceptable Use Policy' which highlights clear expectations of the use of equipment.
Please ensure that you sign appropriate consent forms.

If you require a computer/laptop/I-Pad from school please contact us.

Expectations of Children

At Oakdene Primary Academy, the following expectations are in place and should be signed and agreed by you or your parent/carer on your behalf before any remote learning is provided.
1. I will use the equipment and application safely and appropriately at all times.
2. I will report any issues or concerns directly to my parent/teacher/carer/school.
3. I will be available for my log in and lesson between the hours requested by school.

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4. I will be dressed appropriately.
5. I will turn my web camera on and my microphone on to mute. (As per school decision)
6. I will not record the session or cause it to be recorded.
7. I will seek help from the teacher through their school email.
8. I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

Expectations of Parents/Carer

At Oakdene Primary Academy, the following expectations are in place and should be signed and agreed by you as a parent/carer before any remote learning is provided.

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than specified lesson time
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Expectations of Staff

At Oakdene Primary Academy, the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Where possible two members of staff will be on the live streaming at all times.
- I will provide online learning between times 9.00a.m. and 3.30p.m.
- I will not record the session or if there is a reason to, I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to Mrs Bramley the Principal and Designated Safeguarding Leads.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Rights Respecting Schools
Article 28 acknowledges that every child has 'the right to an education'. Ideally the children will access as much face-to-face education as possible. If there is an exceptional time when this is not possible so we will ensure we continue to offer the best alternatives available.