

STAINES PREPARATORY SCHOOL



REMOTE LEARNING POLICY

Review Procedure:	Annually for September
Person Responsible:	SLT
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Contents

1. Aims.....	2
2. Roles and responsibilities.....	2
3. Who to contact.....	5
4. Data protection.....	5
5. Safeguarding.....	6
6. Monitoring arrangements.....	6
7. Links with other policies.....	6
APPENDIX A – Remote learning arrangements by Year Group.....	7
APPENDIX B – Remote learning arrangements for individual children.....	8

1. Aims

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

2. Roles and responsibilities

Our recent experiences of remote learning have taught us that this way of learning can be challenging and that not all children have the same level of technology or adult support at home to enable them to learn remotely. The responsibility for remote learning is, therefore, a shared one. This policy is predominantly intended to be implemented in the event of the closure of a year group bubble, but also in the event of a lockdown as seen in March 2020. There may be occasions where remote learning is in place for an individual pupil, and this is covered in Appendix B.

2.1 Teachers

When providing remote learning, teachers must be accessible between 8am and 5pm.

If they are 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:

Teaching:

- Class teachers and subject specialist teachers need to provide live teaching each day, following the normal class timetables that are displayed on each class eSchools page. The majority of lessons will be provided as live lessons however, some lessons such as Verbal reasoning (VR) Non Verbal Reasoning (NVR) can be assigned Seesaw activities rather than live sessions.
- Live teaching lessons will start the day after the Bubble closes to allow staff to prepare resources. Prior to live remote learning, work will be immediately set via eSchools page.
- Live teaching lessons will be provided via Zoom and all Zoom codes will be placed on class eSchool pages the night before ready for the following morning. Class teachers are responsible for uploading the Zoom codes to eSchools for their class and Year Coordinators will be responsible for this for Year 4 – 6. Subject specialist teachers will need to email Zoom codes to the Year Coordinator.
- All teachers will upload lesson presentations and activities on Seesaw where pupils can complete the work and upload their work on to their Seesaw portfolio.
- If there are materials that children require for the lesson, these must be uploaded by 5pm on the day before the lesson in order for children / parents to have time to make sure they have the relevant document on screen or printed out.
- Reflecting current practice, Mindfulness and PSHEE will be delivered during year group singing sessions, during remote learning this will continue via Zoom.
- Year Coordinators will regularly check in with their colleagues to evaluate the online remote learning.
- Zoom lessons will be recorded and uploaded on to 'Files' on the eSchools platform for safeguarding reasons.
- Teachers will explain and set tasks on Zoom, when pupils are working independently on a task, the teacher can deactivate their camera. Teachers will still be present during the session to offer support and help when required.

Providing feedback on work:

- Pupils will submit work on Seesaw
- Work submitted should be marked in a timely manner in keeping with the School's marking policy
- Work posted after the agreed deadline may not be marked until a later date and may only be liked and approved.
- Pupils can continue to receive house points and rewards for their hard work which can be issued in the marking comment on Seesaw.

Supporting pupil's pastoral needs:

- Form time (Upper School) and PSHEE lessons can continue to take place at the start of each day via Zoom at least twice a week and whole school pre-recorded assemblies will be made available to pupils to view at home on class pages. The IT Manager will upload this to any classes that are receiving remote learning.
- Teachers should encourage children to attend Form Time and PSHEE sessions and should be a visible presence there themselves.
- Time should be given each week to allow children to talk to each other in a more sociable way. This can be in the form of structured session such as Show and Tell or could be more fluid. Children working from home will miss the social interaction with their peers and teachers need to try to recreate this in some form. This can take place as part of PSHEE or Circle Time discussions and during form time.
- If children are misbehaving on virtual lessons, or are not completing work, this should be addressed directly with the child in the first instance. If this does not resolve the matter, the teacher should speak to the child's parent. If needed, the Lower or Upper School Assistant Headteachers should be informed, as appropriate.

Supporting Parents:

- Answer emails from parents in a timely manner, within 48hrs, ideally within 24hrs if it is concerning remote learning or child's wellbeing. Parents will be informed that teachers are not expected to respond to emails outside of office hours i.e. 5pm-8am.
- If a parent raises a concern or complaint, this should be referred initially to the teacher or Year Coordinator. If the concern or complaint needs further investigation, parents should follow procedures within the Complaints Policy.

Attending virtual meetings with staff, parents and pupils:

- Staff should dress professionally
- The location should be chosen so that there is limited background noise. Staff should use a plain background to minimise distraction.
- Pupils are expected to wear school uniform and follow school rules as they would if in the classroom.

For teachers that are still working in school, live lessons will still be delivered following the timetable to children that are remote learning from home.

For Upper School teachers that are isolating with a particular bubble group, they will provide live Zoom lessons to those classes that are still in school learning.

2.2 Learning Support Assistants

When assisting with remote learning, Learning Support Assistants must be available during their usual working hours. It is possible that their working hours may need to be adapted depending on need at the time.

If they are 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 assisting with remote learning, Learning Support Assistants are expected to attend live Zoom teaching lessons and help support individual children where needed. They may also be asked to prepare resources for future lessons and learning.

If Learning Support Assistants are remaining in school, they will be redeployed throughout the school where needed.

Attending virtual meetings:

- Staff should dress professionally
- The location should be chosen so that there is limited background noise. Staff should use a plain background to minimise distraction.

2.3 Senior Leadership Team

Alongside any teaching responsibilities, the SLT are responsible for:

- Coordinating the remote learning approach across the school
- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Year Coordinators will support SLT by ensuring and collating all Zoom codes are communicated to pupils and parents in the agreed format and to be the first point of call for their teams during remote learning.

2.4 Designated Safeguarding Lead

The DSL is responsible for:

- Ensuring that the school's Child Protection and Safeguarding policy is being effectively implemented and adhered to, including the COVID addendum
- Responding to safeguarding concerns
- Ensuring that relevant documentation related to safeguarding is up to date
- Attending and delivering relevant safeguarding training
- Communicating effectively with Deputy Designated Safeguarding Leads and relevant staff members during a remote learning period to discuss safeguarding queries or concerns
- Checking updates and new Government guidance relating to the school's Child Protection and Safeguarding policy

2.5 IT staff

The IT Manager is responsible for:

- Assisting pupils and parents with any queries or technical difficulties
- Promptly fixing issues with systems used to set and submit work
- Making sure that staff have suitable devices and access to relevant systems and software to deliver remote learning
- Helping staff and parents with any technical issues they're experiencing using the remote learning systems
- Supporting parents with using our remote learning platforms and tools such as SeeSaw, eSchools and Zoom through releasing step-by-step instructions or guides
- Regularly reviewing the security of remote learning systems and flagging any data protection breaches
- Ensuring that parents, pupils and staff are reminded of adhering to GDPR guidelines during a period of remote learning

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- Participate as fully as possible and contribute positively to the virtual classroom environment
- Engage with live teaching as it happens via the Zoom platform
- Be contactable during the school day – although staff will appreciate that they may not always be in front of a device the entire time
- Endeavour to complete all work set to the best of their ability
- Promptly seek clarification from teachers if they do not understand a task or have any concerns or difficulty completing a task
- Communicate with teachers if work cannot be completed

- When using applications within a remote learning period, they should understand that this is seen as an extension of the classroom
- Follow the school's expectations for behaviour and conduct at all times. Listen attentively, do not talk over others, do not adjust features of Zoom (i.e. share your own screen, change backgrounds, distract the learning of others or walk away from the screen)
- Communicate with peers, teachers and others using technology in a responsible and respectful manner.
- Be appropriately dressed in school uniform during live teaching via the Zoom platform.
- Not deliberately browse, download, upload or forward material that could be considered offensive or illegal – follow the School's Online Safety Policy.

Staff can expect parents with children learning remotely to:

- Provide a quiet workspace that is free from distraction
- Ensure a Zoom account is created for children to access live teaching sessions
- Minimise parental involvement during sessions. The interactions in sessions should be between the teacher and the pupils
- Encourage and support their child with their work - including finding an appropriate place to work, checking that set work is completed by the end of each lesson/day and ensuring that the daily timetable (available on eSchools) for the day is followed wherever possible
- Ensure that their home network meets technical requirements
- Contact Class Teachers, Subject Teachers or Form Tutors should a concern arise that needs further discussion or clarification
- Inform the school if their child is unwell and unable to complete set tasks
- Encourage their child to complete all tasks to the best of their ability and as independently as possible
- Encourage a balanced lifestyle that involves daily exercise
- Prioritise their child's wellness and happiness over completion of work
- Remain patient and flexible through the remote learning period as children adapt
- Ensure that their child continues to follow the School's Online Safety Policy

2.7 Governing Body

- The governing body is responsible for:
- Monitoring the school's approach to providing remote learning to ensure that high quality teaching and learning continues to be delivered
- Ensuring that staff are confident and certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following members of staff:

Issues in setting work – Year Leader or Assistant Head of Upper/Lower School

Issues with behaviour – Year Leader or Assistant Head of Upper/Lower School

Issues with IT – Mr Bolton (ictsupport@stainesprep.co.uk)

Issues with workload or wellbeing – Line manager

Concerns about data protection – Mr Bolton (ictsupport@stainesprep.co.uk)

Concerns about safeguarding – Mrs Miles (h.miles@stainesprep.co.uk)

4. Data protection

4.1 Accessing personal data

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

- Key Administration staff will Access the server via the VPN from home
- Staff will use eSchools, Insight Tracking and Seesaw to support remote learning
- Use a School laptop or iPad
- Personal data should only be transferred when encrypted while not on the school network
- Recordings of Zoom lessons must be uploaded after each lesson and not stored on any device

4.2 Processing personal data

Staff members will communicate with parents through eSchools in the first instance. If further contact is needed the staff member requests the email address from the school Secretary. As this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online and to only use their Staines Prep School email address for any correspondence outside of the school's eSchools system.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

Using school device

- Keeping the device password-protected – Following the schools password policy
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Contact IT Support if you receive any requests by Trend (Antivirus) which indicates their system is not fully up to date
- Shutting down the machine down daily in order for updates to be installed

Using Personal device

- Keeping the device password-protected – Following the schools password policy
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Making sure all software updates are up to date
- Installing antivirus and anti-spyware software
- Follow any requests by your anti-virus which indicates their system is not fully up to date

5. Safeguarding

The School's safeguarding policy can be found on the School website as well as on the Staff drive with all other policies. An addendum will be in place in light of remote learning.

6. Monitoring arrangements

This policy will be reviewed annually by the SLT. At every review, it will be approved by the Governing Body.

7. Links with other policies

This policy is linked to our:

- Behaviour policy
- Child Protection policy and coronavirus addendum to our child protection policy
- Data Protection policy and privacy notices
- Home-school agreement
- ICT and Internet Acceptable Use policy
- Online Safety policy
- Teaching and Learning policy
- Curriculum policy

APPENDIX A – Remote learning arrangements by Year Group or Department

General Principles:

- The plans set out in this policy rely on all staff being available to teach remotely. The assumption is that no staff are on furlough and in the event that Key Worker children are in School, the school will provide appropriate cover. Plans may need to be adapted based on the circumstances at the time of closure.
- Details for each lesson will be provided on the class eSchools page.
- Children should be registered at the beginning of a lesson by the teacher.
- Children will be given a suggested weekly timetable to follow, where possible following their usual timetable.
- Where possible, teaching input will be delivered live via Zoom.
- Ideally, children should not require parental support during live teaching sessions. Parents should not sit and 'observe' lessons.
- Children who arrive late to the lesson may not be admitted to the live lesson immediately especially if a screen share has started as there can sometimes be a delay. It is also important to know that it is unlikely that a re-cap of the lesson can be facilitated live if a child arrives late.
- Assemblies will be shared by Form Tutors or class teachers during the week in a remote learning period or if recorded, put onto eSchools or SeeSaw for children to watch.

Nursery

Seedlings

Children can Zoom in to the daily sessions of the days that they attend Nursery. Activities will be uploaded onto Tapestry for children to complete at home. Zoom links will be shared on eSchools pages.

Petals

Children can Zoom in to the daily sessions of the days that they attend Nursery. In addition, children may be invited to an additional group Zoom session on one of the days they attend Nursery. This would cover one of the following:

- Letter sounds
- Counting
- Letter formation
- Number formation

Activities will be uploaded onto Tapestry for children to complete at home. Zoom links will be shared on eSchools pages.

Reception

In addition to the information in 'General Principles', teaching in Reception will be as follows:

- A live teaching lesson will be offered via Zoom each day following a weekly remote learning timetable that is uploaded onto class eSchools pages.
- At the end of each session, the teacher will suggest follow up work that the children can complete on paper. Parents can submit this for marking via SeeSaw using the photo tool.
- Where teaching is not live, activities to be completed at home will be set via SeeSaw.
- In the afternoons, the class teacher and teaching assistant will invite children read on a 1:1 basis or to practise key words. This will use either books that have been sent home or Oxford Owl ebooks. These sessions will last for approximately 10 minutes.
- There will also be a daily live Zoom session allocated to story-telling or Show and Tell
- Zoom links will be shared on eSchools pages.

Years 1, 2 and 3

In addition to the information in 'General Principles', teaching in Years 1, 2 and 3 will be as follows:

- Daily English and Maths lesson, via Zoom. The teaching input will last for no longer than 20mins. The teacher will then remain on Zoom while the children work for a further 25mins however, their camera may be switched off. The teacher will then call the class together for a plenary

before ending the Zoom call. Children who have not finished their work may choose to continue if they wish. All work should be submitted via SeeSaw. If a child complete a task early, they may leave the Zoom call independently after informing the teacher or complete further challenges or extension.

- Foundation/specialist teacher subjects will also be delivered via Zoom. Activites may be completed practically during the lesson or may be set via Seesaw following a teaching input. Information will be shared via eSchools.
- Class teachers or Learning Support Assistants will hear each child read once a week via Zoom. They will use reading books that have been sent home or Oxford Owl ebooks.
- There will be an additional weekly live Zoom slot allocated to mindfulness, story-telling or Show and Tell.
- Zoom links will be shared on eSchools pages.

Years 4, 5 and 6

In addition to the information in 'General Principles', teaching in Years 4, 5 and 6 will be as follows:

- Years 4, 5 and 6 will follow their usual subject timetables in the instance of a remote learning period.
- Specialist teachers will conduct lessons via Zoom and links will be shared on eSchools pages. Following the teaching input, teachers will remain live on the call whilst pupils complete their tasks or activities. During this time, teachers will have cameras turned off but will be available for children should they need to ask for help or clarification with the task. Children may choose to stay online or go off independently. If a child complete a task early, they may leave the Zoom call independently after informing the teacher or complete further challenges or extension.
- At the end of the lesson, the teacher will call the class together for a plenary before ending the Zoom call. Children who have not finished their work may choose to continue if they wish. All work should be submitted via SeeSaw.

We appreciate that some families may not be able to engage with the full timetable, and in this case suggest they focus on key learning areas such as English and Maths.

APPENDIX B – Remote Educational Provision for Individuals Who Are Self-Isolating or Shielding

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to learning activities remotely. This will be shared through eSchools and Seesaw.

This will follow the normal class timetable and lesson presentations and activities will be uploaded prior to each lesson via Seesaw.

We appreciate that some families may not be able to engage with the full timetable, and in this case suggest they focus on key learning areas such as English and Maths.

Staff will view and feedback pupils' work at a time suitable for them, while balancing their workload inside of school.