



## Remote and Blended Learning Policy October 2020

<b>Staff covered by this procedure:</b>	Teaching and Support Staff in Schools
<b>Approved by:</b>	Longwill Governing Body
<b>Date:</b>	Ongoing
<b>Next review date:</b>	12 months from last approval

Signed ..... Date.....

(Chair of Governors)

Signed ..... *Elise Cost.* ..... Date.....30.10.20.....

(Head Teacher)

## **Aims**

This remote learning policy for staff aims to:

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

## **Policy**

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.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances. The staff remote learning lead is Alison Carter and any concerns, questions or feedback can be communicated with her via email or telephone. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

## **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.

School would value greatly feedback from parents regarding their child's home learning as this enables class teachers to better support their pupils and secure good progress.

## **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 a weekly timetable of remote learning activities. This will be shared with colleagues and parents.

This provision will, as much as possible, link to our medium and long-term curriculum plans and the learning that those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload.

To do this, we will make use of a number of ready- prepared high quality online materials (drawing on units from the national Oak Academy that fit with our school curriculum and which are then personalised to meet the needs of our deaf pupils) and supplement these with our existing subscription packages with which children are familiar. Teachers know their pupils well and will always personalise the learning so that it is matched for the linguistic and cognitive needs of each individual pupil.

We appreciate that some families will not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths, English and communications skills (in both signed and spoken language).

Staff will endeavour to view and feedback on as much of pupil's work as they are able, while balancing their workload inside of school. Pupils at home should receive feedback at least once a week.

School would value greatly feedback from parents regarding their child's home learning as this enables class teachers to better support their pupils and secure good progress.

### **Remote Educational Provision For Whole Classes**

In the event of that a whole class, key stage or whole school have to self-isolate, Class Teachers will post weekly timetables for their class (this might be at small group or individual level). This will outline a range of learning activities in the full range of subject areas and contain tasks and links to follow (in any order and at a time that suits across the week). We appreciate that some families will not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Throughout the day, teachers may add extra detail or examples as necessary and assignments will be set to 'collect in' a piece of work.

Other optional events and enrichment activity ideas 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.

Teachers will construct a face-to-face rota of contact with each pupil (via TEAMS and this will involve the class teaching assistant as well. Additionally, work will be set using our online resources, such as reading books (Bug Club). These will be personalised to meet individual needs and abilities.

School would value greatly feedback from parents regarding their child's home learning as this enables class teachers to better support their pupils and secure good progress.

### **Interaction:**

We will provide some live contact opportunities for children (who are shielding or self-isolating whilst their classmates are still in school), to maintain a sense for them of being part of a class. We will use TEAMS Video Conferencing tool to do.

We are keen to make remote learning an interactive experience through the submission and sharing of work by children (some of which we will upload to the school blog on the website), feedback from teachers and arranging opportunities for pupils to compete, interact and collaborate, for example through Mathletics.

We hope to use our TEAMS tool to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates. Please see the section further down regarding use of TEAMS.

Pupils will be provided with opportunities to develop the basic skills and communication through TEAMS meetings online with class-based staff. This will be usually 1:1 or within very small groups of pupils with staff.

We would strongly recommend that staff avoid using personal devices and should only use school provided equipment. If personal mobiles are used by staff, they must ensure their contact details are blocked.

### **Use of Video Conferencing technologies (TEAMS):**

If whole classes are self-isolating, we will arrange 1-to-1 and small group meetings for children to connect and interact with their teacher and peers. Further details will follow through from the class teacher.

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 TEAMS and other safeguarding agencies.

### **Monitoring of Curriculum Coverage**

- All contact will be logged by teachers on the school's monitoring and recording systems (Behaviour Watch).
- Also, brief evidence of weekly teaching will be logged on Behaviour Watch, copying in the relevant senior leaders and subject leaders. In this way a strategic overview of remote teaching can be maintained.
- Class teachers will record curriculum coverage by using the 'T' (Taught) column on individual pupils TEDS documents.

### **Safeguarding**

Please refer to our Safeguarding Policy (September 2020), which is available on the school network and also on the school website.

### **Designated safeguarding lead**

The DSL is responsible for all aspects of safeguarding and works within a wider safeguarding team:

- Alison Jackson leads for safeguarding
- Alison Carter is the deputing lead for safeguarding
- Gill Pillar is our safeguarding governor

In order to protect both children and staff, we ask that if parents wish to take advantage of these opportunities on TEAMS, parents agree to the following:

- A free TEAMS account is needed so that we can ensure only registered users can access meetings.
- As TEAMS 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.
- 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 TEAMS meeting you will need to 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 is not 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 meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. TEAMS has a built-in option 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.
- Screenshots, photos or recordings of TEAMS meetings must not be made and the links must not be shared with others
- 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 still be reported to the school. Parents can do this by emailing [enquiry@longwill.bham.sch.uk](mailto:enquiry@longwill.bham.sch.uk)

### **School will ensure that:**

- No staff member will contact you or your child using TEAMS outside of any pre-arranged meetings and if they do they will contact you via school email, school mobile or the school text service.
- 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 direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- 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.
- The following websites offer useful support:
  - [Childline](#) - for support requirements. See our policies.
  - [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
  - [London Grid for Learning](#) - 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 either the Headteacher or our Safeguarding Lead (Alison Carter or Alison Jackson)

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

### **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:

Purple Mash (Whole School) provide a full range of software for learning activities across the curriculum and allow staff to set 'To Dos' for children to complete. [www.purplemash.com](http://www.purplemash.com)

Differentiated maths activities can be assigned and completed through Mathletics (Whole School) [www.mathletics.com](http://www.mathletics.com).

Reading material is accessed Bug Club

Espresso (which is a video rich online learning platform for primary aged pupils)

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 Sarah Sheppard (Computing Lead Teacher)

Any use of online learning tools and systems is in line with privacy and data protection / GDPR

## **Data Protection**

### **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
- Installing antivirus and anti-spyware software (this is the responsibility of the IT Team)
- Keeping operating systems up to date – always install the latest updates (this is the responsibility of the IT Team)

### **Processing personal data**

- Staff members may need to collect and/or share personal data such as (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 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.

## **Accessing personal data**

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

- Use the server in our school IT network
- Use Microsoft TEAMS platform
- Send information using One Drive
- If the information contains sensitive information, ensure emails are encrypted (OME)

## **Monitoring arrangements**

This policy will be reviewed annually (however, it is anticipated that this will require more frequent review and amendments during the period of the COVID19 pandemic) by Alison Carter (Headteacher). At every review, it will be shared with school staff and governors.

**Links to other policies (available on the website):**

- Safeguarding Policy
- Online Safety Policy
- Acceptable Use Agreements
- Behaviour Policy
- Guidance for Safer Working Practice for Those Working with Children Data Protection / GDPR Policy
- Data Protection Policy and Privacy Notices
- Home School Agreement
- Computing Policy

# APPENDIX: National Online Safety Agency Top Tips For Parents:



## 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. Teachers 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.

