

# ALDER COPPICE PRIMARY SCHOOL

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## *Achievement through Commitment*

# Remote Learning Policy

Policy for the Attention of			
<i>Audience</i>	<i>Key Audience</i>	<i>Optional Audience</i>	<i>Additional/Notes</i>
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum Support	✓		
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors	✓		
Parents	✓		
Website	✓		
Local Authority		✓	



## **Introduction**

This Remote Learning Policy has been written as guidance for staff and parents and sets out the systems and technology that staff will use to provide education and support to our pupils using remote learning where required. In the limited circumstances when remote learning is used, it details how this 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 in these unprecedented circumstances.

In the event of a school closure, the School is committed to providing a continuity of education to its learners and will do so through a process of remote (online) learning wherever possible. Extensive remote learning would apply particularly in a situation in which the School is closed for an extended period of time, but a high proportion of learners and teachers are healthy, and able to work as normal from home. This policy does not normally apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short-term learner absence.

Remote learning may also be appropriate in situations when learners, in agreement with the School, have a period of absence but are able to work at home, at least to some extent. This may apply in cases such as a longer term illness, assuming learners are able to complete school work at home. Another relevant instance would be if, following an infectious disease outbreak, learners are self-isolating at home but are not suffering with relevant symptoms. The school will consider providing pupils with remote education on a case-by-case basis.

There is no obligation for the School to provide continuity of education to learners who are absent from school, if for example, parents choose to take learners on holiday during term time. Similarly, this would apply if parents made the decision, without prior agreement with the School, to absent their child from school 'as a precaution', against official guidance, in the event of an outbreak of an infectious disease. Equally, the School will not normally provide remote learning for children where parents are unable to get children into school due to their own domestic/childcare arrangements which prevent them bringing their child in e.g. if a sibling has to remain at home and they are unable to make appropriate arrangements to get their other child/ren to school.

All remote learning will be conducted either using the Microsoft Office 365 Teams apps, the class email or via a pack placed onto the School Website or sent out in the post. Using Teams and the School email will allow staff to keep in contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing, where appropriate, for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our pupils.

## **Flexibility of Learning**

We realise that the circumstances that cause our school to close, or classes/individuals to self-isolate will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- ❖ Parents may be trying to work from home, so access to technology as a family may be limited;
- ❖ Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation;
- ❖ Teachers may be trying to manage their home situation and the learning of their own children;
- ❖ Systems/technology may not always function as they should;
- ❖ An understanding of and willingness to adapt to these difficulties on all sides is essential for success.

## **Expectation Management**

We believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability, and that they carry out the learning provided to continue their learning wherever possible. It must be noted that the work pupils engage in during a period of closure, or a period of self-isolation will either be part of our current planning, or linked closely to year group objectives, so should not be considered as optional.

## **Roles & Responsibilities**

### **Senior Leaders:**

Alongside any teaching responsibilities, senior leaders are responsible for:

- ❖ Co-ordinating the remote learning approach across the School;
- ❖ Monitoring the effectiveness of remote learning;
- ❖ Monitoring the security of remote learning systems, including data protection and safeguarding responsibilities;

If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership Team will need to be informed of this in order to make any alternative arrangements.

### **Designated Safeguarding Leads (DSL):**

The DSLs are responsible for safeguarding concerns, including those related to Remote Learning. Please refer to our Child Protection and Safeguarding Policy.

## Teaching Staff:

When providing remote learning, if staff are working remotely, they must be available during the directed hours between 8.30am and 3.30pm. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedures. If it affects the completion of any work required, they should ensure that arrangements have been made with year group partners or Phase Leaders to ensure work is set and completed.

When providing remote learning, teachers will:

- ❖ Liaise with the Deputy Headteacher and create a weekly timetable of work for their year group, consulting with their year group partners where appropriate. This must include daily English and Maths lessons and subjects from across the curriculum;
- ❖ Share teaching and activities with their class either through the Office 365 Teams apps, the School Website or via a pack being sent in the post/delivered/collected;
- ❖ Continue teaching in line with current, extensive planning that is already in place throughout the School, or provide work that is in line with the Year Group objectives taught;
- ❖ Teachers may use resources provided by the Oak National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by School's Subject Leaders;
- ❖ If on-line facilities are not available to pupils, learning packs will be provided and sent home or be printed by staff on-site, ready to collect by parents;
- ❖ Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps, where ever possible, to allow for this;
- ❖ Keep in regular contact with children and their parents through Office 365 Teams app, the telephone or the class email throughout the week;
- ❖ Reply to messages on the class email within 24 hours or as appropriate, set work and give feedback where appropriate on activities during the normal teaching hours;
- ❖ Ensure any work being set for the following day is uploaded to Teams or the School website by 5pm the day before it is needed;
- ❖ Where possible, allow flexibility in the completion of activities, understanding that the circumstances leading to closure/self-isolation will affect families in a number of ways;
- ❖ Ensure when providing on-line video teaching or video calls to pupils, they are dressed in professional attire and the background is appropriate and conducive to learning.

In the case of a national or local lockdown, whereby the School is closed to the majority of pupils, teachers will liaise with the Deputy Headteacher and Phase Leaders and set up a timetable to call pupils/parents to keep in regular contact throughout the week. Any concerns should be recorded and the DSLs and Headteacher alerted. In the event of a self/class bubble isolation, communication will be via class email accounts, the Curriculum pages on the School Website or through Microsoft Teams.

- ❖ Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSLs.
- ❖ Emails received from parents and pupils are to be checked between 9am and 3.30pm, Monday - Friday. Teachers should usually respond to pupil/parent emails within 24 hours.

## Teaching Assistants:

When assisting with remote learning, Teaching Assistants must be available throughout their normal working hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, Teaching Assistants are responsible for:

- ❖ Supporting pupils who aren't in school with learning remotely – when required by Headteacher/SENDCO;
- ❖ Liaising with class teachers to support planning and resourcing differentiated learning.

## Pupils will:

- ❖ Be assured that wellbeing is at the forefront of our thoughts and we realise the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- ❖ Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
- ❖ Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- ❖ Read daily, either independently or with an adult;
- ❖ Consider using the School closure time to revise key knowledge and facts, learn a new skill, follow their own interests to discover more about the world around us or to be creative.

Staff can expect pupils learning remotely to:

- ❖ Be contactable during the School day via the class email account or by contacting their parents by telephone or a pre-arranged Teams video call, although they may not always be in front of a device the entire day.

## ***Video call on Teams:***

During video calls with teachers it is really important that children stick to these rules:

1. Ensure an adult is with them during the video call;
2. They are in a quiet room that is appropriate for learning, e.g. in either the dining room, living room or kitchen but **not** their bedroom;
3. They must be dressed and ready – **not** in pyjamas;
4. Please remember that the video conference is part of school. They must be respectful to staff and other pupils. School rules still apply!
5. Stay safe online – keeping themselves, their classmates and their teacher safe;
6. Do not record or take pictures of their teacher or classmates during their online sessions.

### ***Joining the video call:***

- ❖ The teacher will send pupils an invitation to join a meeting on Teams. Which will come through in an email.
- ❖ Open the invitation and click on *yes*.
- ❖ Go onto the calendar, and they should be able to see the meeting on the calendar.
- ❖ Click on *Join*.
- ❖ They will have the option to join in the app or to join using the browser. If they have downloaded the Teams app it works better.
- ❖ It is a good idea to blur the background so everyone in the class can't see all of the house.
- ❖ Mute the microphone to start with so they can just hear their teacher.
- ❖ Then click – *Join Now*

### **Parents/Carers will:**

- ❖ Support their child's learning to the best of their ability;
- ❖ Encourage their child to access and engage with any work sent or set on the School Website or Office 365 Teams posts from their teacher;
- ❖ Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the Microsoft Office Team 365 apps;
- ❖ Know they can continue to contact their class teacher as normal through the class email account for work set during self-isolation periods or via the School office in other occasions;
- ❖ Check their child's completed work each day and encourage the progress that is being made;
- ❖ Be mindful of the emotional health and mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax, where possible.

Staff can expect parents with children learning remotely to:

- ❖ Make the School aware if their child is sick/ill or otherwise unable to complete work;
- ❖ Seek help from the School if they need it;
- ❖ Be respectful when making any complaints or concerns known to staff.

N.B. In compliance with Copyright Law and regulations governing the use of photocopiable materials, parents must note that resources are for viewing online only on our secure class teams or on our school website. They must not be printed, photocopied or distributed. The School will not take responsibility for any breach of Copyright Law.

### **Governing Board:**

The Governing Board is responsible for:

- ❖ Monitoring the School's approach to providing remote learning to ensure education remains as high quality as possible;
- ❖ Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

## **Remote learning for individual learners**

In the limited circumstances when remote learning is used, assuming an absence has been agreed with the School, and the learner in question is healthy enough to work from home, the School will provide work for learners who are unable to attend in person. If this occurs for an individual learner, the collation of work and communication with the parent/carer will be coordinated by the learner's teachers or Phase Leader, in consultation with the Deputy Headteacher.

Though every case will have its own specifics, a rough guideline for the frequency of communication between school and parent/carer would be once per week. Work will only be provided to learners in this way if there is an agreed absence lasting more than three working days due to for example, children having to self-isolate. If a significant number of learners are absent from school, but the School remains open, the Headteacher will decide which is the most meaningful and manageable method of remote learning operated. This will also take account of the age of the learners as this may, by necessity, need to look different for Reception and Key Stage 1 children to older children in Key Stage 2.

## **Remote learning in the event of extended school closure**

In the event of an extended full school closure, the School will provide continuity of education using some or all of the following ways, as appropriate -

- ❖ Regular instruction from class teachers, with the ability of learners/parents to ask questions online (via the Class email);
- ❖ The setting of work that learners complete, written responses (if relevant) completed electronically;
- ❖ Weekly or daily timetables sent out or placed on Microsoft Teams and/or the School Website will inform pupils of what learning is going to be provided on a daily basis;
- ❖ Learning packs sent home with activity sheets and instructions.

The primary platform the School will use to deliver continuity of education is:

Microsoft Teams: accessed via the relevant app or desktop application, or via the following RM log in – go to: [alderdudley.rmunity.com](https://alderdudley.rmunity.com) and sign in using the child's username and password.

Information may also be placed on the School Website under Curriculum.

The extent to which different methods of instruction are employed is likely to be determined by the length of any school closure and the ability of both learners and teachers to participate in remote learning. The School reserves the right to vary the range of methods used to provide remote learning tasks, feedback and interaction, based on the particular circumstances of any closure and based on our experience.



## **Keeping devices secure**

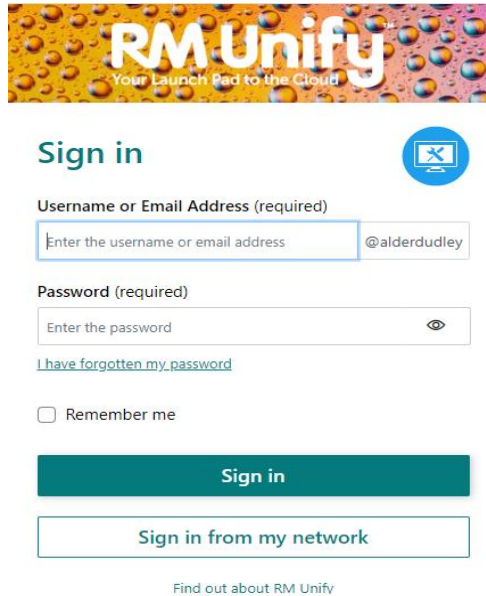
All staff members will take appropriate steps to ensure their devices used for remote learning remain secure. This includes, but is not limited to:

- ❖ Keeping the device 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);
- ❖ Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device;
- ❖ Making sure the device locks if left inactive for a period of time;
- ❖ Where possible, not sharing the device among family or friends;
- ❖ Installing antivirus and anti-spyware software;
- ❖ Keeping operating systems up to date – always install the latest updates.

## Remote Learning Systems Access Information

### How to Access Microsoft Teams through RM Unify

- Type **alderdudley.rmunify.com** into your browser

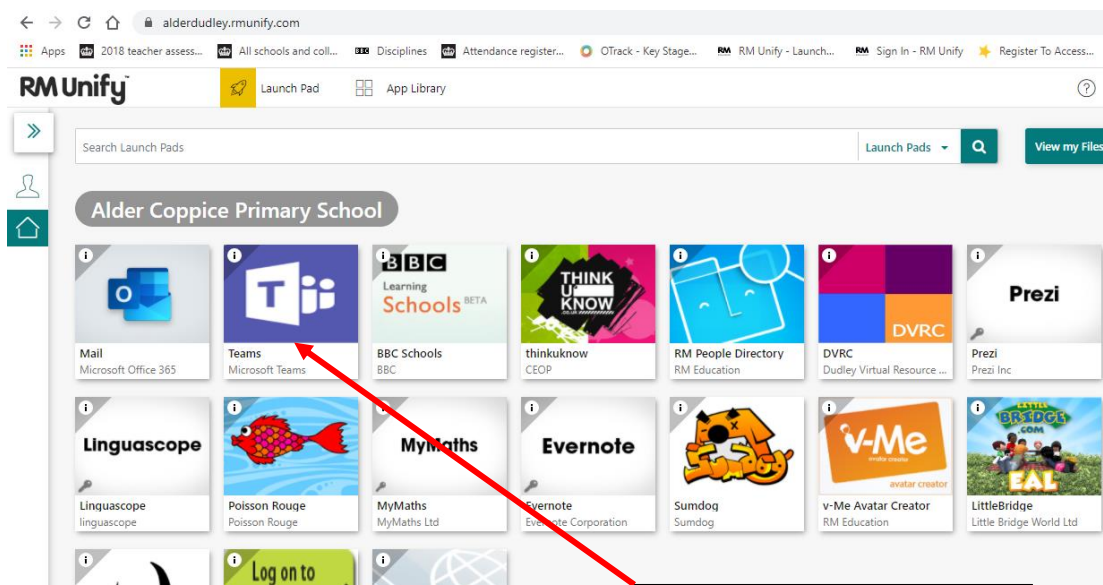


The image shows the RM Unify sign-in page. At the top is a banner with the text 'RM Unify Your Launch Pad to the Cloud'. Below this is a 'Sign in' section with a blue circular icon containing a laptop. The form includes a 'Username or Email Address (required)' field with a placeholder 'Enter the username or email address' and a dropdown menu showing '@alderdudley'. Below this is a 'Password (required)' field with a placeholder 'Enter the password' and an eye icon to toggle visibility. A link 'I have forgotten my password' is below the password field. There is a 'Remember me' checkbox. Two buttons are at the bottom: a teal 'Sign in' button and a white 'Sign in from my network' button. A link 'Find out about RM Unify' is at the very bottom.

- Type in your **Username (this is your school email log in)**  
.....@alder.dudley.sch.uk
- Type in your **Password**:
- Click **Sign In**

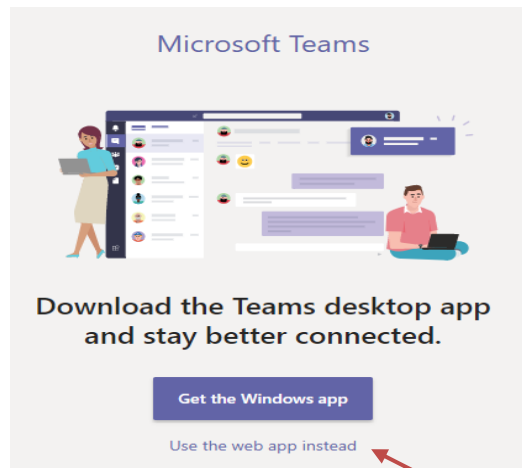
HINT: If it is a shared computer, **do not** click *Remember Me* or save the password details on the computer.

This will take you to the **Alder Coppice Primary School** page.



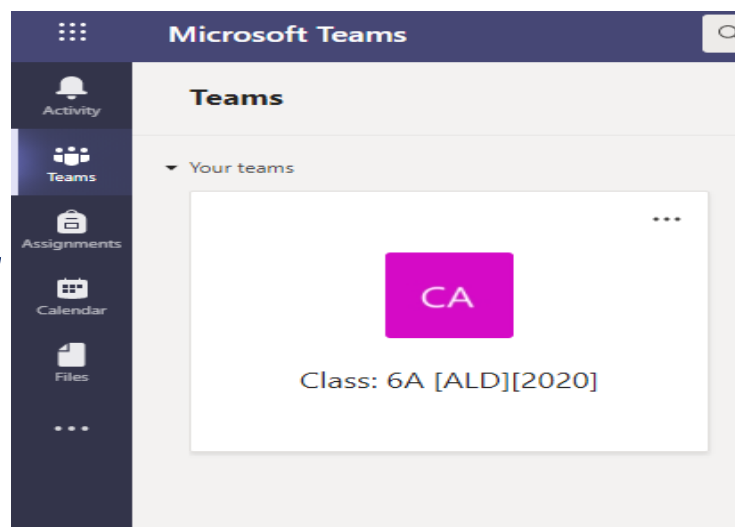
Click on the **Teams** app

- If you haven't downloaded the Microsoft Teams app – you may see this message:



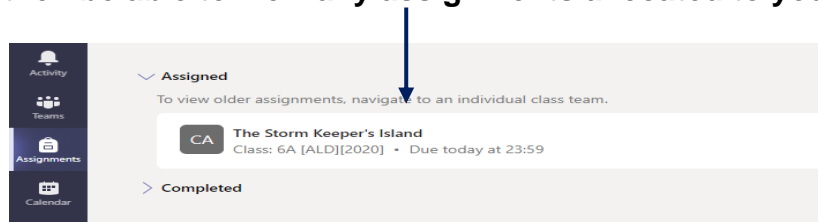
**You do not need to download the windows app – just click use the web app instead.**

- You will then see your Class name e.g.



Click on the Assignments tab which will take you to see any information and activities the Teacher has set up for the class.

- You will then be able to view any assignments allocated to your class.



- Click on the assignment to access it. Once completed, click on 'Submit'.
- Please note 'chat' has been disabled for pupils. Any queries or questions can be emailed to the teacher via the class email account: e.g [class6A@alder.dudley.sch.uk](mailto:class6A@alder.dudley.sch.uk)