



Highley Community Primary School

Remote Learning Policy

Updated: October 2020

Review Due: October 2021

This remote learning policy has been written as guidance for staff and parents during the time that schools are closed due to COVID-19.

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.

The school's usual E- Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

A flexible approach:

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, wherever possible we are providing a flexible approach to remote learning where activities are available on platforms for children to complete at a time that fits in with family life. The [government's emergency legislation](#) sets out expectations for remote learning and the requirements for schools, giving flexibility to provide support, activities, and education in the way they see fit. We hope to offer a variety of daily online and offline learning activities across the curriculum so that pupils can dip in and out and work their way through things as and when they are able.

The staff remote learning lead is Tom Plim and any concerns, questions or feedback can be communicated with him via email through the school office or his school email address head@highleyschool.co.uk.

Sites and services:

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

Our class pages on our school website show a 'medium term plan' for what children are covering each term. A 'Home Learning' page also on our school website has links to various recommended curriculum sites.

For Early Years, Tapestry is where parents can communicate with staff and upload evidence of children undertaking planned activities provided by their teachers. Observations can be photographs or videos which then contribute towards the different aspects of learning in the Early Years Foundation Stage.

In Years 1-6, Seesaw provides a platform where children can communicate with staff and undertake assignments provided by their teachers

They can use this platform to access and share their learning. Teachers will use Seesaw to monitor the participation and welfare of pupils. <https://web.seesaw.me/> Posts require manual approval; profanity filtering is on and content is moderated by teachers. As well as other approved providers, teachers can use resources from the school's Spelling Shed account or other subscriptions to provide daily lessons for pupils.

Differentiated activities can be assigned and completed through Numbots (Year 1 and 2), Times Tables Rock Stars (Year 2 to 6) and Spelling Shed (Year 1 to 6).

We may try and make use of other subscriptions as time goes on. Further details will follow as necessary. If you require login details for any of these, please get in touch with Miss Francis via email (admin@highleyschool.co.uk). If you require login information for Seesaw, please contact your child's class teacher. Any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. See our policies.

Interaction:

We are keen to make remote learning an interactive experience through the submission of work by children and delivery of feedback from teachers where possible. We will also be arranging opportunities for pupils and families to compete, interact and collaborate, for example through daily challenges, Times Tables Rockstars Battles, etc.

We will 'broadcast' video via Seesaw for pupils to watch at a time and pace that suits them and make use of vetted video links from elsewhere on the internet, for example BBC Bitesize, White Rose Maths and Oak Academy. If there is a prolonged period of home learning, we may provide further opportunities to have live face-to-face contact through the Zoom Video Conferencing tool or Microsoft Teams.

Communication between staff and pupils/families must be through the authorised school systems above and not through personal email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements. Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

Please note that teachers will only be available during normal working hours (8:00am-4:30pm) and we would not expect them to be contacted outside of these hours.

Educational Provision:

While we understand that remote learning may be easier for some families than others, we no doubt all agree to keeping regular learning going during a period that children are not able to come into school due to partial or full school closure to reduce the impact on children's education.

In the event of partial or full closure, staff will post flexible timetables for each class. This will outline a range of online and offline learning activities in a variety of subject areas and contain tasks and links to follow (in any order and at a time that suits). We appreciate that some families will not be able to engage with the full timetable.

Posts on Seesaw will add tasks and activities, direction to video resources from other providers (e.g. BBC Bitesize) with examples if necessary. Staff will approve posts as soon as possible and give feedback on some posts where appropriate and manageable.

As far as possible and where appropriate, activities to develop knowledge and skills will support weekly outcomes taken from the curriculum planned for each class. A maths objective will be taught each week with opportunities for children to practise and apply their learning. In English, a weekly written outcome will be assigned with opportunities to develop appropriate skills in punctuation and grammar to achieve that outcome successfully. There will also be a Science and/or context provided from the foundation curriculum based on the Term's planning.

Other projects based on the current situation and issues relating to these may also be communicated via Seesaw or the school website. These are just ideas and can be adapted to suit the resources and time you have available or replaced with projects of your own. Again, the results of these projects can be shared through Seesaw. We still plan to have optional events and enrichment activity ideas such as outdoor learning will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

Use of Video Conferencing technologies (originally produced June 2020)

Zoom for Education/ Microsoft Teams

Where necessary, we hope to offer slots for those children who have not been in school to catch up with their teacher and classmates. We hope this will help to motivate your child this half term and help them to maintain their relationship after all this time apart. We will then arrange opportunities for wider groups from each class to connect. Further details will follow through letter/email.

Like the rest of our online offer, these meetings are not compulsory, so your child does not need to attend and we appreciate that not all families will be able to. If you would like to, but are unable to due to technology restraints, please get in touch in case we can help. The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, Microsoft Teams, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom/Microsoft Teams you agree to the following:

- A free Zoom or Microsoft Teams (MT) account is needed so that we can ensure only registered users can access meetings. As Zoom/MT is not intended for use by

children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here: <https://www.zoom.us/signup> or use the login for MT provided by your class teacher.

- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school online meeting you will need to briefly be onscreen with your child, so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the activity is taking place and make sure they are also suitably dressed and using appropriate language and behaviour when nearby or in the background. Zoom and MT have built-in options to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through email. If you need to contact staff for any reason you will do so through email as normal.
- Screenshots, photos or recordings of online meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Zoom or MT outside of any prearranged meetings and if they do need to contact you, they will arrange to do so with you using email.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted to the teacher account.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language/behaviour throughout the call.

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 some 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 still be reported to the school's E-Safety Lead (Mr Dockerty) as normal. Parents can do this by emailing fran.dockerty@highleyschool.co.uk or the school office (admin@highleyschool.co.uk).

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

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 carers 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 us, via email, and one of our Safeguarding Leads (Mr Plim, Mrs Ward, Mrs Butler, Mrs Kelly, Mrs Mathers, or Miss Angus) will get in touch.

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 by phone in the first instance.

Links to other policies (available on the website):

- Safeguarding / Child Protection Policy
- E- Safety Policy / Acceptable Use Agreements
- Behaviour Management Policy
- Guidance For Safer Working Practice For Those Working With Children
- Data Protection Policy

Acceptable Use Policy (AUP) for learners in KS1

I want to feel safe all the time.

I know that anything I do on the computer can be seen by other people.

I know when to use the CEOP report button.



I agree that I will:

- not use my own mobile phone, or any other device, in school, unless I am given permission
- always keep my passwords safe and not share them with anyone
- only open web pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or unhappy on the internet
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel sad or worried
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home, my family, or my pets)
- not upload photographs of myself without asking a teacher
- never agree to meet a stranger

Acceptable Use Policy (AUP) for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

I am aware of the CEOP report button and know when to use it.

I know that anything I share online may be monitored by school.



I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

I agree that I will:

- always keep my passwords safe and not share them with anyone
- only use, move, and share personal data securely
- only visit sites which are appropriate
- work in collaboration only with people my school has approved, and I will deny access to others
- respect the school network security
- make sure all messages I send are respectful
- show a responsible adult any content that makes me feel unsafe, worried, or uncomfortable
- not reply to any nasty message or anything which makes me feel unhappy or worried
- not use my own mobile phone, or any other device, in school, unless I am given permission
- only give my mobile phone number to friends I know and trust in real life
- only email people I know or are approved by my school
- only use email which has been provided by school
- discuss and agree my use of a social networking site with a responsible adult before creating a profile or signing up for an account
- always follow the terms and conditions when using a website
- always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult before I share images of myself or others
- only create and share content that is legal
- never meet an online friend without taking a responsible adult that I know with me