Dane Bank Primary School

Remote Learning Policy

Contents

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1. Statement of School Philosophy

The provision of high quality teaching and learning is at the core of everything we do at Dane Bank Primary School. Our remote learning policy seeks to ensure that this remains to be the case in the event of (i) single pupil self-isolation (ii) classes or bubbles being required to work at home, or (iii) whole school closure due to Covid-19.

2. Policy Aims

This remote learning policy for staff aims to:

➢ Ensure consistency in the approach to remote learning for all pupils (inc. SEND pupils and disadvantaged pupils) who aren't in school through the use of quality online and offline resources

➢ Provide clear expectations of members of the school community with regards to the provision of high quality remote learning

➢ Secure continuous delivery of the school curriculum

➢ Support effective communication between school and families and support attendance

➢ Ensure equity between children learning from home and those learning in school in the case of a school closure.

3. Who is this policy applicable to?

➢ A child *(and their siblings if they are also attending* Dane Bank Primary School*)* - if absent because they self-isolating and the rest of their school bubble are attending school and being taught as normal.

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

➢ All children in the event of a school closure.

➢ All children to provide homework as part of a blended learning approach.

Work will be made available for children who are working from home if they are absent due to COVID-19 related reasons. The work will be available from day 2 of absence in order to give school staff the opportunity to assign suitable home learning.

4. Content and tools to deliver the remote education plan

Resources to deliver this remote education plan include:

- Online tools for Early Years Foundation Stage/Key Stage 1/Key Stage 2 *(Tapestry in EYFS, Microsoft Teams throughout school)*
- Use of pre-recorded videos
- "Live" teaching via Microsoft Teams
- Phone calls home for wellbeing checks (if and when required)
- Physical materials such as reading books and writing tools
- Use of BBC Bitesize, Oak Academy, Times Tables Rockstars, White Rose Maths etc.
- Marvellous Me to communicate with parents and as a tool to praise and reward children for their efforts

5. Roles and responsibilities

5.1 Teachers

To note: the suggested responsibilities below relate to where 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.

When providing remote learning, teachers must be available between 8.00am to 4.00pm.

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 absence procedure.

When providing remote learning, teachers are responsible for:

Setting work

- Teachers will set work for the pupils in their classes on Microsoft Teams
- The work set should follow the usual timetable for the class had they been in school, wherever possible and will ensure a broad and balanced curriculum.
- Weekly/daily work will be shared in line with the timetable.
- The weekly timetable will be uploaded to the Microsoft Teams classroom by 8.30am on Monday.
- All work will be uploaded following the guidance given at the Staff Meeting/Training sessions. (Microsoft Teams for Education Guide - Appendix A)

Providing feedback on work:

- Timely feedback will be given for work completed, as and when appropriate.
- In the event of most/all children working from home, individual feedback will be given to children for work handed in on the day of assignment or the following day.
- Feedback will be sent via Microsoft Teams

> ➢ Further feedback may be given by Marvellous Me

Keeping in touch with pupils who aren't in school and their parent:

> ➢ Work will be provided daily via Microsoft Teams in the event of most/all children working from home. If an individual or small number of children are working from home, work may be assigned weekly.

> ➢ If there is a concern around the level of engagement of a pupil/s, parents should be contacted via phone to assess support needed to improve engagement.

> ➢ All parent/carer emails should come through the school admin account (admin@danebank.tameside.sch.uk) or through the Headteacher (a.c.d.todhunter@danebank.tameside.sch.uk) and will then be forwarded to the relevant teacher.

> ➢ Any complaints or concerns shared by parents or pupils should initially be communicated to the class teacher via the Microsoft Teams platform. If the issue persists, parents should then report this to a member of the school's Senior Leadership Team (SLT)– for any safeguarding concerns, refer immediately to the Designated Safeguarding Lead (DSL) – *contact details available in section 8.*

Attending virtual meetings with staff, parents and pupils:

> ➢ Teachers should dress in line with the school dress code for any virtual meetings.

> ➢ Teachers should, where possible, try and work in a location with minimal background noise and should ensure any background is appropriate.

5.2 Teaching assistants

When assisting with remote learning, Teaching Assistants must be available within their normal working hours. 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 absence procedure.

During the school day, Teaching Assistants will support Class Teachers in organising work set during remote learning and will take part in any remote learning sessions that are appropriate. In the event of a school closure where most children are working from home, Teaching Assistants may be asked to supervise 'bubble' groups of children while Class Teachers organise/set/stream remote learning.

Attending virtual meetings with teachers, parents and pupils:

> ➢ Teaching assistants should dress in line with the school dress code for any virtual meetings.

> ➢ Teaching assistant should, where possible, try and work in a location with minimal background noise and should ensure any background is appropriate.

5.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

> ➢ Considering whether any aspects of their subject's curriculum needs to change to accommodate remote learning

> ➢ Keeping themselves up to date and well-informed with new resources and approaches to teaching their subject that may support teachers to deliver remote learning

- Working with other subject leads and the SLT to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject. This may involve meeting with other teachers, reviewing work set or collaborative staff meetings where provision is reviewed across the school.

5.4 Senior Leaders

Alongside any teaching responsibilities, Senior Leaders are responsible for:

- Having a named member of the SLT who assumes responsibility for remote learning (Joanne Lennon, Deputy Headteacher – joanne.lennon@danebank.tameside.sch.uk)
- Co-ordinating the remote learning approach across the school including monitoring of engagement
- Implementing and monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders and by reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

5.5 Designated Safeguarding Lead (DSL)

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

5.6 IT staff

IT staff are responsible for:

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

5.7 The SENCO

The SENCO is responsible for:

- Liaising with the ICT technician to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with Education Health Care (EHC) plans continue to have their needs met while learning remotely, and liaising with other organisations to make any alternate arrangements for pupils with EHC plans.

➢ Deploying staff appropriately to ensure pupils' individual needs are met.

5.8 Pupils and parents

<u>Staff can expect pupils learning remotely to:</u>

➢ Aim to complete work to the deadline set by teachers – work to be submitted either on day of assignment or on the following day

➢ Seek help if they need it, from Teachers or Teaching Assistants

➢ Alert teachers if they're not able to complete work

<u>Staff can expect parents with children learning remotely to:</u>

➢ Familiarise themselves with the parent guide sent out in January 2021. (Dane Bank Microsoft Teams Parent's Guide – Appendix B)

➢ Make the school aware if their child cannot complete the work for any reason, e.g. – sickness

➢ Seek help from the school if they need it

➢ Be respectful when making any complaints or concerns known to staff

Note: A flexible approach

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

5.9 Governing Body / Changing Lives in Collaboration (CLiC) Academy Trust

<u>The Governing Board/CLiC Trust are responsible for:</u>

➢ 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

Josh Quilliam (CLiC Academy Trust IT Lead) will also be on hand to support with any technical issues.

6. 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 Mr Varley (Computing Lead) or Mrs Lennon (Deputy Headteacher)
- ➤ Issues with IT – talk to Mr Varley, Mrs Lennon or IT Technician (Mike Whitehead)
- ➤ Issues with their own workload or wellbeing – talk to Mrs Todhunter (Headteacher) or Mrs Lennon
- ➤ Concerns about data protection – talk to Mrs Todhunter
- ➤ Concerns about safeguarding – talk to the Designated Safeguarding Lead – see Safeguarding and Child Protection Policy for further details.

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

- ➤ In the first instance speak to the Class Teacher via the Microsoft Teams platform or by phoning the School Office
- ➤ If further assistance is needed, please contact admin@danebank.tameside.sch.uk. Please detail which class your child is in so the email can be forwarded and responded to appropriately.
- ➤ Complaints – please follow our Complaints Policy
- ➤ Concerns about data protection – talk Mrs Todhunter
- ➤ Concerns about Safeguarding – talk to the Designated Safeguarding Lead – see Safeguarding and Child Protection Policy for further details.

7. Data protection

7.1 Accessing personal data

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

- ➤ Have access to CPOMS to record any parentaL 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.
- ➤ Have access to parent contact details which are available from the school office and are stored in line with General Data Protection Regulation (GDPR) guidelines.
- ➤ Have a school laptop and/or iPad – which are the school's preferred devices to be used when accessing any personal information on pupils or setting remote learning.
- ➤ Ensure GDPR compliance as per policy

7.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online. Staff should also speak to Amanda Adams (School Business Manager) for clarity around appropriate record keeping.

7.3 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
- ➢ Ensuring antivirus and anti-spyware software has been installed by the IT technician
- ➢ Keeping operating systems up to date – always install the latest updates
- ➢ Informing the Computing lead (Adam Varley - adam.varley@danebank.tameside.sch.uk) and/or the IT technician (Mike Whitehead - mike.whitehead@simplyictsolutions.com) if there are any issues with the above points.

8. Safeguarding

Please see the Safeguarding and Child Protection Policy **-** this is also available on the school website.

See the following for updates concerning safeguarding in relation to home learning:

This also details reference to remote learning curriculum and risks online. This policy is available on our website.

9. Monitoring arrangements

This policy will be reviewed as and when updates to home learning are provided by the Government by Joanne Lennon (Deputy Headteacher). At every review, it will be approved by Alicia Todhunter (Headteacher) and the Governing Body/CLiC Academy Trust.

10. Links with other policies

This policy is linked to our:

- ➢ Behaviour policy
- ➢ Safeguarding and Child Protection Policy
- ➢ Data protection policy and privacy notices
- ➢ ICT and internet acceptable use policy
- ➢ Online safety policy

Appendix A: Microsoft Teams for Education User Guide

file:///C:/Users/Joanne%20Lennon/Downloads/TeamsforEducation_QuickGuide%20(1).pdf

Dane Bank Primary School

Remote Learning Platform – Microsoft Teams Parent Information Guide

As part of the Government response to the Coronavirus (COVID-19) pandemic, schools have instructed to ensure there is provision in place for children to access remote learning. This applies if they are out of school due to: school closures; self-isolation or any COVID-19 related absence. As part of our remote learning offer, we have set up an online Learning Platform for all pupils using Microsoft Teams.

Microsoft Teams works alongside the other Office 365 programmes, e.g. – Microsoft Word, Microsoft PowerPoint. As part of the student accounts, children will automatically have access to these programmes online within Microsoft Teams. They do not need devices that have these programmes installed.

We will also be using our learning platform to set children's Homework.

Microsoft Teams can be accessed via the browser on a laptop/PC: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software Alternatively, you may choose to download the app for a tablet or mobile device. Search "Microsoft Teams" in the app store.

As long as the device is connected to the internet, Microsoft Teams will work on your home computers, laptops, tablets and mobile phones.

All children have been set up with an Office 365 Student account. Account log in information will be sent to you via email as soon as possible. Your child/children will have been added to their class 'team'. Once you have signed in through Office 365, click on the Microsoft Teams link. This can then be opened through a web browser or an app.
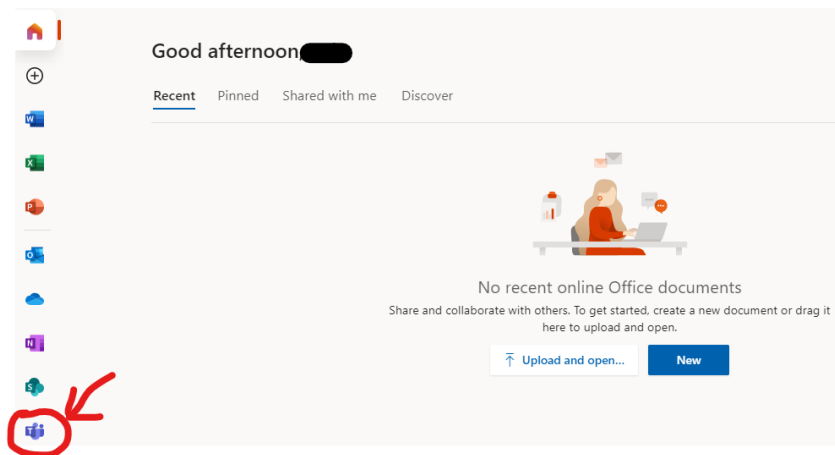
How to get and hand in work

Your child needs to:

> Open the Teams app

> Click on their class, then 'General', and then 'Assignments'

> Click on an assignment, then '+Add work',

> Click 'Upload from my computer', then attach the file they want to upload

> Or, click 'New file' and choose a document type. E.g. – Microsoft Word. Give the file a name, e.g. – "Sammy J Homework" and type work in.

> Alternatively, children can work on paper at home, take a photograph of their work and upload the image file.

> Once they've finished, click 'Turn in'

Made a mistake? Click 'Undo turn in' to return the work, and follow the last four steps to resubmit it.

If work has been marked, your child will get a notification in Teams

They can find their returned work by following the steps below.

> Open the Teams app

> The 'Activity' section on the left hand side, should show a notification.

> Click where it says, 'Assignment returned'.

> The teacher's feedback will be written under the 'Feedback' section.

==Please bear with us, this is a new way of working for everybody. The format of work will change as we become more familiar with the systems. Should you need any support, please contact school.==

Appendix C: National Online Safety Agency Top Tips for Parents

National Online Safety®
#WakeUpWednesday

10 TOP TIPS
REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.

2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.

3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.

4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher's will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.

5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.

6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.

7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.

8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.

9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed-back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.

10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

www.nationalonlinesafety.com   Twitter - @natonlinesafety   Facebook - /NationalOnlineSafety   Instagram - @nationalonlinesafety

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 20.03.2020

Appendix D: Contingency Planning

Scenario 1: In the event of an individual pupil going in to self-isolation.

- Step 1: Parent/carer phones school to notify of self-isolation / waiting on a test.
- Step 2: Office will ask if Microsoft Teams is accessible from home and provide parents with user guide. If not, school will provide paper copies of work. School will consider options regarding the loan of devices from external agencies if no device is available at home during bubble closures or prolonged absence of a child.
- Step 3: Teacher will be notified and home learning will be provided via Microsoft Teams from day 2 of pupil absence.

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Scenario 2: In the event of a Bubble closure or whole school closure

- Parents will be notified via the School Office and information will be sent outlining the situation.
- Teachers will organise remote learning to begin from day 2 of pupil absence from school and a remote learning timetable will be added to the Microsoft Teams posts page.

Scenario 3: In the event of a class teacher in self- isolation (well and able to work from home)

- Children will follow their usual timetable in school. The class teacher will deliver teaching and learning remotely via Microsoft Teams.

Scenario 4: In the event of a class teacher being unwell and unable to deliver remote learning during full school opening

- A qualified adult will take classroom responsibilities – this may be a Teaching Assistant or a temporary teacher depending on anticipated duration of absence.

Scenario 5: In the event of a class teacher being unwell and unable to deliver remote learning during a bubble closure or whole school closure

- In event of this happening the Senior Leadership Team would organise remote learning via Microsoft Teams using school curriculum planning documentation.

Scenario 6: In the event of a self-isolation / closure, when the child will not engage in home learning tasks.

- If this happens, we would urge parent/carers to contact school via telephone 0161 336 5896 or email admin@danebank.tameside.sch.uk. A member of staff will contact you to discuss barriers to learning. This will be done via telephone conversations wherever possible.
- We understand this can happen for a number of reasons. We will try and work with the family to encourage the child to re-engage. Microsoft Teams activities can be completed by the child at any time of the day, at a time suitable for the family. The mental well-being of both parent/carer and child is also of importance to the school. We know there may be difficulties and we just ask everyone to do their best in supporting the learning the school is providing.

Appendix D: Bubble Closure/School Closure Letter

Dear Parents,

I am writing to inform you that a child within your child's bubble has tested positive for coronavirus. In line with advice from Public Health England and Tameside LA, the bubble will now close.

Your child has possibly been in contact with someone who has tested positive for the virus and in line with government guidance, we are asking that you keep your child at home to self-isolate until (and including) (*date*). Your child may return to school on (*date*)

Please follow the guidance below.

COVID-19: guidance for households with possible coronavirus infection guidance

You may be notified by the NHS Test and Trace service.

See information below from the national guidance:

- If you have been informed that your child is a contact of a person who has had a positive test result for coronavirus (COVID-19), medical advice is clear: your child must immediately self-isolate at home for 14 days from the date of their last contact with them. *There is no requirement for other members of your household to self-isolate unless anyone in your household starts to develop symptoms.*
- Your child must not attend the school during this isolation period.
- Should your child develop symptoms or test positive within this 14 day period they then need to self-isolate for a further 10 days and your household needs to isolate for 14 days whilst awaiting results of a test

If you or your child begins to show Covid 19 symptoms you must follow the national guidance. You can visit NHS.UK to arrange a test or contact NHS 119 via telephone if you do not have internet access.

Please inform the school of any positive results.

School will be in touch with you to discuss your child returning to school and the relevant arrangements toward the end of the isolation period. Also, information about provision of learning materials for home learning will be sent to you shortly.

Please contact the school office if you have any concerns.

We appreciate that this is a difficult time, however we continue to have rigorous measures in place to minimise risk. Please be assured that the safety of the pupils, staff and wider community is our priority as we aim to continue to provide a safe learning environment.

Further support and advice from Tameside Local Authority can be found at:
https://www.tameside.gov.uk/coronavirus/parentresources

Thank you for your understanding and support at this time.

Kind regards,

Mrs Todhunter