Houghton Conquest Lower School

Remote Learning Guidance

Introduction

Houghton Conquest Lower School is committed to ensuring that, irrespective of lockdown or self-isolation that our children can continue to access their learning at home. That even if they are not in school, they can still achieve and learn in a different environment.

The following guidance outlines how we will seek to deliver this provision. This guidance offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources. We will seek to support all families as fully as we can.

For Whom is This Guidance Applicable?

- A child who 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 whose whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.
- The whole school, if we go into lockdown.

This guidance complies with the expectations and principles outlined in the <u>DFE document: Guidance for Full Opening of Schools.</u>

It also meets the requirements in the DFE Guidance Remote Education Good Practice.

Aims

This remote learning guidance aims to:

- Ensure consistency in the approach to remote learning for children who aren't in school.
- Sets out expectations for all members of the school community with regards to remote learning.
- Provides appropriate guidelines for data protection.

Roles and Responsibilities

Teachers

When providing remote learning, teachers are responsible for:

Setting work:

- Teachers will set work for the pupils in their class via Google Classroom.

- The work set should follow the usual timetable and curriculum for the class had they been in school, wherever possible.

- Weekly plans will include a section for remote learning, detailing what will be set should a child require it.

- Teachers will place the work on Google Classroom platform for the children to access.

- Providing feedback on work.

    o Teachers will share good examples of work and respond to completed work that has been shared with their class teacher.

    o Teachers will comment, in line with school's marking policy, on children's uploaded learning.

- Keeping in touch with children who aren't in school and their parents:

    o If there is a concern around the level of engagement of a child, parents should be contacted via phone or email to access whether school intervention can assist engagement.

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's.

Children and Parents

Staff can expect **children** learning remotely to:

- Complete work to the deadline set by teachers.

- Upload work onto the Google Classroom for teachers to see.

- Seek help if they need it, from teachers via email or telephone call.

- Alert teachers if they're not able to complete work.

- Follow our Acceptable User Policy and Agreements in their online behaviour.

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 follow the school values' when making any complaints or concerns known to staff.

- Follow our Online Safety Policy in supporting children with their remote learning.

- Follow Remote Learning Guidelines for pupils and parents in Appendix 1.

If you wish to discuss a matter with your child's class teacher then they are contactable via their class account.

For all other enquires parents can email the school office on office@hcschool.org.uk.

Data Protection

Accessing personal data

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

- Follow GDPR procedures

Processing personal data

- Children's passwords are held securely at school.
- Send any emails home using their class email address or the school office email account. Personal staff email addresses will not be used.

Keeping devices secure

- Keep all devices 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)
- Make sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Always logging out of any software when finished
- Keeping operating systems up to date – always install the latest updates

Appendix 1 – <u>Remote Learning Guidance for Pupils</u>

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'm 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 do not reply.
- Will not give my log in details or email address to anyone online.
- Will 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).
- Will not upload photographs of myself onto the computer or internet without my parent or carer's permission.
- Keep any passwords I have private.

Google Classroom:

- When using Google Classroom, the teacher may let pupils comment or they may have turned comments off.
- If you are allowed to comment you must remember our learning on online behaviour - you are polite and positive and comments should be related to your learning.
- Remember - teachers can see exactly who posts what on Google Classroom.
- Not use my Google Classroom email address for any other purpose other than logging into the google suit learning platform, for home learning.
- 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.

Remote Learning Guidance for Parents

- Make sure your child understands and is aware of the pupil guidelines.
- Answer the phone to school staff or return calls, messages and/or emails.
- 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.
- 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.

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, for example, not in bedrooms; and where possible be against a neutral background.
  - Language 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.
  - The times of all video calls and pre-recorded lessons will be published on Google Classroom and logged.
  - If a 'live' class lesson is conducted this will be recorded and stored on Google Drive so that if any issues were to arise, the video can be reviewed. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.

Group Video Lessons:

- If your child takes part in a group video lesson/conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation.
- Parents will need to give consent for their child to be part of a group video lesson.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, then the conversation will be ended and concerns will be recorded and passed to the head teacher.
- Live classes should be kept to a reasonable length of time and should take place during normal lesson times.

1:1 Video Conversations:

- Staff will only ever video call a pupil with prior agreement with parents and the head teacher.
- 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.