



Covid-19 Remote Learning Policy

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1. Aims

This Remote Education Policy aims to:

- Outline the school's approach to educating students who will not be attending school, because of government guidance or the closure of a pod
- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching, and assessing students' work
- Ensure that remote education is offered as soon as it becomes necessary
- Ensure consistency in the approach to remote learning for all students, including those with SEND, who are not in school through use of quality online and offline resources
- Provide clear expectations members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school's broad curriculum, as well as support of students' well-being
- Ensure that students learn new facts and concepts, as well as reinforcing prior learning
- Ensure that students engage in learning they would have completed had they been in school as normal
- Ensure that online tools used enable appropriate interaction with students, the assessment of their work and the provision of feedback
- Provide training for staff about the appropriate use of online platforms so that students and staff are effectively safeguarded and that data protection guidelines are adhered to
- Support effective communication between the school and families so that parents and students can access and make the best use of resources
- Ensure that students who lack any necessary equipment have this sourced for them

2. Who is this policy applicable to?

- Children who are absent because they are awaiting test results and the household is required to self-isolate. The rest of their school pod are attending school and being taught as normal. Individual students who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school
- Children who are part of a whole pod which is not permitted to attend school because a member of their pod has tested positive for Covid-19.

3. Resources

Resources to deliver this Remote Education Plan include:

- Online tools/school subscriptions including MyMaths, MyOn and Google Classroom
- Staff CPD delivered by IGW October 2020
- Information for parents/students on how to access SIMs Parent App Homework
- Use of video for Remote Learning Instructions
- Printed learning packs compiled by Reprographics
- Books and other physical learning materials

The detailed remote learning planning and resources to deliver this policy can be found on SIMs Parent App Homework and the school website. At the end of this policy you will find guidance on acceptable use for IT for teachers and students. Where possible students should follow their in-school timetable when structuring their day at home for remote learning. On the first day of isolation information will be sent out that includes all usernames and password students would need to access online resources.

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning.
- Students will study a broad range of subjects, including English, Maths, Science, PSHE, Humanities, Art, DT and Food.
- Students will learn new facts and concepts, as well as completing activities that reinforce their prior learning which are broadly in line with the curriculum they would have followed if they were in school.
- Those who cannot attend school will access similar learning to that which their pod is completing within school.
- Activities will be varied and not solely consist of 'screen time'; for example, Reading books, paper-based work packs, practical assignments etc.
- Teachers will have access to a wide variety of resources to share remotely, such as MyMaths, MyOn, Clicker 7.
- Resources will be quality assured by subject and senior leaders, who will ensure that it is appropriately matched to the curriculum for the year group and links with the work to be covered in school during that period.
- Staff will have the training they need to provide online learning safely, including GDPR Training as delivered on 1st Sept.
- All students will have access to the resources they need to learn. We will ensure this by liaising with parents about access to online resources at home and use SIMs Parent App to share work or post work home where necessary.
- Teachers will communicate the purpose of activities and their success criteria for students, by including clear assignment briefs with the tasks to be completed and recorded messages using Teams.

- Students will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by having access to IT facilities as part of their in-school curriculum
- SEND will not be a barrier to accessing the curriculum at home, because the school will work in partnership with families by ensuring all work is differentiated and checked before being sent to families as per the schools Teaching and Learning Policy
- COVID catch-up funding will be used effectively to ensure that all work is available, and staff are available to support Remote learning, as necessary. It will also be used to provide intervention programs when students return to school
- Staff workload will be managed by clear rotas and cover arrangements as managed by DHT i/c Cover
- Leaders will measure engagement in remote learning by monitoring the access to SIMs Parent App and the return of completed work and use this information to review provision and make changes, as necessary.

5. Working with Parents

We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular students, such as those who have special educational needs and disabilities (SEND)

We will provide guidance to parents on how to use SIMs Parent App

Resources will be shared with students and parents via SIMs Parent App or the Postal Service

We would encourage parents to support their children's work, and to establish a routine based around the school day wherever possible using their child's school timetable

Should parents be unable to access online work for any reason, they should contact the school office so that other arrangements can be made...

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home. Students and their parents should remember that they are responsible for their child's internet use and safety when at home.

6. Roles and responsibilities

Senior and subject leaders

Alongside any teaching responsibilities, senior/subject leaders are responsible for:

- Adapting schemes of learning so that teachers are aware of how the intended key components can be taught remotely
- Co-ordinating the remote learning approach across the school including monitoring students' engagement
- Lead virtual meetings to ensure consistency across the year/subject

- Monitoring the effectiveness of remote learning, including by quality assuring student returns of work and the work set by staff
- Ensuring that staff, students and parents benefit from appropriate guidance about remote learning
- Ensuring that resources fully support teachers and students so that remote learning can take place without hindrance in this respect
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Teachers

Teachers will be provided with the necessary training on how to use SIMs Parent App Homework function

When providing remote learning, teachers must be available between 8.50am and 3.05pm.

Teachers unable to work for any reason during this time should report their absence in the usual way.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the students in their classes
 - The work set should follow the usual timetable for the class had they been in school, wherever possible
 - Teachers will set work using the SIMs Parent App online platform
 - Daily English and mathematics work and one other subject
 - Planning and resources will be completed by all teachers and sent to curriculum leaders by Thursday evening before they are made available to students and parents on the following Monday
- Providing feedback on work:
 - Reading, writing and mathematics work
 - Work in other subjects
 - The frequency with which teachers will provide feedback is set out within the school assessment policy
- Keeping in touch with students who are not in school and their parents:
 - Teachers are expected to make weekly contact, via emails, phone calls
 - If there is a concern around the level of a student's engagement, the teacher should report this to their Subject Leader and/or SLT
 - Teachers should only use their school email address to communicate with parents and students. All parent/carer emails should come through the school admin account
 - Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter

- cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking
- Where a family displays difficult behaviour or is unable/unwilling to comply, teachers will contact the SST/SLT
- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view
 - Teachers will respond promptly to requests for support from families at home, by contacting them via email in the first instance
- Any complaints or concerns shared by parents or students should be reported to Mrs J Macdonald, Headteacher. For any safeguarding concerns, refer immediately to the DSL Mr I Graham-Wells using MyConcern

Staff who are required to self-isolate are expected to:

- Follow the normal reporting procedure for planned absence
- Following contact with school, the school business manager may set up a referral to Occupational Health to support that individual
- Obtain a test and share the result of it with school so that appropriate plans can be made
- If unwell themselves, teachers will be covered by another staff member. Planning and other activities will not be undertaken until the teacher is fit for work.

Teaching Assistants

Teaching assistants must be available during their usual working hours. 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.

During the school day, teaching assistants must complete tasks as directed by a member of the SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher or SENCOs
- Assisting the class teacher with supporting students
- Preparing home learning resources
- Undertake remote and/or online CPD training
- Attend virtual meetings with colleagues
- Communicate with parents
- Completion of work that accords with school improvement priorities

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.

- Ensuring that students with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for students with EHC plans and IHPs
- Identifying the level of support required by students

The Business Manager

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they are experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting students and parents with accessing the internet or devices

Students and parents

Staff can expect students learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine, making reference to the model timetable...
- Support their children in their reading as far as they are able, so that they continue to read their home reading book or access online reading resources via...
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus

- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered
- Seek help from the school if they need it, communicating with class teachers by...or by contacting the school office via...
- Be respectful when making any complaints or concerns known to staff

Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on students' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store students' personal data on their own electronic devices.

8. Keeping Devices Secure

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

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device
- Making sure the device locks automatically if left inactive for a period of time
- Not allowing family or friends to use the device
- Storing the device securely to avoid theft
- Ensuring that anti-virus and anti-spyware software is up to date
- Installing updates to ensure that the operating system remains up to date

9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a safeguarding officer. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training on 1 September 2020.

Staff must ensure all communication with parents and students is conducted through the school email following normal guidance and ensure this remains professional.

10. Expectations of staff during online meetings

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code
- Location, e.g. avoid noisy areas, nothing inappropriate in the background

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy

Online safety policy guide - Summary of key parent/carer responsibilities

The school provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting children to behave appropriately and keep themselves safe online.

The online safety policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community.

- Parents/carers are required to support their child in understanding and signing the Online Safety Acceptable Use Agreement for students.
- Parents/carers may only use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises that include anyone other than their own child unless there is a pre-specified agreement with individuals and parents/carers. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.
- Parents/carers should not assume that students can bring technological devices to school and should always check the school policy.
- All cyberbullying incidents affecting children in the school should be reported immediately. (If the incident involves an indecent image of a child the report must also be made immediately to the police for your own protection.) The school will investigate and respond to all reported cyberbullying incidents, liaising with others where appropriate. No reply should ever be sent to the sender/poster of cyberbullying content. If applicable block the sender and report abuse to the site. Evidence should be retained and shown in school and/or to the police. Evidence should not be forwarded.

- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school name or logo in any form.
- Any parent/carer distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school would impact on the reputation of the whole school community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, students, and parents/carers.

Please see the full online safety policy in the policies section on the school website.

ICT (ACCEPTABLE USE) POLICY AND AGREEMENTS FOR USE OF VIDEO CONFERCING WITH STUDENTS / FAMILIES

Introduction

AIMS

The aim of this document is to ensure that:

- all members of the school community are responsible users of video conferencing technology and communications.
- staff are aware of their obligations and expectations when using video conferencing platforms such as Microsoft Teams.

SCOPE

- These agreements apply to all members of staff employed full time, part time or peripatetically at Marshfields School and cover the use of video conferencing technology when contacting students and/or their families.

STAFF AGREEMENTS FOR STUDENT AND PARENT/CARER CONTACT

- I will not create, transmit, or cause to be transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety, or offence.
- I will not create, transmit or cause to be transmitted material such that the copyright of another person is infringed.
- I will communicate with students and parents/carers using only official (monitored) school systems/platforms (Microsoft Teams) and any such communication will be professional in tone, manner, and content.
- Where possible I will use school devices to set up and login to Microsoft Teams calls with students or their parents/carers.
- Any device I use to run video conferencing calls with parents/carers will be encrypted to ensure the safeguarding of students and secured with a PIN or password security to prevent unauthorised use.
- I will use only platforms agreed with the school leadership team for contact with students and/or families.

- I will not use personal email addresses, text messaging or public chat / social networking platforms for any such communication.
- All video conferencing calls will commence at a scheduled time and senior leadership will be informed as to when this will be allowing them to join the call in line with the school “open door” policy when teaching on the school site.
- I will not engage in any online activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will immediately report, to the nominated person, in accordance with the Staff Acceptable User Policy, the receipt of any communication that makes me feel uncomfortable, is offensive, threatening or bullying in nature and I will not respond to any such communication.
- I will present myself professionally during video conferencing with students dressing in line with the staff dress code.
- If live streaming is planned, I will notify parents beforehand by email or telephone call.
- I will inform students about appropriate behaviour online and upholding the school’s values.
- When ending video calls, I will ensure I have ended the call for all users thus ensuring students are not unsupervised in calls.
- I will not engage in one to one calls with students without express permission from the senior leadership team.

Reporting Incidents

- I will inform the senior leadership team immediately of any abuse of any ICT systems or inappropriate content suspected to be on the ICT systems. I will provide the location and names where possible.
- I will immediately report any illegal, inappropriate, or harmful material or incident I become aware of, to the senior leadership team and/or School Designated Safeguarding Lead where appropriate.

Monitoring

- I understand that the School can and will monitor my use of the ICT systems, data, email, and other digital communications on the network to ensure policy compliance.
- I understand that if I breach any part of this policy then disciplinary action may be taken.