

Sparsholt C of E Primary School

Remote Education Policy 2020-2021



STATEMENT OF INTENT

Sparsholt Primary School aims to continue to provide an ambitious and broad curriculum in all subjects whether children are at home due to Covid-19 related issues or in school.

This remote learning policy has been written as guidance for staff and parents during the Covid-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. Obviously if a child is unwell with Covid-19 symptoms, we would not expect them to complete any remote learning until they feel ready to engage with their learning.

As part of our remote education plan there will be times that pupils and parents will be asked to access the internet to undertake remote learning and this policy outlines our procedures to provide support and guidance for the safe use of school online systems.

Rationale

At Sparsholt C of E Primary School we have developed a balanced approach to remote learning based on the following principles:

Remote learning should:

- Ensure that the detrimental impact on children's learning is minimised
- Use high quality, reliable and safe materials
- Be sustainable for the school in the event of staff becoming unwell and being unable to set activities
- Be manageable for staff by developing a collaborative approach to curricular activities
- Be manageable for parents through offering support and guidance
- Take account of the impact of the current situation on mental health and wellbeing and not put undue pressure on children or families
- Ensure that there is a balance between online and offline activities
- Ensure the child still feels connected to our school community

Resources

When selecting online teaching and learning activities for pupils to carry out at home, staff will do their best to gather them from trustworthy sources. Care should be taken that associated advertising around free websites used should be age-appropriate for the pupils who are being asked to access the website. Should any new information come to light regarding the content or advertising on a particular site, the staff member should immediately seek to take down the document or web link from the website or contact someone who is able to do so.

eSchools Virtual Learning Environment (VLE)

Sparsholt C of E Primary school uses eSchools VLE as the primary delivery system for online learning. Pupils and staff are provided with secure logons and all communications between pupils and staff outside school are expected to use this secure monitored system. Whilst parents are welcome to observe and support their children with work on eSchools VLE, we would ask parents to avoid communicating with staff via this channel or any other social media and instead to use the established school email (adminoffice@sparsholt.hants.sch.uk) and phone number (01962 776264). In this way we can ensure that your concerns are fully logged and acted on.

Devices that Support eSchools VLE

eSchools VLE can be accessed by pupils via PC or Mac using an Internet browser or iPad or Android tablet via a browser.

Learning Activities on eSchools VLE

We understand that many pupils will be sharing devices and that others in the home will need to use the internet for work and study as well as Sparsholt pupils. Therefore, learning activities on eSchools VLE are designed so that pupils can carry out the task or challenge whenever they have access to technology or can be downloaded to complete 'unplugged'.

Expectations

Pupils and staff are expected to follow the same high standards of communication and respectful behaviour towards each other that characterises the everyday face to face learning environment at Sparsholt. Additionally, all members of the school community will avoid using text language or slang so that all communications are clear and not easily misunderstood.

Trust

Pupils are trusted by Sparsholt staff within the safe confines of eSchools VLE however any allegation of abuse or bullying will be taken seriously, acted on straight away and dealt with according to the school online safety policy.

Video Conferencing

Sparsholt C of E Primary school may introduce real time video conferencing using Microsoft Teams. Pupils will not be offered video conferences on a one to one basis but only as part of a class or group. All videos will be recorded and kept for 20 days in case of allegations of impropriety made by any party. We don't anticipate this being our main method of teaching and learning as it is synchronous and won't be accessible for all pupils or fit in with family needs but anticipate that it might be important for pupils to see their teachers and connect with the school community at times. The privacy policy for

Microsoft teams can be found here:

<https://privacy.microsoft.com/en-US/privacystatement#mainnoticetoendusersmodule>

We ask that parents

- Help pupils connect to video conferences and remain in the room with their child to ensure pupils contribute effectively to the sessions.
- Don't video or photograph the conference in progress
- Don't share any image or video of the conference on any form of social media.
- Don't share any invites for their child with any other child or any other party outside the school
- Try and find a place for pupils to connect that avoids other family members interrupting or distracting by entering the video background as much as is possible
- Report any problem or misuse of school video conferencing to the school office via the normal channels

We expect pupils to

- Communicate respectfully with their teachers and class peers
- Switch off their microphones while listening to their teachers
- Wait to be asked a question by name before switching their microphone back on and answering it.
- Switch off their own video feed if they are unable to get a good picture to reduce the video bandwidth.
- Follow teachers' reasonable instructions.
- Leave a video conference when directed by their teacher.

We expect teachers using video conferencing technology to

- Remove any pupil from the conference who acts in a disrespectful or rude manner towards the teacher or other pupils.
- Record the conference and keep the recordings for three weeks.
- Follow all normal teaching conventions.

When will Remote Education be provided?

Remote education will be provided when pupils or members of their households are exhibiting symptoms of Covid-19, and are therefore having to self-isolate whilst awaiting the results of a Covid-19 test, have tested positive for Covid-19 and/or have been told to self-isolate by NHS Track and Trace.

We have extensive plans for the provision of remote education where needed so that we can ensure that children that need to be educated at home are given the support they need to continue learning. Our aim is to provide remote education that is of a high quality and aligns as closely as possible with in-school provision. The school will aim to provide around three hours of learning a day.

As a school we have created a two tier plan for remote education.

- **Tier 1** has been designed for children who are having to self-isolate whilst awaiting the results of a Covid-19 test for themselves or a family member.
- **Tier 2** has been designed to meet the needs of children when a positive case has been confirmed and a bubble is required to self-isolate or a local lockdown/ national lockdown occurs and schools are closed for all but the children of key workers and those who are considered vulnerable / or have specific SEN needs.

Tier 1 Provision

- Remote learning resources will be provided from the day after the child's first day of absence.
- If a child is unwell with Covid-19 symptoms, we would not expect them to complete the work until they feel ready to engage with their learning.
- The remote learning will mirror what has been going on in class and will be provided daily whilst families are awaiting results of a Covid-19 test.
- Resources will be emailed to parents (hard copies can be delivered if needed).
- Teachers will provide a brief explanation of what is expected including links to online resources to support learning.
- Children should return the work they have completed on their return either by bringing it in or emailing it to adminoffice@sparsholt.hants.sch.uk. This will then be stuck into their exercise books and marked accordingly with support provided where there have been misconceptions.

Tier 2 Provision

Where a class, group or small number of pupils need to self-isolate, or there is a local/national lockdown requiring pupils to remain at home, the following provision for remote education will be put in place.

- Remote learning will be uploaded to the VLE (Y1 to Y6) or Tapestry(YR).
- The first two days of remote learning will be themed based whilst staff prepare longer term learning that will mirror the objectives which would have been taught in school.
- Any parents who are unable to access these online learning platforms will be provided with hard copies.
- If needed, children will be sent home with individual learning resource packs (pens, pencils etc.).
- The school will aim to provide devices to any disadvantaged pupils who are struggling to access the remote learning due to lack of online capability. Families can contact the school office for further information on this.
- The remote education provided will aim to mirror the curriculum coverage that would have been taking place if the children had been in school.

- Teachers will try to ensure that the remote learning provided does not require constant access to the internet, takes into account the age and stage of the children including their ability to work independently and available parental support.
- The remote learning will consist of elements from the entire curriculum including Science, Art/DT, RE, PE etc.
- Children will be expected to upload their completed work onto the VLE/Tapestry where teachers will provide feedback.
- Teachers will monitor the VLE/Tapestry to ensure children are engaging with their learning.

Provision for pupils with SEND

The SENCO will contact parents of children on the SEND register to discuss a personalised remote learning plan and will work in collaboration with the class teacher to ensure an appropriate programme of study is provided.

Safeguarding & Remote Learning:

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.

While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. Online safety concerns should be reported to the school as normal by emailing adminoffice@sparsholt.hants.sch.uk

Our school website has a parent's E-Safety Tips and Links page with up-to-date online safety information and links to helpful websites: <https://sparsholt.eschools.co.uk/web/e-safety-tips-links/221173>

The following websites offer useful support:

- 📄 [Childline](https://www.childline.org.uk/)- for support (<https://www.childline.org.uk/>)
- 📄 [UK Safer Internet Centre](https://reportharmfulcontent.com/) - to report and remove harmful online content <https://reportharmfulcontent.com/>
- 📄 [CEOP](https://www.ceop.police.uk/safety-centre/) - for advice on making a report about online abuse. <https://www.ceop.police.uk/safety-centre/>

In addition, the following sites are an excellent source of advice and information:

- 📄 [Internet matters](#) - for support for parents and carers to keep their children safe online
- 📄 [Net-aware](#) - for support for parents and careers from the NSPCC
- 📄 [Parent info](#) - for support for parents and carers to keep their children safe online
- 📄 [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- 📄 [UK Safer Internet Centre](#) - advice for parents and carers.

If parents have any safeguarding concerns that need discussing, they can contact the school either by phone or email and speak to Mrs Hanratty who is the school's Designated Safeguarding Lead, or in her absence Mrs Gwilliam or Miss Sheppeck who are both Deputy Designated Safeguarding Leads.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly in the first instance.

We recognise that the current situation is changing rapidly, and this policy will be amended in the light of new advice and information as necessary.

Further policies and guidance (available on the website):

- Safeguarding Policy
- Child Protection Policy
- Behaviour and Anti-Bullying Policy
- Code of Conduct Policy
- Staff Acceptable Use of ICT
- Data Protection / GDPR Policies

Review frequency	Annually
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Next review Date	October 2021
Is this policy statutory or non-statutory?	No
Signature of Headteacher	
Signature of Chair of Approving Committee	N/A