

REMOTE TEACHING AND LEARNING: SOFTWARE AND POLICY

Date modified: March 2022

Date of next review: March 2023 or as advice changes

The main vehicle for delivering remote learning is on Teams and Zoom for video conferencing. Teachers will set all work via Assignments in the Teams app. *EExAT* will be used for Early Years children.

Timetables will be issued at the beginning of each week to the classes. Core skills (maths and English) will be lessons delivered to the whole class via the Zoom app. Other subject work set will be in line with that delivered during normal school days and via the Assignments section of Teams. Lessons will stop during the published school holidays. Please see Practicalities for further detail.

1. Scope

This policy applies to circumstances where:

- a) the School is anticipated to be closed for a period longer than 3 days because (e.g.) the School is inaccessible, key systems or utilities have failed, or an order by a regulatory authority requires the School to close and/or a significant number of people to self-isolate. The School will do all that it reasonably can to continue to deliver educational services, by using various technologies and online services to enable remote teaching and learning.
- b) In circumstances where the School is able to remain partially open with reduced staffing it will aim to run a teaching programme (albeit restricted) for pupils who attend school. Teaching staff will ensure that work is available for pupils to access at home via Office 365.
- c) A proportion of the pupil body is self-isolating. In order to mitigate against disruption to learning teaching staff will ensure that work is available for pupils to access at home via Office 365.

2. Continuity of Learning

During a partial school closure or full closure and for pupils that are self-isolated, pupils at home must:

- Be available during the hours of the normal school day (08:30 - 15:30) to complete work set on Office 365. (Teachers will be available during the day to answer questions via the chat /video & audio call element of the Teams app of Office 365).
- Submit completed work by the deadline set by the class teacher.
- Work on their subjects at the times specified on their timetable as far as possible. If parents feel that the suggested screen time is too much for the wellbeing of their child they will talk to the class teacher and come to an arrangement for that individual child.

In order to support their child, parents should:

- Make themselves aware of their child's Office 365 environment, check their calendar in the Teams app for any meetings/assignments scheduled for each day and check what work has been set in the SharePoint app.
- Ensure that students logon at the correct time and follow their timetable.
- As far as possible ensure access to a computer/smart device or network
- As far as possible provide a quiet and formal place for students to work
- Contact teachers via their email address (available on the website) if you or your child have problems accessing the work

3. Behaviour and conduct

All pupils are expected to conduct themselves online and on Office 365 apps in the same way that they are expected to do in school. The School's relevant policies e.g. Behaviour, Staff Code of Conduct etc. will remain in force. Patramus points will continue to be awarded.

Use of the Chat section of the Teams app is not permitted during lesson times. Only in break / lunch or before/after school are children to use this facility to ensure their own, others learning is not interrupted. The Teams app should only be used to contact teachers for help and advice during lesson time. Any pupil found to be using Office 365 / Zoom incorrectly will have their ability to contact their peers revoked for a period of time.

Pupils are not permitted to video any element of a lesson or a chat or to share such videos on the chat rooms.

4. Safeguarding

The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required.

If teachers are conducting 1-2-1 video /voice calls parents will be asked to reside in the same room and be visible. If this is not possible then the teacher will rearrange the meeting for a mutually convenient time.

5. E-Safety

In accordance with its E-Safety Policy the School will deal with e-safety incidents in accordance with the procedures outlined in both the policy. We will, where known, inform parents of incidents of inappropriate esafety behaviour that take place out of school.

6. Notifying Parents

The School will keep parents advised of progress towards re-opening the School and returning to normal arrangements. Parents should check ParentMail and the website for updates.