**Wribbenhall School**

**Remote Learning Policy**



Re-Written: Spring Term 2021

Date of Next review: Summer Term 2021

**To be read in conjunction with:**

Safeguarding Policy

Child Protection Policy

**Approved by:**

Proprietor: Ellis Wells

12th January 2021

# Context

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school’s usual Online Safety Policy and Acceptable Use Agreements still apply at this time, but this policy is an addendum relevant in pandemic circumstances. The staff remote learning lead is Ellis Wells and any concerns, questions or feedback can be communicated with him by email ewells@wribbenhallschool.co.uk. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

A flexible approach:

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children’s education, however we understand that everyone’s circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we are providing a flexible approach to remote learning. We will offer a variety of daily learning activities across the curriculum matched to the pupil’s individual curriculum, so that pupils can work their way through as much as they are able, at a time that suits them.

# Remote Educational Provision For Individuals Who Are Self-Isolating or Shielding

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide daily remote learning activities. These will be shared through invitation to access personalised files through Drobox™ or Via Royal Mail. This provision will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of either provide bespoke resources or a number of ready prepared high quality online materials (drawing heavily on units from the national Oak Academy that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with.

We appreciate that some families won’t be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children’s core Maths and English skills.

Staff will endeavour to view and feedback on as much of student’s work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.

# Remote Educational Provision for Whole Classes

In the event of a whole class/school, Key Stage or whole school have to self-isolate, Class Teachers will post daily work for all pupils. This will include a range of learning activities in the full range of subject areas and contain tasks and links to follow (in any order and at a time that suits across the day). We appreciate that some families won’t be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children’s core Maths and English skills.

Throughout the week, further posts on Dropbox™ or Via Royal Mail will add extra detail or examples as necessary and postal envelopes will be sent to ‘collect in’ a piece of work. Staff will give regular feedback on a student’s returned work.

Other optional events and enrichment activity ideas may be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

## Interaction:

We are keen to make remote learning an interactive experience through the submission of work by children and delivery of feedback from teachers and arranging opportunities for pupils and families to compete, interact and collaborate.

We will also provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of the school. We will use the Zoom Video Conferencing tool to do this. We are hoping to use it to provide some safe, supervised and structured opportunities for children to ‘meet up’ withtheir teacher and classmates. Please see the section further down regarding use of Zoom.

Communication between staff and pupils / families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding.

We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

## Use of Video Conferencing technologies (Zoom):

If the whole school/class are self isolating, we will arrange 1-to-1 and group meetings for children to connect and interact with their teacher and peers. Further details will follow through email. Like the rest of our online offer, these meetings are not compulsory, so your child does not need to attend and we appreciate that not all families will be able to. If you would like to but are unable to due to technology restraints, please get in touch in case we can help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children’s Commissioner and the NSPCC. In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

* A free Zoom account is needed so that we can ensure only registered users can access meetings.
* As Zoom is not intended for use by children under 16 this must therefore be their parent’s account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here https://www.zoom.us/signup
* An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
* When joining any school Zoom meeting you will need to briefly be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
* Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (they should be fully dressed in clothing that covers top and bottom half of the body).
* All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
* You must make sure you and your child have ‘logged off’ the call correctly once it is finished - before turning off any devices.
* You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through school email. If you need to contact staff for any reason you can do so through school email (ewells@wribbenhallschool.co.uk) and mobile (07813661780) as normal.
* Screenshots, photos or recordings of Zoom meetings must not be made and the links must not be shared with others.

## We will ensure that:

* No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so through school email (ewells@wribbenhallschool.co.uk) and mobile (07813661780) as normal.
* Teachers will ensure appropriate security settings are in place for the meeting.
* They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
* Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed. Participants’ audio or video may be muted as appropriate and they may be removed from the room if rules are not being followed.
* In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
* Teachers will stay in the meeting until everyone has ‘logged off’. Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

To consent to the above, you must sign one copy of this document and return it to school. We will then make arrangements to schedule meetings and will be in touch with further information via school email. If we do not get consent your child will not be able to join in.

## Sites and services:

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

School email is our main method of communication between school and families and is used for inviting children to access files and video conferencing links between staff and families.

Purple Mash (Whole School) provide a full range of software for learning activities across the curriculum and allow staff to set ‘To Dos’ for children to complete. https://www.purplemash.com/sch/wribbenhallschool

We may try and make use of other subscriptions as time goes on. Further details will follow as necessary. If you require login details for any of these, please get in touch with Ellis Wells via school email (ewells@wribenhallschool.co.uk).

Any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. See our policies.

# Safeguarding & Remote Learning:

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school’s Designated Safeguarding Lead (Ellis Wells) as normal. Parents can do this through school emailor school office on 01299 405383

## The following websites offer useful support:

* Childline - for support
* UK Safer Internet Centre - to report and remove harmful online content
* CEOP - for advice on making a report about online abuse

## In addition, the following sites are an excellent source of advice and information:

* Internet matters - for support for parents and carers to keep their children safe online
* London Grid for Learning - for support for parents and carers to keep their children safe online
* Net-aware - for support for parents and careers from the NSPCC
* Parent info - for support for parents and carers to keep their children safe online
* Thinkuknow - for advice from the National Crime Agency to stay safe online
* UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact Ellis Wells

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

I agree to conditions listed in this document and particularly those in section 3.2. Use of Video Conferencing technologies (Zoom).

Name

Signed Date