



St. Luke's Church of England Primary School

'Nurturing the individual as part of our community'

Faith – Wisdom – Aspiration – Community – Compassion

'Learning for Life'

Policy Name	Remote learning policy and protocols
Governors responsible for review	Standards & Effectiveness
Date Approved By Committee	Full Governors – 1 st March 2021
Review Cycle	Annually – Autumn 1
Statutory/Recommended/Optional	TBC

Our Mission Statement

Our Mission statement is based on the values of empathy and respect for all, diversity, integrity, faith and being proud of who you are.

'Nurturing the individual as part of a caring and sharing community'

This policy should be read in conjunction with our 'Protocol for Online Teaching and Learning'

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1. Statutory obligations and expectations

From **5 January 2021**, all schools and colleges are required to close to most pupils and students. Whilst vulnerable pupils and students, and the children of key workers, can continue to be educated in person, DfE expects schools and colleges to immediately offer all other pupils and students access to remote education. The remote education provided should be equivalent in length to the core teaching pupils would receive in school and will include both recorded or live direct teaching time, and time for pupils to complete tasks and assignments independently.

The amount of remote education provided should be, as a minimum:

- **Key Stage 1:** 3 hours a day on average across the cohort, with less for younger children
- **Key Stage 2:** 4 hours a day
- **Key Stages 3 and 4:** 5 hours a day

For **EYFS** – less than 3 hours a day for younger children. Support parents to establish daily routines and provide them with easily available, adaptable resources: [Early years and preparation for school • Salford City Council](#)

Bear in mind that this is an evolving situation: government directives; staff and pupil health, internet access and technological capabilities will all impact on the implementation of these protocols and revisions may need to be made with short notice.

Please note: a pupil's first day or two of being educated remotely might look different from the standard approach, in order to prepare for a longer period of remote teaching.

2. Remote learning can be:

- **Remote education:** a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils
- **Digital remote education:** often known as online learning, this is remote learning delivered through digital technologies.
- **Blended learning:** a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where main input happens remotely (for example through video), while practice and tutoring happen in class.
- **Synchronous education:** this is live; asynchronous education is when the material is prepared by the teacher and accessed by the pupil at a later date.

3. Aims

- Establish a rigorous home-learning protocol to enable pupils to continue their education away from the school site with appropriate support structures to ensure equity for all pupils
- Ensure consistency in approach to remote learning for pupils who are not in school to ensure all pupils continue to make progress
- Ensure a continuity of education for the children when they are unable to attend school during any periods of self-isolation or national lock down
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

4. Roles and responsibilities

4.1 Teachers

When preparing remote learning teachers will:

- Attend virtual meetings with staff and other professionals



- Select appropriate locations for virtual meetings/lessons (e.g. avoid areas with background noise or inappropriate backgrounds)
- Plan a range of remote teaching approaches including live teaching, recorded teaching (e.g. Oak Academy lessons, video/audio recordings made by teachers), school subscribed software and paper-based tasks
- Plan and prepare work for their year group
- Continue to deliver educational opportunities using online platforms, to enable remote teaching and learning
- Provide learning tasks that are educational and engaging; pupils should be able to complete on their own, or with minimal help from their parents/carers
- Work and tasks should suit the stage of learning of the pupils and expected outcomes should be accessible
- Preparatory or consolidation work should be planned if required
- Plan work that can be done in bite-sized chunks; projects should be broken down into manageable steps

When **delivering** live-streamed remote learning teachers will:

- Dress appropriately and professionally when delivering remote education
- Maintain the safeguarding of both pupils and staff in remote spaces. The same policies, procedures and guidelines remain in place and adherence to all statutory guidance is required when teaching remotely
- Monitor pupil engagement and liaise with the Safeguarding Team, if lack of engagement persists. This should be followed up initially, through welfare calls by the class teacher or TA.
- Deliver live lessons, ensuring pupils and chat can be monitored.
- Communicate with pupils via MS Teams. Teachers must not communicate, using mobile phones/text messaging services.
- Keep in touch with pupils who aren't in school as per the 'Whole School Welfare Call System'

The school will deal with E-safety incidents in accordance with the procedures outlined in the current E-Safety and Safeguarding Policy as specified on the school website.

Complaints or concerns from parents should be dealt with in the usual manner.

Guidelines for all video calls and video lessons:

- The parent or carer must make sure their child and other members of the household are aware the video call is happening
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas
- Language used must be professional and appropriate, including any family members in the background
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only ever video call a pupil with prior agreement with parents and the head teacher or a senior member of staff
- This will always be at a pre-arranged time. The times of all video calls and lessons will be published to parents
- Parents confirm they give consent for their child to be part of the group conversation by facilitating their engagement
- Wherever possible 'live' classes will be recorded so that if any issues were to arise, the video can be reviewed; parents and children are made aware of this.



Group Video Lessons:

- These will be group conversations only or webinars
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended, and concerns will be recorded and passed to the head teacher/senior member of staff/safeguarding lead
- Live classes should be kept to a reasonable length of time and should take place during normal lesson times
- By allowing your child access to the MS Teams sessions, you are giving your permission, and permitting sessions to be recorded.

Video Conversations:

Staff will only ever video call a pupil with prior agreement with parents and the head teacher or senior member of staff.

- This will be at a pre-arranged time and day
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room
- Please contact the school if you have any questions or concerns.

4.2 Support staff

When supporting remote learning support staff will:

- Be available between their normal working hours
- Be responsible for supporting pupils who aren't in school with learning remotely.
- Support the teacher when in presenting mode so the chat can be monitored
- Attend virtual meetings with teachers, parents/carers and pupils

4.3 Subject leads

Subject leads will:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning
- Have an oversight of the delivery of the curriculum for each class; monitor remote teaching to make sure all work set is appropriate and consistent with the school's curriculum
- Alert teachers to resources they can use to teach their subject remotely

4.4 Senior leaders

Senior leaders will:

- Co-ordinate the remote learning approach across the school
- Monitor the effectiveness of remote learning
- Monitor the security of remote learning systems, including data protection and safeguarding considerations

4.5 Designated safeguarding lead

The DSL will:

- Create the Safeguarding Policy addendum
- Ensure the remote learning policy complies with safeguarding requirements



4.6 IT staff

IT staff will:

- Fix issues with systems used to set and collect work
- Help staff with any technical issues they're experiencing
- Review the security of remote learning systems and flag any data protection breaches to the data protection officer

4.7 Pupils and parents/carers

School will expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by the school
- Seek help if they need it, from teachers and support staff
- Alert teachers if they are unable to complete work

School will expect parents/carers with children learning remotely to:

- Make the school aware if their child is unwell or can't complete work
- Give consent for their child to engage in live lessons/video calls which may be recorded
- Seek help from the school if they need it
- Follow correct procedures when making complaints to the school

4.8 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

5. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following:

- Issues in setting work – talk to the relevant phase leader
- Issues with behaviour – talk to the Phase Leader or HT/DHT
- Issues with IT – talk to RM/Business Manager
- Issues with their own workload or wellbeing – talk to their phase leader
- Concerns about data protection – talk to the data protection officer via HT
- Concerns about safeguarding – talk to the DSL/DDSL

6. Data protection

6.1 Accessing personal data

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

- Access the data on a secure server on the school's IT network
- Use school devices to access the data



6.2 Processing personal data

Staff members may need to collect and/or share personal data 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.

6.3 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date – always install the latest updates

7. Safeguarding

An addendum to the safeguarding policy has been created in the light of COVID-19. This can be found on the school's website.

8. Appendix

8.1 Online Activity Guidelines

Online Activity Guidelines

Parents/carers

Please take some time to read through these guidelines so that as a parent or carer you fully understand the requirements.

We appreciate that these are unusual times for all, and we appreciate everything you do to work with us to make the best of the current situation.

- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access
- Make sure you know who your child is talking to or messaging
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone
- Inform the school if your child is struggling to access the remote learning

Pupils

Pupils – you will be using the online platform more often in the future to access homework set by your teachers or for online lessons should your year group bubble have to close or if we have a national lockdown in the future due to the COVID-19 pandemic. Therefore, we ask that you read and fully understand the following guidelines to ensure that you stay safe and keep others safe too.

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else. I will:

- Only open pages which my parent, carer or teacher has said are okay
- Talk to my parent, carer or teacher before using anything on the internet that I am unsure about
- Tell my parent, carer or teacher if anything makes me feel scared or uncomfortable
- Make sure all the messages I send and comments I leave are polite and positive
- Tell my parent, carer or teacher if I get a nasty message or something makes me feel uncomfortable, and I will not reply
- Not give my phone number or address to anyone online



- Not tell people about myself online (I will not tell them my name, anything about where I live or where I go to school, names of clubs I attend)
- Not upload photographs of myself onto the computer or internet without my parent or carer's permission
- keep any passwords I have private
- Only speak to people I know online and on the phone
- Never agree to share photos, phone, video call or meet a stranger
- Always make sure my parent/carer knows who I am talking to or messaging
- If your teacher wants you to create a post, for example taking a picture of your Home Learning Project, they will enable you to create posts for that time
- If you are posting photos of your learning, please remember to do so safely – remember to always check with your parent/carer before uploading a photo, and try to make sure your photo is of the learning, not the pupil
- All pupils must be suitably dressed and in a suitable location

UNACCEPTABLE USE - Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people
- Using another person's username and password e.g. to access a device or website
- Looking at, or changing work that belongs to other people without their permission
- Wasting time or resources on school computers
- Sharing pictures or making video calls without checking with your parent/carer

8.2 Protocol for Online Teaching and Learning

PROTOCOL FOR ONLINE TEACHING AND LEARNING GENERAL REQUIREMENTS FOR STAFF, PUPILS AND PARENTS

This document sets out the expectations for pupils, staff and parents, when using MS Teams for 'Interactive Sessions' to support Home Learning.

*Staff and pupils must wear clothing, which is appropriate for learning, as should anyone else in the household.

*Participants should only participate in the interactive sessions, in a safe and appropriate place/area and where possible they should be sitting against a neutral background

*Participants in the interactive sessions should ensure that no inappropriate objects/information are visible (including information which could be used for ID fraud)

*Language must be professional and appropriate, including any family members who are within range of the electronic device's speaker.



At the start of all sessions, staff should do the following:

*Check the session is being recorded (safeguarding purposes)

*Set the background (if camera on)

*Remind pupils of ground rules for pupils for the session;

- **use of chat for asking questions, hands up function, behaviour expectations**
- **only the teacher presents, only the teacher mutes, only the teacher decides to remove someone from the session and the teacher must not be muted.**
- **During whole 'class' input, pupils should turn their cameras off. This ensures better accessibility for all.**

*Any pupil who interferes with the interactive session either whilst live or as part of a recording will be deemed to have violated this protocol and will be removed from the session (if this behaviour continues, then a discussion will be had regarding future involvement in interactive sessions)



*Mobile phones are only allowed if the student is using the Microsoft Teams App on their phone to access the session or needs to access an online search, linked to the lesson.

*No photographs to be taken or other recordings to be made with a mobile phone. Again, if a student violates the protocol, e.g. they post a video of the session on social media or they are non-compliant during the session or after, this could lead to them being excluded from future sessions.

Safeguarding

Teachers will be required to record each session. The main purpose for this is to protect staff and pupils should an issue arise.

Staff should note any concerns raised/anything that went wrong during a session. If a member of staff is aware of an issue whilst online, if appropriate, the member of staff should deal with it as it arises, deal with it immediately following the session, by asking the pupil (s) concerned to remain online to further investigate the issue or to contact the student/parent/DSL following the session.

Pupils should;

*Have high standards of behaviour and co-operation

*Be ready to begin the lesson **on time** (be online, ready 5 minutes prior to session start time)

*Use the chat function **ONLY** to aid the learning process

Only use the discussion board for communication with your teacher, purely for work based discussion and questions. It should not be used to talk with their friends. Staff members will endeavour to provide an answer or clarification (if required) as soon as possible but please allow time, as your teacher's family and onsite commitments can vary.

*Use the hands up function to aid the learning process

*Mute – unmute only if responding to your teacher.

*Be aware that the sessions will be recorded for safeguarding purposes

*Be aware that sessions are recorded, so if one is missed, it can be replayed.

If pupils are non-compliant with the teacher's requests or are disruptive in any way during the session or after, this could lead to them being excluded from future sessions.

In the case of pupils not being able to access a lesson, due to the sharing of IT equipment at home, please ask your parent/carer to contact school.

Pupils are expected to attend and complete all daily work.

Parents

*The interactive session is between the pupils and the teacher and nobody else. Parents and family members are requested to respect the online pupil and teacher session and **not to get into conversations with the pupil or teacher whilst sessions are underway.**

*Parents and/or family members are not to make any comments verbal or in writing about the content of the lesson, during the session. Any concerns should be emailed to school.

*Parents are expected to ensure that their son/daughter is punctual to and attends all online sessions and also expect high standards of behaviour from their child.

*Parents are requested to ensure devices in the home are being used fairly by siblings.

*Parents are requested to be nearby.

BY ALLOWING YOUR CHILD TO ACCESS MSTEAMS, YOU ARE GIVING PERMISSION FOR THE SESSIONS TO BE RECORDED.

ST. LUKE'S CE PRIMARY MICROSOFT TEAMS – INTERACTIVE SESSION PROTOCOLS

BE ON TIME
Be on time and ready to contribute to the online meeting.
Ensure your device works 5-10 minutes before the start time.

MUTE YOURSELF
Mute your camera and microphone right away.
Only activate your microphone when you wish to contribute and the teacher has given permission.
All communication must be respectful.

PRESENTATION
You must wear appropriate clothing for a School event and ensure your surroundings do not cause any offence.
Any inappropriate behaviour will be reported.

CAMERAS AND HEADPHONES
You will not take photos or record students or the teacher during the online lesson.
If you have headphones, please wear them.
Always follow the instructions of the teacher.

CHAT RESPONSIBLY
Contribute to the online meeting respectfully and responsibly.
Only use any chat function when needed and the teacher is able to respond.

SIGNALS
During the online meeting, you can use hand signals to indicate your response.
Thumbs up = yes, Thumbs down = no.
Raise hand = I have a comment.

