Remote Learning: Information for parents and carers 2020 – 2021

St Paul's Primary School Newcastle, Glorifying Almighty God, and serving our community.

Remote education provision: Information for parents/carers

This information provides clarity and transparency to pupils and parents/carers about what to expect from remote education when national or local restrictions require entire bubbles to remain at home.

Our aim is to make learning available using our online learning platforms to:

- Ensure consistency in our approach to remote learning

- Set out clear expectations of remote learning for all members of our school community

- Provide guidelines for data protection (see end of this document)

Remote education provision: What is taught to pupils at home?

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

When learners are sent home or there is another reason for an immediate transition to remote education, there will be direction to resources online. These resources will include directed teaching and consolidation tasks (activities to complete). A teacher from our school will not deliver the directed teaching for the first two days, instead this will be delivered by a teacher from a selected provider such as the BBC, Oak National College or White Rose. The lessons and the content will be sourced and directed by the teacher to ensure that it meets the planned content that would have been delivered over these two days. This will ensure the delivery of the expected curriculum.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

Learners access the same curriculum using our online platform as they do in school.

We utilise remote learning to provide access to the same curriculum that they would access at school as well as allowing direct teaching input from our teaching staff and providing feedback to help improve the learning experience.

We set work that offers a minimum average of 3 hours teaching per day for Key Stage One and 4 hours teaching per day for Key Stage Two.

The EYFS and Nursery children have a daily story to listen to and a Maths task to complete. The Reception children have a daily story to listen to, a Maths task to complete and an English task, which has a focus on early reading skills.

For Key Stage One and Key Stage Two children, allocation of time is shared between three timetabled lessons per day. These include an English lesson, a Maths lesson and a Foundation Subject. The teacher will also share a story with the class each day.

The following elements are present in each lesson:
- Sharing of the learning objective
- An explanation and modelling of the lesson from a teacher
- Consolidation tasks which are completed on the online learning platform
- Feedback from the teacher

Remote teaching and study time each day:

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

EYFS	1.5 hours
Key Stage 1	3 hours
Key Stage 2	4 hours

Accessing remote education

How will learners access any online remote education?

We use two online learning platforms, depending on the age of the learner

EYFS:	www.showbie.com
Showbie	
Key Stage 1 and Key Stage 2:	www.office.com
Office 365	

We have sent information privately to enable you to access these platforms and we have shared videos to help you log in and interact with the platforms.

If my child does not have digital online access at home, how will you support them to access remote education?

We recognise that some learners may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

We have contacted all parents and carers to offer support and in response we have:

- Provided internet access to homes with limited or no internet access
- Provided laptops to homes with limited or no access to suitable devices to complete remote education
- We have made telephone calls and home visits to support homes with limited access to provide devices for remote learning
- For any other parent/ carer who requires further help they can contact the school on 0191 2733667
- We have adopted the Showbie and Office 365 platforms to enable learner to have access materials needed to complete online work

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:

Some examples of remote teaching approaches:

- Recorded teaching to enable online access at a time that is suitable for the learner and their family

- Commercially available websites supporting the teaching of specific subjects such as Oxford Reading, My Maths and SATS Companion

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents/carers should provide at home?

- Parents/carers must ensure that each learner engages with remote education between the hours of 8:45 and 15:00
- Parents/carers will provide support, for example, setting routines to support your child's education

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

- Teachers will check learners' engagement with remote education daily by checking that each engagement task is complete and provide feedback
- Members of the SLT will review engagement weekly
- If engagement is a concern, we will contact and inform parents/carers of the agreement to engage with remote learning

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes that are marked automatically will support us in our approach to feeding back on pupil work is as follows:

- To assess learners' work we will give feedback to completed tasks as we would when the learner is at school.
- Completed tasks will provide evidence towards our termly assessment of the learners progress throughout the curriculum

Additional support for pupils with particular needs:

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example, some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- We provide telephone consultations to work with families to deliver remote education for pupils with SEND
- To deliver remote education for younger pupils, we have bespoke teaching videos to support and enable learners to engage with tasks with greater independence or independently.

Remote education for self-isolating learners:

Where individual pupils need to self-isolate but the majority of their peer group remains in school, remote provision does differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school at the same time.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

Similar to when learners are sent home or there is another reason for an immediate transition to remote education, there will be direction to resources online. These resources will include directed teaching and consolidation tasks (activities to complete). A teacher from our school will not deliver the directed teaching, instead we this will be delivered by a teacher from a selected provider such as the BBC, Oak National College or White Rose. The lessons and the content will be sourced and directed by the teacher to ensure that it meets the planned content that is being delivered at school to the rest of the class. This will ensure a consistent delivery of the expected curriculum for isolating learners.

Roles and responsibilities:

How will a bubble closure or whole school closure impact on the teacher?

Teachers will be available online for interaction with learners between 8:45am and 3:00pm. If teachers are unable to work for any reason (illness or caring for a dependent) this will follow the same procedures that would apply if the bubble/ whole school was not closed. If the absence affects completion of any work, another teacher will direct the learning and will correspond with the learners.

When there is a bubble closure, in the first instance, a teacher will be present on site to deliver online sessions. This is to provide support in managing the technology required to deliver sessions. If a teacher has to isolate, they will work from home to deliver these online sessions and they will receive support remotely.

Teachers will continue to access CPD sessions.

Teacher will conduct the following:

- Plan work for lessons that follow the timetable for learning
- Share a learning objective for each lesson
- Present and model learning
- Provide consolidation activities
- Provide feedback
- Register the activity of each pupil
- Inform the safeguarding lead of any pupil not accessing remote learning
- Respond to pupils questions that are linked to learning
- Check on the general wellbeing of learners.
- Monitor progress of learning that will then inform next steps of teaching and inform end of term assessment

How will a bubble closure or whole school closure impact on a subject leader?

Subject leaders will continue to offer support and guidance to teachers during bubble or whole school closures

Subject leaders will conduct the following:

- Provide guidance on planning and resourcing of the subject
- Research access to high quality teaching resources
- Monitor the quality of the learning
- Analyse data trends to identify any gaps
- Provide CPD where appropriate

How will a bubble closure or whole school closure impact on a phase leader?

Phase leaders will continue to offer support and guidance to teachers during bubble or whole school closures.

Phase leaders will conduct the following:

- Lead phase meetings where appropriate
- Continue to check with staff regarding their well-being
- Continue to support with teaching standards where needed
- Communicate with parents/carers where appropriate

How will a bubble closure or whole school closure impact on a senior leader?

Phase and other senior leaders will continue to offer support and guidance to teachers during bubble or whole school closures.

Senior leaders will conduct the following:

- Co-ordinate remote learning across the school
- Monitor the effectiveness of remote learning as part of weekly SLT meeting
- Review work set by teachers where appropriate
- Monitor security of remote learning and any Safeguarding considerations
- Continue to maintain all other functions of school including areas such as maintenance, finance, HR and the health and wellbeing of all members of the school community.

How will a bubble closure or whole school closure impact on a DSL?

Designated safeguarding leads will continue in their role of maintaining contact, with collating data, passing on information and responding to any concerns about pupils.

How will a bubble closure or whole school closure impact on office staff?

In the event of a whole school closure, office staff will continue to be present on site to maintain the business functions of the school and act as the first line of communication for parents/ carers.

How will a bubble closure or whole school closure impact on facility staff?

In the event of a whole school closure, facility staff will continue to be present on site to maintain the premises functions of the school and ensure that the school maintains all compliance.

Why has the school chosen Microsoft for the online learning platform?

We use Microsoft as a host for the Office 365 online learning platform. We selected Microsoft due to the quality of the provision and their reputation for how they maintain the safety of data. This is the information we were provided when selecting a provider

- **Security** - Office 365 uses a 'defence-in-depth' approach to provide industry-leading security for their datacentres and customer data. Microsoft also give you enterprise-grade user and administrative controls to further secure your data.
- **Compliance** - Microsoft's data processing agreement details the privacy, security, and handling of customer data, which helps to comply with local regulations. A specialist compliance team continuously tracks standards and regulations, to ensure that Office 365 stays up to date with any changes, for example GDPR.
- **Privacy** - When we entrust data to Office 365, we remain the sole owner of that data: retain the rights, title, and interest in the data you store in Office 365. Microsoft's policy is to not mine your data for advertising purposes or use your data except for purposes consistent with providing you cloud productivity services.

You can use the Service Assurance area within the Office 365 Security and Compliance centre to access documents that provide information about how Microsoft maintains the security, privacy and compliance of Office 365. Use the Audited Controls, Compliance Reports, and Trust Documents features to perform your own risk assessment and gain confidence that Office 365 meets the security and regulatory requirements of your organization. For an overview of all aspects relating to data security, privacy and compliance, please see the Microsoft Trust Centre.

Security

When it comes to security features, there are broadly two types of categories: 1) built-in security and 2) customer controls. Built-in security represents all the measures that Microsoft takes on behalf of all Office 365 customers to protect your information and run a highly available service. Customer controls are features that enable you to customize Office 365 to meet the specific needs of your organization.

- Microsoft restrict physical data centre access to authorized personnel and have implemented multiple layers of physical security, such as biometric readers, motion sensors, 24-hour secured access, video camera surveillance, and security breach alarms.
- Microsoft enable encryption of data both at rest and via the network as it is transmitted between a data centre and a user.
- Microsoft regularly back up your data.
- Microsoft enforce "hard" passwords to increase security of your data.

If your files are stored in OneDrive or SharePoint, then if you accidentally delete it you have 93 days during which you can recover it from the recycle bin. If you accidentally empty your recycle bin during that time the file can still be recovered from a second stage recycle bin during that 93 day period. Also, when files are stored in OneDrive and SharePoint they are subjected to 'versioning'. This means that when you make a change, a new version of the file is saved. If you don't like the change you can go back to a previous version. By default up to 100 versions are saved. Finally Restore your OneDrive is a new feature that lets you set the whole of your OneDrive back to any point in time over the last 30 days. It is an easy way to recover from an unexpected corruption of files within your OneDrive.

There are also many built in features that you can make use of to further secure your data, such as Data Loss Prevention (DLP), Multi-factor authentication (MFA) and built in mobile device management (MDM). Read more about them in Office 365 Security and Compliance Features. If you are interested in seeing how secure your Office 365 is, and how you can improve your security then why not have a look at Office 365 Secure Score .

Secure Score analyses your Office 365 organization's security based on your regular activities and security settings and assigns a score. Think of it as a credit score for security. Using Secure Score helps increase your organization's security by encouraging you to use the built-in security features in Office 365, many of which you already purchased but might not be aware of. Learning more about these features as you use the tool will help give you peace of mind that you're taking the right steps to protect your organization from threats.

Compliance

Compliance is an on-going process and a shared responsibility. By putting your data into Office 365 you are partnering with a company that can help you meet your data compliance needs. GDPR is probably the biggest compliance challenge you currently face, and Microsoft Office 365 products and services provide powerful tools and solutions for GDPR compliance.

To find out more about compliance in Office 365 please see https://products.office.com/en-us/business/office-365-trust-center-compliance

Privacy

You are the owner of the data; Microsoft is the custodian or processor of your data. It's your data, so if you ever choose to leave the service, you can take your data with you. Microsoft do not mine your data for advertising purposes.

Microsoft use your data only for purposes consistent with providing you services you pay for. Click here if you would like to learn more about how Microsoft use your data.

If a government approaches Microsoft for access to customer data, they redirect the inquiry to you, the customer, whenever possible. Microsoft have challenged and will challenge in court any invalid legal demand that prohibits disclosure of a government request for customer data.

For information on the privacy policy for showbie visit: https://www.showbie.com/privacy/