

**Remote Learning Policy**

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**Responsible Officer: Director of Schools**

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# Linked Documents

* ICT Acceptable Use Policy
* Behaviour policy
* Child Protection Policy and coronavirus addendum
* Data protection policy and privacy notices
* ICT and internet acceptable use policy
* Online safety policy
* Virtual face to face (Zoom/teams) Risk assessment

# Introduction

* 1. Bradgate Education Partnership is committed to providing high quality education to its pupils which also includes home learning provision when it is applicable
  2. The aim of this policy is to ensure:
     1. consistency in the approach to remote learning for pupils who aren’t in school across the Trust
     2. expectations are set for all members of the school community with regards to remote learning
     3. appropriate guidelines are provided for all

# Scope

* 1. The policy is applicable to all employees of Bradgate Education Partnership who are expected to deliver home learning for our pupils
  2. This policy will also be shared with parents/carers so they are clear about the expectation that we set ourselves in relation to home learning but also so that they support the Trust in the home learning that takes place
  3. Any data breaches that may happen in relation to remote learning must be reported to the Trust’s Data Protection Officer, details are available in the Trust’s GDPR Policy
  4. **Appendix 1** outlines the questions or concerns about remote learning and who workers should contact should they have concerns
  5. This policy has links with other Trust policies and these should all be adhered to when applying this policy – see the contents page for linked policies

# Roles & Responsibilities

* 1. **Trust Central Team**
     1. The Trust 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
  1. **School Senior Leadership Teams (Head Teachers, Deputy Head Teacher, Assistant Head Teachers)**
     1. Alongside any teaching responsibilities, senior leaders are responsible for:
* Co-ordinating the remote learning approach across the school
* Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
* Monitoring the security of remote learning systems, including data protection and safeguarding considerations
* Supporting colleagues as required in the set up and running of home learning
* Ensuring hardware is encrypted with BitLocker.
* Ensuring anti-virus software and anti-spyware software is installed
* Keeping operating systems up to date
* Provide an outline plan / model of how Remote Learning will work
  1. **Subject Leads**
     1. Alongside their teaching responsibilities, subject leads are responsible for:
* Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
* Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
* Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
* Monitoring the remote work set by teachers in their subject – through regular meetings with teachers or by reviewing work set
* Alerting teachers to resources they can use to teach their subject remotely
  1. **Teachers**
     1. When providing remote learning, teachers must be available between 9:00am and 4.00pm. Staff will work from their school site to provide remote learning. Any different arrangements particularly in relation to secondary school settings will be communicated by the Head Teacher.
     2. If they’re 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.
     3. When providing remote learning, teachers are responsible for:
        + Setting work:
          - For their own class/groups and any classes requested by the Head Teacher
          - The teacher will provide at least:

**Primary:** 3 live or pre-recorded lessons each day. The teacher will also provide a daily live catch-up and feedback session to pupils/groups of pupils

* + - * + The work will be ready at 9am each day to download from Microsoft Teams/Show My Homework (under files for the class) and where possible the teacher will provide a short daily introduction to activities to groups of pupils via Teams and this will also enable for ‘registration’
        + Work will be uploaded into Microsoft Teams under files for the class team
        + Class teachers will provide a paper based version of the online learning that can be collected or delivered to pupils that have limited access to devices/printers or at the parent’s request
      * Providing feedback on work:
        + Pupils/parents/carers will email the work to the class email address/work will be returned via Teams/SMHW/SeeSaw.
        + Teachers and teaching assistants will respond to these systems providing feedback
        + Feedback can happen between 9am and 4pm each day. Feedback will not be given after 4pm
      * Keeping in touch with pupils who aren’t in school and their parents:
        + Staff will make regular contact through face to face sessions and emails. If a pupil isn’t accessing the virtual platforms the teacher or support staff will make a telephone call. Staff will complete daily registers.
        + All telephone calls will be logged
        + Daily registers are taken and logged – any absent pupils will be referred to Admin/Attendance teams and followed up with a telephone call
        + Teachers aren’t expected to answer emails after 5pm
        + Any complaints should be shared with the Head Teacher via telephone call or DHT in their absence
        + Any safeguarding concerns must be logged on CPOMs and raised with DSL.
        + If a pupil fails to complete work the Teacher must call the family to offer support and find a solution so that the pupil can complete the work
  1. **Support Staff (Those who are assisting remote learning)**
     1. When assisting with remote learning, support staff must be available as per the agreement with the Head Teacher/contracted hours. Staff will work at their school site to provide support for remote learning.
     2. If they’re 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
     3. When assisting with remote learning, support staff are responsible for:
        + Supporting pupils who aren’t in school with learning remotely:
          - Class Teachers/Teachers of Subjects will direct support staff regarding preparing work for specific pupils and groups
          - Class teachers will direct support staff regarding feedback work for specific pupils
          - Support staff will attend the face to face daily meeting as the second adult
          - Support staff will take notes and raise any concerns, including those relating of attendance, safeguarding or well-being with the class teacher.
  2. **Designated Safeguarding Lead**
     1. See school Child Protection Policy and COVID 19 Addendum
  3. **IT Support**
     1. IT staff are responsible for:
        + - Fixing issues with systems used to set and collect work
          - Helping staff and parents with any technical issues they’re experiencing
          - Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
          - Assisting pupils and parents with accessing the internet or devices
  4. **Pupils and Parents**
     1. Staff can expect pupils learning remotely to:
        + Be contactable during the school day – although consider they may not always be in front of a device the entire time or have individual access to IT if sharing devices within a household
        + Complete work to the deadline set by Teachers
        + Seek help if they need it, from Teachers or Support Staff
        + Alert Teachers if they’re not able to complete work
     2. 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
        + Be respectful with all forms of communication

# Guidance for All Staff Involved in Remote Learning:

* 1. **Attending Meetings**
     1. When attending virtual meetings with staff, parents and pupils, workers should ensure that:
        + Professional attire should always be worn in line with the Trust’s Code of Conduct
        + The background is appropriate and neutral – make use of Microsoft Teams backgrounds should it be required (please also see ICT Acceptable Use Policy)
  2. **Data Protection**
     1. When accessing personal data for remote learning purposes, all staff members will:
        + - Access personal data via CPOMs, SIM’s and secure login to Microsoft teams
          - Only use devices provided by the school/Trust (see also ICT Acceptable Use Policy)
     2. Staff must only share professional contact details with parents/carers and pupils eg. School email address and school telephone
  3. **Devices and Security**
     1. All use of IT must be done in line with the Trust’s Acceptable Use of IT Policy
     2. All workers 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)
        + Making sure the device locks if left inactive for a period of time
        + Not sharing the device among family or friends
  4. **Code of Conduct**
     1. All workers will apply professional behaviour when undertaking remote learning in line with the Code of Conduct
     2. Should issues arise for workers in relation to the Code of Conduct then this must be discussed with the Head Teacher in the first instance
  5. **Support for Staff**
     1. The Trust recognise that remote learning is a new concept largely for the education environment, should there be any staff who need support with remote learning they should contact their Head Teacher/line manager in the first instance. **Appendix 1** also outlines some mechanisms for support/guidance.
     2. **Appendix 2** outlines guidance on how to use Microsoft Teams

# Appendix 1 – Who to Contact

If staff have any questions or concerns about remote learning, below are some suggested issues and the most likely points of contact:

* Issues in setting work – talk to HT
* Issues with behaviour – talk to the class teacher
* Issues with IT – Primary Setting - talk to Primary World/Head Teacher

Secondary Setting – IT Network Manager and/or IT Technicians

* Issues with their own workload or wellbeing – talk to Head Teacher/Line manager
* Concerns about data protection – talk to the Head Teacher/Trust Data Protection Officer
* Concerns about safeguarding – talk to the DSL/DDSL

**Contact Details**

**Primary World Contact Details:**

Email: [help@primaryworld.com](mailto:help@primaryworld.com)

Telephone:

**Secondary Contact Details:**

Email: [Wreake-IT@wreake.bepschools.org](mailto:Wreake-IT@wreake.bepschools.org)

Email: [Roundhill-IT@roundhill.bepschools.org](mailto:Roundhill-IT@roundhill.bepschools.org)

**Estates & IT Manager (Trust Based)**

Name: Andy Marshall

Email: [andy@bepschools.org](mailto:andy@bepschools.org)

Mobile: 07876 825104

Appendix 2 – use of Microsoft Teams guidance **-** (Trust Agreed Platform)

**Chat Function In Teams:**

* Decide whether you'll let pupils use chat in Microsoft Teams. It can be a very useful tool for communication for learning but please also be aware that it could lead to bullying, or be a distraction from learning.
* If you wish to disable chat for pupils, you need to create a '[messaging policy](https://docs.microsoft.com/en-us/microsoftteams/messaging-policies-in-teams)' in Teams and then assign it to pupils.
  + First, create your new messaging policy:

1. Log in to the Microsoft Teams [admin centre](https://admin.teams.microsoft.com/)
2. Click 'Messaging policies' on the left-hand side
3. Click 'New policy' and give it a name (e.g. 'Disable chat')
4. Select the 'Chat' setting, and turn it off
5. Click 'Save’

* Then, assign this policy to pupils:

1. Log in to the admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click on the policy you've just made, then 'Manage users'
4. Search for the user you want to add, click on their name, and then click 'Add'
5. Repeat step 4 until you've added all of your pupils
6. Click 'Save'

**General Conduct/Use:**

* Sit against a neutral background – [Change your Background in Microsoft Teams](https://support.microsoft.com/en-us/office/change-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780) this link provides step by step guidance on how to change the background
* Avoid recording in your bedroom where possible (if that's not possible, use a neutral background)
* Dress like you would for school – no pyjamas!
* Double check that any other tabs you have open in your browser would be appropriate for a pupil to see, if you are sharing your screen
* Use professional language
* Ask pupils to also be in a shared space in their house, rather than in their bedroom. No pyjamas for pupils either! Alternatively, you could ask them to turn their cameras off.
* Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

**Recording in Microsoft Teams:**

* Make a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.
* To [record](https://support.office.com/en-gb/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24) in Microsoft Teams:

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

* If you're using Microsoft Teams for live streams
* To [record](https://support.microsoft.com/en-gb/office/schedule-a-teams-live-event-7a9ce97c-e1cd-470f-acaf-e6dfc179a0e2) a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.
* To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.

Appendix 3

**Logo, company name

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**Copy of the Ratby Primary School Remote Learning Agreement**

**Please complete the form below to show you have read, understood and agree to our Remote Learning Agreement as detailed below.**

* I agree that I will support my child to maintain the same expectation of behaviour when using technology at home as they would do in school.
* I understand that my child is expected to wear appropriate clothing when taking part in a live session.
* I agree that my child will be respectful for both teachers and their class mates during a live session.
* I understand that my child is NOT allowed to record any part of the meeting for safeguarding purposes.
* I understand that a second member of staff will be present in any video call to ensure the safety of both pupils and staff.
* I understand that only the teacher / headteacher will have the ability to schedule any form of video call.
* I understand that the teacher can stop the live session at anytime, due to inappropriate actions or behaviour.

**Copy of the Remote Learning Expectations** Appendix 4

**Logo, company name

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**Expectations for Virtual Sessions using Teams**

Each day the children will have the opportunity to engage in live sessions with their teacher each morning and afternoon.

Below are our rules of engagement. It is essential you have read these before any sessions to ensure they are able to run successfully and safely for all involved.

By your child attending the meeting we will it take that you have read and agreed to the below.

* All the rules for safe, professional behaviour that apply in a Ratby Primary School classroom still apply here, for teachers and children.
* All teachers have been given comprehensive advice about delivering remote sessions safely.
* All our teachers have been safely recruited, have up-to-date training and are fully DBS checked (Disclosure and Barring Service).
* Only children participating in the session should be present. As much as we love animals, no pets please as these are a great distraction from the task in hand.
* If there is a one to one session a parent must be present. In group sessions the teacher and the learning support assistant will both be present. We are then happy for children to join in whilst you get on with some jobs or your own work!
* We recommend that children are not in their bedrooms (this is to encourage safe online behaviour), please do call school if you foresee this being a problem.
* Pupils must be dressed appropriately in daytime clothing.
* Teachers can mute participants and end the session at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about. Parents / children can also leave sessions at any time. Please do let us know if you ever have a cause for concern.
* Parents or children must not make any audio / video recordings of the sessions. This is to protect all of the group’s privacy.
* Parents or children must not take pictures of meetings or post images of meetings on social media.
* If anything happens that you, as a parent, feel uncomfortable about, please phone the school on 0116 239 3610 and ask to speak to someone on a Child Protection matter. Alternatively, please email office@ratby.bepschools.org. Mrs Lisa Jones is the Designated Safeguarding Lead and Mrs and Mrs Clare Astill, the Deputy Designated Safeguarding Lead.
* Not all children will be on the screen at all times. High standards of behaviour are still expected by all children.
* Please minimise any external noise so that it will not affect the session.
* Check the background to ensure there are no inappropriate posters, pictures, signs or a window.
* Ensure there is no bright light source behind your child as this makes it difficult for them to be seen properly.
* Children must be ready on time for the scheduled start.
* Children are encouraged to have any home learning and resources with them so this can be easily shared with their teacher and peers.
* Children will need to get used to being quiet whilst a teacher is speaking or demonstrating, as the system only allows one direction of audio at any given moment.
* If you have problems with video, or feel that you would prefer not to use it, then teachers can deliver the session using audio only.
* At the end of the session, the teacher will require each participant to leave the session before the teacher does.
* Due to the limitations of technology, please remember that an online session (especially group sessions) will be different to what children would normally experience, but we believe that children and teachers will adapt to the new format very quickly.
* If you can please visit the app store and download ‘Microsoft Teams’. You can still access the sessions without doing this.
* Ideally children should attend a morning and an afternoon session. However, we are aware that if you only have one device or you are working from home this might not always be possible. If technology is an issue please let the school know as we may be able to help. We are currently trying to source additional devices and awaiting further information from the DfE about the roll out of devices for vulnerable pupils.
* If these sessions are causing your child any anxiety please do let us know as soon as possible.