



Remote Education Policy for Christ Church C of E (VA) Primary School and Nursery

Reviewed: January 2021

1. Statement of School Philosophy

As a staff we are committed to ensuring our children continue to learn at Christ Church CofE Primary School and Nursery whilst the school is partially closed during the Coronavirus Pandemic and National Lockdown. We will continue to strive in achieving our school motto 'Aiming High in Faith, Love and Learning'. Whilst we will provide opportunities for continued learning at home we will also prioritise the well-being and safety of the whole school community.

2. Aims

This Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who aren't in school through use of quality online and offline resources and teaching videos.
- Set out expectations for all members of the school community.
- Provide clear expectations for members of the school community with regards to delivering high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of motivation, health and well-being and parent support
- Support effective communication between the school and families and support attendance

3 .Who is this policy applicable to?

- A child (and their siblings if they are also attending Christ Church CofE Primary School) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- Children who cannot attend school as there is a national or local lockdown and the school has to close to the majority of students whilst remaining open for emergency childcare for key worker and vulnerable children
- Teachers and members of staff who are responsible for delivering remote learning and home learning activities
- Parents and Carers who are supporting their child's learning at home.
- Children whose parents, with the school's permission, choose to keep them at home

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Online tools for EYFS KS1 KS2 (*Tapestry /Class Dojo/Zoom*), as well as for staff CPD and parents sessions.
- Use of Recorded video (*or Live Video if used*) for instructional videos, class sessions on a Monday and Friday and collective worships.
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools
- Use of Class Dojo, Tapestry, White Rose Maths Home Learning, Charanga, Teach Your Monster to Read, Sing Up, TT Rockstars, Phonics Play

5. Home and School Partnership

Christ Church C of E Primary and Nursery School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

Christ Church School will provide support for parents who need it on how to use Class Dojo and Tapestry.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Christ Church School would recommend that each 'school day' maintains structure.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

We would encourage parents to follow the 'digital 5 a day' (Appendix 1) framework which provides practical steps to support a healthy and balanced digital diet.

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Online Safety

- Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment such as a laptop.
- Pupils and Parents will be advised on internet safety tips to help pupils stay safe when using their own devices at home.
- Pupils will be reminded of ways to stay safe when using the internet
- Internet safety challenges from LFGL will be posted to Class Dojo or Newsletter to ensure internet safety remains a priority.
- Pupils and Parents will be given an acceptable use agreement for remote learning and live sessions (appendix 3)
- Pupils and Parents will be reminded of expectations of remote learning prior to a zoom session organised by the teacher (Appendix 2).

- Children will be reminded about the digital five (Appendix 1) to help them maintain a healthy digital lifestyle during lockdown

7. Roles and responsibilities

Teachers

When providing remote learning, teachers must be available between 8.30am and 4pm on their working days.

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 work for children to complete at home.
 - Responding to pupil's work where appropriate.
 - Supporting children and parents in accessing work when difficulties arise
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- Setting work:
 - Teachers will set work for the pupils in their classes.
 - The work set should follow the usual timetable for the class had they been in school, wherever possible. During a national lockdown, the work set for home will follow the same curriculum as planned for the children of critical workers and vulnerable groups.
 - Weekly/daily work will be shared on Class Dojo (For KS1 and KS2 children) or Tapestry (for EYFS children)

Home Learning Provision expectations set by teachers:

- A Zoom meeting to start the week
 - 5 English activities set on Dojo or Tapestry
 - 5 Maths activities set on Dojo or Tapestry
 - 5 Topic activities set on Dojo or Tapestry (The expectation is that the children should complete a minimum of 3). The RE lesson is compulsory.
 - A spelling or phonics and reading activity
 - A Zoom Meeting to end the week.
 - Additional physical activities (challenges)
 - Optional singing activities (access to other musical tasks using Charanga)
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- Providing feedback on work:
 - Teachers will provide feedback on set tasks that have been submitted on Dojo or Tapestry
 - Keeping in touch with pupils who aren't in school and their parents:
 - If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
 - All parent/carer emails should come through the school admin account (admin@christchurch.herts.sch.uk) or through direct message to the class teacher on School Dojo.

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL (Head Teacher)
- The school expects the children to spend every day 3 hours (KS1) and 4 hours (KS2) completing school work. However, we also accept that this may vary depending on individual circumstances.

Learning Support Assistants

LSAs must be available on their working days to work in school with key worker or vulnerable children when advised.

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 assistant must complete tasks as directed by a member of the SLT.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school including daily monitoring of engagement.
- 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

Designated Safeguarding Lead (Head Teacher)

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 pupils and that reasonable adjustments are made where required.

- Ensuring that pupils 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 pupils with EHC plans and IHPs
- Identifying the level of support

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

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 when making any complaints or concerns known to staff

Governing Board

The governing board 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

8. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to CPOMS to record any parent contact or concerns about children, this is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Teachers are able to access parent contact details via SIM's using a secure password. Do not share any details with third parties and ensure SIM's is logged off.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as emails and phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 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 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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Appendix 1 – Digital 5 A Day



Digital 5 A Day

Simple steps to a balanced digital diet and better wellbeing

Appendix 2 – Zoom and Remote Learning Expectations for Pupils and Parents

- 1) An adult must be present at all times - at least in the next room with the door open.
- 2) You must sign in using a recognisable name, preferably the class member's, or you may be denied access.
- 3) Children should be fully dressed in appropriate clothing. This can be casual wear as they might wear to school on a non-uniform day.
- 4) Children should remain muted unless asked to speak.
- 5) No recording of the session, or screen shots, are permitted.
- 6) Children should behave, and speak, as if they would in the classroom.

If any of these rules are broken, the session will be ended immediately.

Appendix 3 – Christ Church C of E Primary School and Nursery - Acceptable Use Agreement – Remote Learning and Live Sessions

In order to support pupils moving to remote learning due to COVID-19, Christ Church School will use a range of teaching strategies including live zoom sessions at the beginning and end of each week. This acceptable use agreement sets out the expectations and procedures that must be adopted by parents/carers of Christ Church C of E Primary School and Nursery and its pupils when participating in live sessions with Christ Church Primary staff or engaging in online learning.

During Live sessions Parents and Guardians will:	During Live sessions pupils will:	During live sessions staff will safeguard pupils through:
- Ensure that their child follows the expectations in this acceptable use agreement. - Ensure that the session takes place in a suitable and communal room or space (e.g. not in a bedroom) - Ensure children do not move around with their device into different rooms during the session. - Be conscious of background environments and others in the room. Ensure that the background is as neutral as possible and does not display personal items or information. - You are nearby at all times – at least in the next room with the door open whilst sessions are taking place. - Help your child to access parts of zoom if they need it (particularly with younger children) - Ensure your child's device is named appropriately and can be identified easily by teachers - Ensure your child is fully dressed in appropriate clothing (not in pyjamas). This can be casual wear like they might wear to school on a non-uniform day. - Not record the session or take screen shots. - Make sure that your child's microphone is muted on entry and that it remains muted unless they are asked to speak. - Expect your child to behave and speak as if they would in the classroom. - Ensure everyone in the household is dressed appropriately. - Ensure everyone in the household uses appropriate language. - Ensure an adult is present to support their child but that they do not engage in the session unless invited by a member of staff leading the session. - By clicking on the link or using the meeting ID and password and helping your child to access Zoom you are thereby giving your consent to school for the use of these resources and consent for your child's image/online presence to be shared with the other class members.	- Only access sessions at the allocated times for links sent from your teacher on Class Dojo - Not share meeting IDs or passcodes with anyone - Follow behaviour expectations that your teacher has of you in the classroom. - Follow Online safety rules that you follow whilst at school - Make sure that your microphone is muted on entry and that it remains muted unless you are asked to speak. - Sign in with a recognisable name, preferably yours, or you may be denied access. - Be fully dressed in appropriate clothing (not pyjamas). This can be casual wear similar to what you would wear to school on a non-uniform day. - Not record the session or take screen shots. - Not change background options on your device. - Not use the chat box at all during live sessions unless asked to by your teacher. - Not eat or drink during the live sessions. - Not undress or change clothes in front of the camera	- Password protecting the meeting/live session - Using the waiting room facility, where available, in order to only admit recognised devices - Ensuring the host has set who can control the screen and use other authorised options - Arrange the settings to have microphones off when joining the meeting - Disable the Chat function and ensure all pupils know they are not to use Chat and other features in any live teaching session - Ensuring all participants know how to mute and unmute and enable/disable video when needed - Being conscious of and making children and families aware of background environments and others in the room - Reminding users about respecting others and that anything they say or do will be seen/heard by all so should be appropriate for within the classroom and follow our usual expectations for on online and offline behaviour

When supporting children in online/home learning Parents and Guardians will:	When participating in online/home learning pupils will:	Staff will safeguard pupils during online/home learning by:
- Help children to access work set by their teacher on Class Dojo (KS1 and KS2) or Tapestry (for EYFS) - Support children in completing their work - Inform the class teacher if they are having issues with accessing or completing the work set. - Only contact staff members during their working hours via the appropriate messaging service on Dojo. - Help children to submit work on Class Dojo (KS1 and KS2) or Tapestry (for EYFS) - Ensure that if uploading videos or photographs they check the background and make sure children are appropriately dressed. - Review home internet security features on devices that the children use. - Check apps and websites before allowing their child to use them. - Refer to online safety guidance supplied by the school - Encourage children to take part in the 'Digital 5 a day' so that they have a healthy digital lifestyle. - Encourage their child to have regular breaks from technology.	- Follow the 'SMART' online safety rules to keep you safe online - Only contact class teachers via Class Dojo or Tapestry - When posting work to teachers it is based on the task set. - If you are including photographs or videos of yourself you check your background and are dressed appropriately. - Only use devices or apps, sites or games if a trusted adult says so - Ask for help if they are stuck or not sure - Tell an adult if they are upset, worried or confused about something they have seen online. - always check with an adult before sharing personal information - be careful what they click on and not open unexpected links and pop ups. - take part in the 'Digital five a day' for a healthy digital lifestyle.	- Only contacting parents and children via class dojo and Tapestry - Providing trusted internet sites and apps for children to use online - Providing support to parents and carers when accessing class dojo and Tapestry - Reminding children of online safety rules - Providing parents with information about online safety. - Encourage children to have regular breaks from technology