



## Coppice Junior School

# Remote Learning Policy

**Policy ratified and adopted by Full Governing Body:** Jan 2021

**Review frequency:** 1 Year

**Policy due for renewal:** Jan 2022

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Headteacher                      Mark Knowles

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Date

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Chair of Governors              Jo Bromige

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Date

## **Aims**

This remote learning policy for staff aims to:

- Ensure the consistency in the approach to remote learning for pupils who are not in school.
- It sets out the expectations for all members of the school community with regards to remote learning.
- Provides appropriate guidelines for data protection.
- Outline how the guidance from the Department for Education is adhered to (Remote Education Good Practice October 27th 2020; Guidance for Full Opening: Schools November 5th 2020)

## **Roles and responsibilities**

### **1) Teachers**

When providing remote learning teachers must be available during their normal working hours. If they are unable to work due to sickness for example, normal sickness recording procedures should be followed.

Teachers are responsible for:

- Setting work so that pupils are accessing the same curriculum remotely as we provide in school wherever possible and appropriate.
- Providing feedback on work
- Keeping in touch with pupils
- Attending live lessons.

### **2) TAs and Child support workers**

When providing remote learning staff must be available during their normal working hours. If they are unable to work due to sickness for example, normal sickness recording procedures should be followed. TA are responsible for:

- Keeping in touch with pupils
- Attending live lessons.
- Proving live lessons for intervention groups

### **3) Subject Leads**

Alongside their teaching responsibilities, subject leads are responsible for considering whether any aspect of their subject curriculum need to change to accommodate remote learning.

### **4) Senior leaders**

Leaders are responsible for:

- Supporting the teachers and support staff with online learning.
- Monitoring the effectiveness of home learning
- Monitoring the security systems, including data protection and safeguarding considerations
- Carry out DSL responsibilities effectively.

### **5) Pupils and Parents**

Pupils and Parents are expected to follow the guidelines on the following pages.

- Pupils and Parents must not photograph or film any of the live lessons. Any breaches of this policy will result in online learning access being removed from the pupil and paper copies of work being provided instead.
- Parents should alert staff if they have any difficulties accessing the online learning.

### **6) Governing body**

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure high standards are maintained.
- Ensuring that remote and learning systems are secure for both data protection and safeguarding reasons.

## **Accessing remote education**

### **How much online learning will my child be provided with?**

- Every day your child will be provided with a minimum of 3 hours of work to complete.
- Most of this will be delivered via 3 live lessons a day.
- They will be given time for independent work relating to these sessions and other subjects.

### **How will my child access any online remote education you are providing?**

- The expectation is that all pupils attend live lessons using Teams.
- Support will be given to help parents and pupils attend these lessons.
- SEN pupils will be supported in smaller groups by Tas/Teachers if required.
- Some pupils may for individual reason not be able to access live lessons and will be provided with paper copies of work to complete.

### **If my child does not have digital or online access at home, how will you support them to access remote education?**

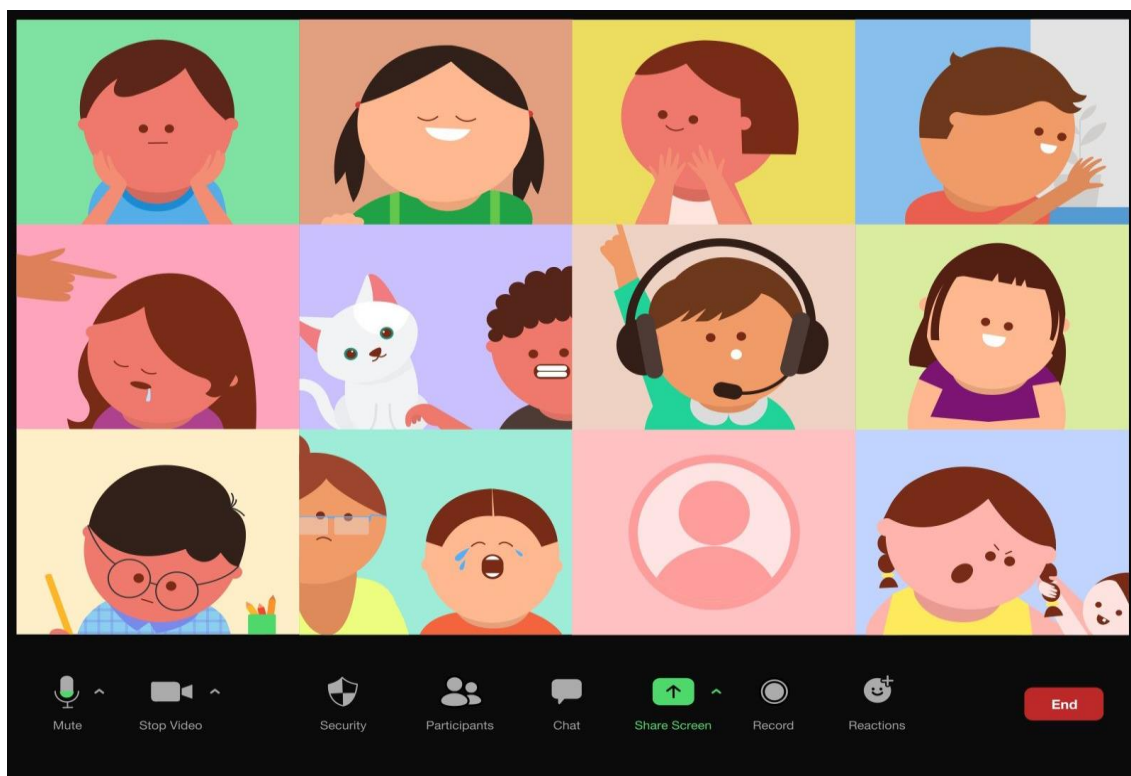
We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- Loaning of laptops if required
- Giving a range of methods for sharing their work.
  - Photos shared on class dojo
  - Books supplied so that pupils can keep records of their work until school reopens
  - Task can be saved on teams
- Pupils can be provided with printed resources

## **Engagement and feedback**

## Guidance for Teachers when Teaching Online

*In order to provide high-quality teaching and learning online it is important that all stakeholders are kept safe. All guidelines exist in conjunction with the 'Keeping Children Safe in Education 2020-2021' policy. The following guidelines are to be adhered to by parents, children and teachers in order to provide a safe, secure and effective online community for all.*

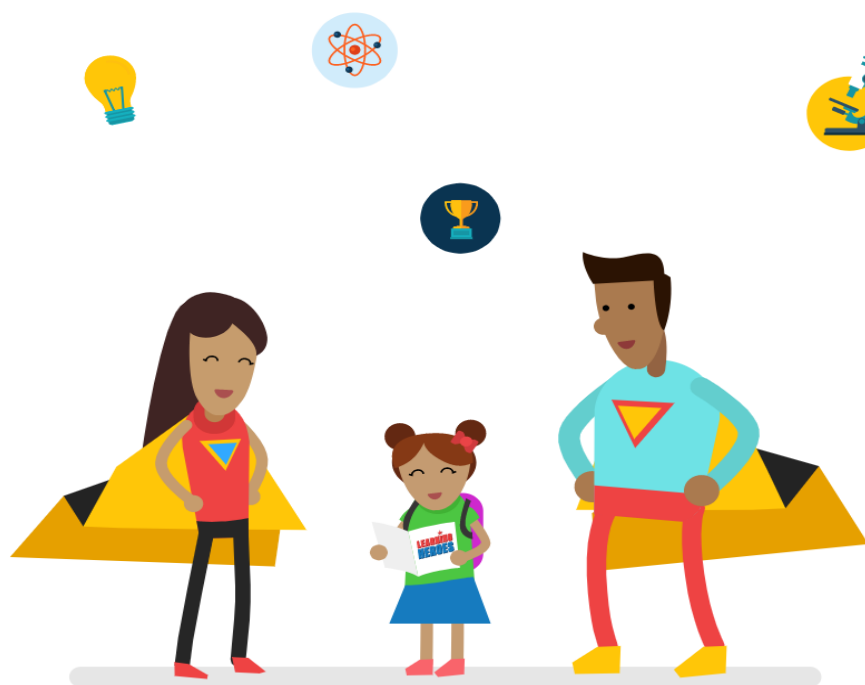


### Prior to Online Session...

- Create meeting using teams
- Ensure the meeting setting has a waiting room and all participant's microphones are set to mute.
- If children have cameras off, either request them to switch on or speak to you to identify the child.
- If a session is recorded, ensure that children who can not be photographed have cameras switched off.
- Blank backgrounds are to be used, where possible, whilst teaching from home.
- Appropriate clothing should be worn whilst teaching
- Children are to log on with their first names in the box for you to identify them in the waiting room.
- All recordings, screenshots and pictures should be stored inline with the GDPR and Safeguarding policy.
- Read the [Guidelines for Parents: Online Lessons](#) and [Top Tips for Children when Participating Online](#) documents within this policy. All three work in conjunction with each other.
- The same behaviour expectations that are set within a classroom apply to the teams meeting and the teacher retains the right to terminate a pupil's participation.
- Recording, photos or screenshots of the teams meeting are not allowed by participants.
- Any safeguarding concerns are to be reported to the DSL through the channels detailed in the School Safeguarding Policy.

## Guidelines for Parents: Online Lessons

*At Coppice we are committed to providing high-quality home learning for all children and ensuring that they receive the very best education possible during these unprecedented times. It is important to keep our children safe including when accessing online lessons. In order to do this we have created some online rules and guidance to be adhered to and will ensure that everyone is safe, happy and taking part in effective and high-quality learning environments.*



### Guidelines for Successful Online Learning

- By accepting the teams meeting and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
- Teams is only to be accessed by a device in a communal family space.
- If children need to access the meeting in their bedroom the door must be open.
- Where possible, sessions should supervised by adult to deal with any technical difficulties.
- A quiet learning zone and blank background is preferable and ensure the setting for the call is appropriate if others could be seen.
- Headphones may be helpful for your child to retain concentration
- Attendees and any person who could be seen during the session should be dressed appropriately.
- The meeting log in is to remain confidential and not to be shared to anyone that it was not designated to.
- Recording, photos or screenshots of the teams meeting are not allowed by participants.
- The teams meeting will be recorded by the hosting teacher and stored inline with the school GDPR and ICT policy .
- The same behaviour expectations that are set within a classroom apply to the teams meeting and the teacher retains the right to terminate a pupil's participation.
- Please read the [Top Tips for Children when Participating Online](#) Document **with your child** prior to their first session.
- If you have any serious concerns regarding online sessions or provision please contact the school office who will put you in touch with the relevant member of staff.

## Top Tips for Children when Participating Online

*We know that you are brilliant learners with fabulous learning behaviours at school. Here are some top tips for you to continue to excell during online lessons, and check-ins. Be sure to read through these before you join your session to help you, your friends and your teachers make every session great!*



### Before you log on...

- Log on to your session in a communal family space.
- Have all of your equipment ready for the lesson
- Wear home clothes everyday – not pyjamas though!
- Make sure you are comfy, so you don't have to leave the screen and miss anything important.
- Have a drink with you just in case you get thirsty
- Put your first name only on the Teams name

### When you are logged on...

- Mute your microphone when you are not talking
- Try to keep any distractions away for the lesson time- unless your teacher asks to meet your cat or family pet.
- Switch your camera on if your parents are happy for you to be seen in the recording of the session.
- Don't record, take photos or screenshots of the teams meeting.
- Use the chat function to interact with your teachers only.
- Think before you write anything in the chat
- Remember that we have the same behaviour expectations that are set within a classroom.
- Try to enjoy your sessions – it is a very special time.

