

EASTCOURT INDEPENDENT SCHOOL

REMOTE LEARNING POLICY

This policy, which applies to the whole school may be obtained from school office.

Document Details

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| Information Sharing Category | Public Domain |
| Version | V1 |
| Date Published | 01/01/2021 |
| Authorised by (if required) | Proprietor |
| Review / Update Date | 01/01/2022 |
| Responsible Area | Proprietor and Senior leadership team |

Amendments:

| Date | Amendment |
|------|-----------|
| | |

Availability: This policy applies to all activities undertaken by the school, inclusive of those outside of the normal school hours and away from the school site and is inclusive of all staff (teaching, support and agency staff), pupils on placement, contractors, the Headteacher, the Advisory Board and volunteers working in the school. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy being required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policy Awareness form*.

Monitoring and review:

- This document will be subject to continuous monitoring, refinement and audit by the Headteacher
- This policy was last reviewed agreed by the Advisory Board in January 2021 and will next be reviewed no later than January 2022 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

C.Redgrave

Mrs Christine Redgrave
Headteacher

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Eastcourt Independent School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Introduction: In the event of an enforced school closure, the following procedures are in place for remote learning. The intended outcome is that the curriculum is at the forefront of the work and, as far as possible, pupil progress should not be negatively impacted. This policy will be reviewed by the Headteacher to ensure that the technology and structures set out in this document are suitable for the current systems used by the school. For details on how we will safeguard pupils during a school closure, see our COVID-19 / Safeguarding Policy.

Staff and pupils are still expected to follow their user-agreements on the acceptable use of technology. Where pupils are using technology from home, for remote learning purposes, the school will continue to support parents and carers in providing appropriate and up-to-date guidance on online safety measures they can take to keep their children safe at home. Additionally, the Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, with the day-to-day responsibility being delegated to the class teachers. The Headteacher and the DSL are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff, which in line with our main safeguarding reporting procedures.

Teachers: In the event that the school is closed to pupils, all teaching staff will be expected to be able to work from school or home unless the government issues advice to the contrary. Teaching staff should only teach from home in the following circumstances:

- If the government closes the School to all pupils and staff, or if they separately advise everyone to work from home
- If members of staff are self-isolating in line with government guidance; or
- Members of staff need to be at home for other reasons (e.g. childcare arrangements)

Three Zoom sessions should be planned for each day. Enough work should be set to fill the lesson time. This should be emailed to the parents as early as possible and at the very latest the evening before the lesson.

Within KS1/2: Teachers will email pupils an outline of the lessons for the following day the evening before. Teachers will offer live teaching sessions three times a day. Class teachers will keep a daily register and the returning of work will be monitored with any gaps in work followed up.

Wherever possible, work set should reflect the normal curriculum objectives. It is understood that learning activities may differ from those in a classroom setting. It is each pupil's responsibility to complete the work set or communicate to their teacher why they cannot do so. Teachers are expected to make the Headteacher aware of a pupil who does not complete work. Teachers are asked to ensure that all pupil queries are dealt with inside 24 hours (excluding Sundays or other non-teaching days).

Teachers should consider adaptations to home learning for pupils' specific learning difficulties, ensuring they are able to access the work and that there are appropriate expectations of the work they will produce. Teachers should ask for work to be submitted as appropriate via email.

SLT: Will regularly check in with staff to ensure that we have a consistent approach, and pick up on any potential concerns early on. They will also provide support to colleagues to ensure that work is provided as required. Staff will make sure they have fully reviewed online content that they plan to share with pupils e.g. not just the start

Teachers will consider how they can adapt lesson content to be taught remotely with limited physical or IT resources and will guide pupils through their work and be prepared to follow up on anyone who has not been completing work. The Headteacher should be made aware of any concerns staff may have about incomplete work. This is likely to entail contacting the pupil and/or parents.

Pupils:

Pupils should follow their normal timetable as far as possible, completing tasks set and attending any teaching times. Pupils and staff must be fully dressed and in an appropriate space if they can be seen on camera via Zoom.

Pupils will communicate with their teachers and ask questions if they do not understand, either via email or Zoom. Zoom lessons are not to be recorded. Eastcourt has paid for the Zoom lessons to be recorded for a period of time for safeguarding reasons.

The school will also offer subject-specific online learning extension tasks as appropriate to supplement pupil's learning whilst at home. If pupils have technical difficulties in accessing online resources, including the Zoom sessions, pupils or parents should contact the school office. Pupils must also read and adhere to the school's home learning agreement (Appendix A) and follow the additional guidance for video conferencing (Appendix B).

If parents have any concerns related to the work set, they should contact their child's class teacher in the first instance. The Zoom lessons are for pupils only, however we recognise that pupils may require support to access their home learning. Parents must contact the school as soon as possible to let them know if they do not have access at home to the internet or a suitable device (e.g. PC, laptop, tablet or smartphone), or are otherwise unable to complete any of the work set.

Appendix A: Online Home Learning Responsible Use Agreement

These rules are an extension of the School Code of Conduct and the School Rules, Rewards & Sanctions. All pupils are expected to follow these rules and guidelines and all other existing School policies continue to apply.

Rules

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology when there is an adult in the house or they know I am using it.
- I will not reveal my passwords to anyone, other than to my parents and Teacher.
- I will be responsible for my behaviour and actions when using technology; this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my parent or to the school.
- I will not record, screenshot or take photos of my classmates or teachers during a face-to-face session.
- I understand that when using Zoom and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed then school sanctions will be applied and my parents may be contacted.

Appendix B: Behaviour Expectations and Code of Conduct when Video Conferencing

When participating in a Zoom session, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in a classroom. Any pupil not following the guidelines correctly is being sanctioned in the same way as they would be if they were on site.

This includes:

- Be on time for your interactive session
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions
- You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by the Headteacher to communicate with pupils.
- No animals or toys to be brought to lessons
- Pupils and Staff must be dressed in appropriate clothing/must be fully dressed when attending video lessons
- If possible, child should sit in a quiet room with minimal background noise (preferably without the television on) and away from siblings if possible.
- Children must only share their screens when asked to. Likewise, the chat facility must only be used with teacher permission.

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- Changing backgrounds is not allowed. It is distracting and interferes with your own video picture. If you are on a laptop, using speaker view rather than gallery view is very helpful.
- The teacher will mute / unmute people, with pupils requesting to speak rather than having direct access to via the chat.
- No eating or drinking – water is permitted.
- Make sure your face can be seen properly.
- If pupils are using a mobile device, prop it up against something and leave it still.
- Pupils and staff should be sat up properly.
- The teacher will start the Zoom session at the given time.
- Behaviour should be of the same standard online as it is in the classroom. Put up your own hand or raise the virtual hand if you want to contribute. Anybody behaving inappropriately will have their video switched off temporarily and a reminder will be given about the rules.
- Pupils should have the books and equipment required for the session close to hand.
- Pupils should not leave the meeting without permission of the teacher.
- If teachers need to communicate with pupils or their families, this will be done via email, Zoom or a telephone call.
- Pupils should only use video conferencing as a classroom alternative and as such should only be used during lesson time.
- Staff will only use their school email address to access Zoom to ensure authenticity.