Archbishop Courtenay Primary School
Remote & Online Learning Policy
December 2020

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 continue the learning experience for children at home, 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.

Role of Senior Leadership Team & Remote Learning Leaders
The staff remote learning lead is Alison Irvine; however, any concerns, questions or feedback can be communicated with our SLT team through email:
headteacher@archbishopcourtenay.kent.sch.uk

Senior Leaders are responsible for the following:
- Coordinating our approach to online remote and blended learning across the school
- Monitoring the effectiveness of our online learning provision
- Monitoring security in order to keep pupils and staff safe online

Resourcing & Devices
School will engage with the DFE technology for schools' initiative, to secure additional devices for families with greatest need. Therefore, if parents need support, we ask them to contact school to discuss their requirements.

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. In addition, 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, however government guidelines suggest we provide at least 4 hours per day. Therefore, 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 the family.

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 through email, the class webpage or via Microsoft Teams.

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

We appreciate that some families won't 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, along with RE lessons.

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

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 on class webpages for their class, along with other applications such as Tapestry and Microsoft Teams. 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 won't be able to engage with the full timetable, and in this case, we suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills, along with RE.

Opportunities to join in with time-scheduled LIVE events will be highlighted in red, for example Phonics Live Lessons, Reading, Times Tables Rockstars and Live Maths sessions. Teachers will also record particular sessions to allow children to visit these events at a later date.

Throughout the day, further posts on Tapestry (EYFS) and Teams (YR 1 – YR6) will add extra detail or examples as necessary. Assignments will also be set via Microsoft Education Platform, allowing teachers to give regular feedback on pupil 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 well-being at this time.

Interaction

We are keen to make remote learning an interactive experience through the submission and sharing of work, along with the delivery of feedback from teachers. In addition, opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles, quizzes and surveys will be organised.

Teachers will also offer some live face-to-face contact time for children, to maintain a sense for them being part of a class. We will use Microsoft Teams to do this, this is an ideal platform to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates.

Communication between staff and pupils/families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Staff will be available during school business hours 8:00am - 4:00pm. However, if a teacher is teaching face to face lessons, another teacher from the year group will contact families in their place.

Due consideration should be made by staff before sharing photos or videos, in order to assure reputation, professional conduct, online safety and other safeguarding areas.

Staff may not use any personal devices and should only use school provided equipment.

Teachers will record some LIVE sessions so children can view the event at a later date.

SEND
To support our vulnerable pupils, and those with special educational needs, we will be organising daily nurture meetings between children and specific support staff. This will give children the opportunity to engage in well-being sessions and allow them to discuss their remote learning and address any anxieties.

Use of Video Conferencing Technologies:
If whole classes are self-isolating, we will arrange 1-to-1 and group meetings for children to connect and interact with their teacher and peers.

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 online safety advice from organisations such as Microsoft, NSPCC and the Children's Commissioner.

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

• When using Microsoft Teams, within our Education Platform, pupils will use the account provided by the school – each child will have access to their own Teams account and this can only be used by the child named on the account.

• 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 Teams meeting you will need to be briefly 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.

• When children join an online meeting, they should mute the call until the teacher directs them otherwise. Teachers will take a register of those children participating in the Live session.

• Children must take part in the online meeting 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 meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background.

• 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, unless agreed by email with a parent, outside of the pre-arranged meet ups which will be arranged through Tapestry and Microsoft Teams. If you need to contact staff for any reason you will do so through the class email as normal.

• Screenshots, photos or recordings of online meetings must not be made by families and the links must not be shared with others.

We will ensure that:
- No staff member will contact you or your child using Teams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you via email.
- Teachers will ensure appropriate security settings are in place for the meeting.
- Teachers will ensure that access is only granted to the expected registered users
- Pupils will be invited to a meeting with a password or direct link.
- Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed
- Your Teams account must clearly identify you by name, renaming during the meeting will not be allowed.
- Participants' audio or video may be muted – children will 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.

Unless we hear from you direct via School Comms or Class email we will assume you consent to the above. We will then organise scheduled meetings and will be in touch with further information. *If you do not consent your child will not be able to join in*.

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

- School Website: is one method of communication between school and families and is used for posting daily timetables and photo updates between staff and families. https://www.archbishopcourtenay.org.uk/

- Microsoft Education Platform: provides opportunities via Teams, for teachers and children to collaborate, assign work and communicate via video conferencing.

- Class email: teachers and families can communicate privately regarding school work and well-being

- Tapestry: EYFS – communication between teachers and families – sharing timetables, weekly planning, updates and scheduled virtual meetings

- Differentiated maths activities can be assigned and completed through Times Tables Rock Stars https://ttrockstars.com/

Any use of online learning tools and systems is in line with privacy and data protection/ GDPR requirements. See our policies.

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 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 Online Safety Lead as normal. Parents can do this by emailing headteacher@archbishopcourtenay.kent.sch.uk or speaking to one of our Designated Safeguarding Leads.

If parents have any safeguarding concerns that need discussing, they can contact school and again speak to one of our Designated Safeguarding Leads:
- Mrs Sue Heather – Headteacher
- Mrs Sarah Bone – Deputy Headteacher
- Mrs Tracy Gooding - Pastoral and Well-being Manager

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.

The following websites offer useful support:
- Childline - for support - https://www.childline.org.uk/
- UK Safer Internet Centre - to report and remove harmful online content - https://www.saferinternet.org.uk/
- CEOP - for advice on making a report about online abuse - https://www.ceop.police.uk/safety-centre/

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 - https://www.internetmatters.org/?gclid=CjwKCAiArbv_BRA8EiwAYGs23D1OTGQSZvl6eY74sXjiApaZ9Pkmtlgh8wH0x9WYUqwcqBX1irwJHhoCaYMQAvD_BwE

- London Grid for Learning - for support for parents and carers to keep their children - https://www.lgfl.net/default.aspx

- Net-aware - for support for parents and careers from the NSPCC - https://www.net-aware.org.uk/

- Parent info - for support for parents and carers to keep their children safe online - https://parentinfo.org/

- Thinkuknow - for advice from the National Crime Agency to stay safe online - https://www.thinkuknow.co.uk/

Links to other policies (available on the website):
Safeguarding/Child Protection Policy
Online Safety Policy/Acceptable Use Agreements
Behaviour Management Policy
Guidance for Safer Working Practice for Those Working with Children
Data Protection/GDPR Policy