Errington Primary School

Remote and Home Leaning Policy

2022-23

Introduction

At Errington Primary, we have produced the following policy guidance on providing education via remote learning for our children in case of any situation similar to the COVID-19 Pandemic.

Our expectations of children, staff and parents are clearly described in the detail below in order to ensure that, everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education, whatever the situation, remains paramount.

Please ensure that you have read the Policy in full and the subsequent consent forms are signed and returned to school.

Aim

The aim of this policy is to describe the use of live streaming applications by schools.

Live streaming will be used in the case of a school or national lockdown. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

Applications Used

At Errington Primary School, we have decided to use the Office 365 suite of applications, including: Microsoft Teams, Share Point, Outlook E-mail and the Office Suite. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

Communication with parents/carers and pupils is via Outlook Email. Each child has an email address with a personal password which should only be shared with their responsible adult. Staff use a class email account to send and receive emails.

The Share Point contains designated areas for each year group. Here, children will find links to teacher selected websites and online resources such as: TT Rock Stars, Purple Mash, Reading Plus and Abacus Maths. Homework and learning activities will be set by the class teacher in

these areas. Staff may also provide topic or subject areas containing resources to support the children with their learning.

In the event of a lockdown, Face to face lessons will be delivered via Microsoft Teams. Teachers will deliver two lessons a day with follow up work to be completed independently or with parental support. A grid of further activities across all subject areas will be provided for children to work through on an afternoon.

Microsoft Teams

https://bit.ly/30MNl9X - Full guidance and joining instructions for Microsoft Teams

The Application has a number of functions to it. As a school, we have chosen to disable the following function:

All users to be able to share using the share button.

This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions.

It is our expectation that as users of the application both children and staff should report any additional problems directly to the Headteacher or Designated Safeguarding Lead around the functionality of this application.

Live Streaming

When Team meetings occur, it is essential that there are always two members of staff delivering the meeting. This safeguards both the adults and children involved and allows one member of staff to supervise the children while the other shares their screen.

Filtering and Monitoring

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of all applications used by the children will be heavily monitored by our Computing lead and IT Team to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

Please ensure that you report any identified issues immediately.

<u>Equipment</u>

The functionality of all applications used by the children will be disabled or enabled by the Computing Lead and IT Team at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to our school's 'acceptable use' Policy which highlight's clear expectations of the use of equipment.

Please ensure that you sign appropriate consent forms.

School will carry out surveys of parent/carers and pupils to establish which children/families have access to appropriate devices and internet connection. Identified families will be supported when possible with loaned equipment.

<u>Expectations of Children</u>

At Errington Primary School, the following expectations are in place and should be signed and agreed by you or your parent/carer on your behalf before any remote learning is provided.

- I will use the equipment and applications safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/teacher/school.
- I will be available for my log in and lesson between the hours confirmed by the class teacher.
- I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute unless asked to unmute by my teacher.
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through email or Teams chat.
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

<u>Expectations of Parents/Carer</u>

At Errington Primary School, the following expectations are in place and should be signed and agreed by you as a parent/carer before any remote learning is provided.

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for educational purposes only.

- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

<u>Expectations of Staff</u>

At Errington Primary School, the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Two members of staff will be on the live streaming at all times.
- I will provide online learning between the times specified on the class timetable provided.
- I will not record the session.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Head Teacher/Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

This policy should be read in conjunction with the School's:

Child Protection Policy

Staff Handbook

E-Safety Policy

Acceptable Use Policy

Keeping Children Safe in Education 2020

Useful links and publications:

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

Consent Form Parents/Pupils

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the applications and equipment (either school's or my own) appropriately and safely at all times.

Name of child…………………………………….. Signature of child………………………….

Name of parent…………………………………… Signature of parent………………………….

Date………………………….

Consent Form Staff

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the applications and equipment appropriately and safely at all times.

Name of Staff…………………………………….. Signature of Staff……………………………

Date…………………………….