



# Chaloner Primary School

## Remote and Home Learning Policy

### Introduction

At Chaloner Primary School we have produced the following policy guidance in continuing to provide education via remote learning for our children due to the current COVID-19 Pandemic.

Our expectations of children, staff and parents are clearly described in the detail below in order to ensure that, everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

Remote learning will be provided via the child's school email address or through Microsoft Teams. If you cannot access either, you must contact the school office on the first day of isolation.

**Please ensure that you have read the Policy in full and the subsequent guidance carefully.**

### Aim

The aim of this policy is to describe the use of live streaming and email applications by Chaloner Primary School.

Live streaming and school email are being used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

### Applications

For live streaming, at Chaloner Primary School, we will use Microsoft Teams. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

<https://bit.ly/30MNI9X> - Please use this link for full guidance and joining instructions for Microsoft Teams.

The Application has a number of functions to it. As a school we have chosen to disable some functions: this is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions.

For daily lessons/work to complete, we will use the school email system. By providing each child a school email address to use, we are guaranteed all safeguarding measures are in place. We also have a stringent monitoring system to check and deal quickly with inappropriate emails being sent. Personal email addresses are automatically blocked for children so no-one can message them external to school users. For this reason, please communicate with the teacher, regarding work set, using your child's school email address rather than your own personal email address.

It is our expectation that as users of the applications both children (parent/carers) and staff should report any additional problems directly to the Class Teacher around the functionality of this application. A phonecall can be made to the main office if needed.

### **Live Streaming**

Live Streaming will always be carried out by the School's ICT system and any other access will not be authorised.

### **Filtering and Monitoring**

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our ICT department to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

***Please ensure that you report any identified issues immediately.***

### **Equipment**

The functionality of the application will be disabled or enabled by the school at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to our school's, 'acceptable use' Policy which highlights clear expectations of the use of equipment.

***If you require a laptop or I-Pad from school please contact us on the first day of isolation and we will try to get one to you.***

### **What you need to do**

The first day of isolation is preparation time. This is the day you need to make sure everything is working properly in your house. Here is your check list:

1. Make sure you have a device in the house, linked to the internet, that your child can use to download homework. (If not then contact school immediately and one will be sourced for you)
2. Test that you can send and receive emails using your school email address. Your teacher will send you a test email to respond to.
3. Make sure you are able to download Microsoft Teams and have read the guidance.
4. Read the expectations from your teacher about what to do tomorrow.

If all the above checklist is ticked then you are ready for day two which will be the start of your learning at home. The teacher will be busy supporting learning from day 2 so it is really important you carry out this checklist on day 1. If you are having difficulty after day 1, then phone the school office and someone will get back to you when they are able to.

### **Expectations of Children**

At Chaloner Primary School the following expectations are in place and must be read by children and followed for all remote learning.

- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/carer and teacher.
- I will be available for my daily work at 9.00am.
- I will be prepared, have everything I need to work.
- If virtual, I will turn my web camera on and my microphone on to mute.
- I will not record a virtual session or cause it to be recorded.
- I will seek help from the teacher through email.
- I will use my email address responsibly.
- I will share the work I have done with my teacher by 3.00pm.
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.
- I will not use the school equipment for any other purpose other than specified learning.

### **Expectations of Parents/Carer**

At Chaloner Primary School the following expectations are in place and must be read by parent/carers and followed for all remote learning.

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will support my child in completing all work set.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than specified learning for my child.
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

### **Expectations of Staff**

At Chaloner Primary School the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- I will provide the days learning by 9.00am each day.
- I will be available to support learning at home within the working hours of a school day.
- I will not record the session.

- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Head Teacher.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

This policy should be read in conjunction with the School's:

- Safeguarding and Child Protection Policy
- Staff Behaviour Policy
- Acceptable Use Policy
- Keeping Children Safe In Education 2020

Useful links and publications:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

<https://bit.ly/30MNI9X> - Please use this link for full guidance and joining instructions for Microsoft Teams.

Consent Form Parents/Pupils

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the application and equipment (either school's or my own) appropriately and safely at all times.

Name of child..... Signature of child.....

Name of parent..... Signature of parent.....

Date.....

Consent Form Staff

I agree to comply with the school's acceptable use policy.

I agree to comply with the school's remote and home learning policy.

I agree to use the application and equipment appropriately and safely at all times.

Name of Staff..... Signature of Staff.....

Date.....