



ESHER CHURCH SCHOOL

Christ at the Centre; Life to the Full

Our Vision

To be a safe, happy, loving community where excellent teaching inspires children to learn and explore, care for each other and believe that they can make a difference.

Remote Learning Policy

Written: March 2020

Reviewed: October 2020

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

If an individual child is absent

If an individual child, or small number of children, are absent from school due to asymptomatic self-isolation (including for a positive test), the following will apply:

- Class teachers will provide work for the week consisting of: English and Maths activities (daily) and Big Enquiry, RE and Science activities (weekly). These will be set through Microsoft Teams and can be returned to the assignment set therein or to the home.learning@esherchurchschool.org.uk email address.
- Teachers will provide feedback on written pieces of work in line with the school's feedback policy, and will provide answer keys for maths learning to allow the children to mark their own work.
- The class teachers will, if appropriate, make the inputs for their English and Maths lessons (and others if they wish) available to stream live through the 'Live Events' feature in Microsoft Teams. Children should be expected to join live if they can, but there will be no expectation for teachers to prepare separate input videos.
- Activities may be set on MyMaths, Times Table Rock Stars, spag.com or Spellzone. The school will assume that children have reliable Internet access and the necessary hardware and software to view the work – should this not be the case parents should contact school to discuss alternative options.
- School staff will check in weekly, via phone call or email, with affected families. This could be carried out by the class teacher, Phase Leader or administration team depending on the numbers of children who need contacting.

If a class/year group bubble is closed

If a year group bubble must close due to a positive test requiring mass self-isolation, the following section sets out the expectations for staff and children

Teachers

When providing remote learning, teachers must be available between 8.30am and 3.30pm

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.

When providing remote learning, teachers are responsible for:

- Providing learning:
 - Working with year group partners and adapting planning to facilitate learning at home in the most effective possible manner
 - Setting activities and assignments on Microsoft Teams
- Providing a daily Maths and English input up to 20 minutes long, and science, Big Enquiry, RE and PSHCE inputs once per week. Teachers will remain on Teams for a suitable length of time following an input in order to support children who need support with the learning task set. In addition we will host a weekly 30-minute "social catch-up/circle time"
- PE leads will provide a selection of physical activities for the children to engage in with a feedback mechanism to identify and celebrate high levels of engagement
- Feeding back on learning:
 - Checking engagement with learning via Teams and other online providers
 - Providing feedback on written work via Teams in line with the school's feedback policy and brief feedback on online activities on those platforms
- Keeping in touch with pupils who aren't in school and their parents
 - Via face to face lessons on Teams described above
 - Sending weekly MarvellousMe messages
- Attending virtual meetings with staff, parents and pupils:
 - Dress code – casual but appropriate

- Find a location with as little noise as possible and an appropriate visual background. Use the provided backgrounds or the blur feature on Microsoft Teams if preferred.

Teaching assistants

When assisting with remote learning, teaching assistants must be available during their normal 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.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely
 - Attend the lesson inputs for the children/classes they are usually assigned to
 - Running interventions
 - For those that work 1 to 1 with children to ensure regular and frequent engagement with their 1 to 1 child as meets the needs of the child and their family.
- Attending virtual meetings with staff, parents and pupils as necessary:
 - Dress code – casual but appropriate
 - Find a location with as little noise as possible and an appropriate visual background. Use the provided backgrounds or the blur feature on Microsoft Teams if preferred.

Pupils and parents

Staff can expect pupils learning remotely, if they are well, to:

- Attend the daily Maths and English and weekly science, Big Enquiry, RE and PSHCE input sessions, or 'catch up' with them if they are unable to attend live due to other commitments
- Complete work to the deadline set by teachers
- Engage with other set activities eg. PE
- Seek help if they need it, from teachers or learning support assistants.
- Alert teachers if they're not able to complete work
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Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

Who to contact

If staff have questions or concerns about the policy or process, they can contact:

- In the first instance, their phase leader who will advise
- If the issue is regarding IT, speak to the Tech Team (Kim, Alex or Nermin) via the Tech Support channel on Teams or raise a ticket with Softegg.
- If the concern regards data protection or safeguarding, speak to the DSL (Caroline) or the DDSL (Cathy) in line with the school's safeguarding policy.

Data protection

5.1 Accessing and processing personal data

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

- Keep all personal data (phone numbers, email addresses etc) within Teams or FirstClass and not distribute them through any unsecured medium (i.e. WhatsApp, text messages)

- If phoning parents using a personal device (which should be avoided if possible) to call from a private number or use the device's number masking feature.
- Staff who are in school can access parent info through their SIMS logins, which should not be shared – requests can be made from remote staff to on-site staff for information re: parents' or students' data. This data should not be removed from devices (i.e. written down) or shared in any other way outside of FirstClass or Microsoft Teams. Members of the SLT can access SIMs information from home.
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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 and associated accounts password-protected – use something memorable and unguessable. A combination of upper-case and lower-case letters, mixed with numbers and symbols, is good, but a longer, simpler password is also harder to crack (e.g. a “pass-phrase” of four words)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends, or if this is done ensuring all school data is locked behind a personal “account” on the device
- Installing antivirus and anti-spyware software – there are plenty of free options, so refer to the Tech Team if you are unsure about this
- Keeping operating systems up to date – always install the latest updates
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Safeguarding

Staff must use the ‘online learning protocols’ (at the end of this policy) slide at the beginning of every online learning session to remind children how to behave safely and respectfully online.

Any concerns about safeguarding that arise during a remote learning session should be passed to the DSL and logged on CPOMs in the usual way.

Monitoring arrangements

This policy will be reviewed regularly during periods when it is in use. Any feedback should be passed to your phase leader.



How to be Ready, Respectful and Safe on Microsoft Teams



Be Ready: Make sure you have what you need

Be Respectful: Listen politely to other children.
Follow the instructions from your teacher carefully.
Only post messages about the lesson in the meeting chat if the teacher asks you to.

Be Safe: Make sure you have an adult nearby in case you need help.
Dress sensibly – like you would for a mufti day!
Don't forget to tell a grown up straight away if you see anything online that makes you uncomfortable or worries you.