

# **Staines Preparatory School**



## **Remote Learning Policy**

**September 2023**

## **Aims**

This remote learning policy aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

This policy is in conjunction with [Providing Remote Education in Schools \(Oct 22\)](#)

## **Roles and responsibilities**

Our recent experiences of remote learning have taught us that this way of learning can be challenging and that not all children have the same level of technology or adult support at home to enable them to learn remotely. The responsibility for remote learning is, therefore, a shared one. This policy is predominantly intended to be implemented in the event of the whole school closure, of a year group, a class or a small group of children, but also in the event of a lockdown as seen in March 2020. There may be occasions where remote learning is in place for an individual pupil, and this is covered in Appendix B.

## **Teachers**

When providing remote learning for whole year groups or classes, teachers must be accessible between 8am and 5pm.

If they are 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 providing remote learning, teachers are responsible for:

Teaching:

- Class teachers and subject specialist teachers need to provide live teaching each day, following the normal class timetables that will be uploaded onto ISAMs parent portal in the event of remote learning and sent via SeeSaw announcements. The majority of lessons will be provided as live lessons however, some lessons such as Verbal reasoning (VR) Non Verbal Reasoning (NVR) can be assigned Seesaw activities rather than live sessions.
- Live teaching lessons will start the day after the bubble closes to allow staff to prepare resources. Prior to live remote learning, work will be immediately set via Seesaw.
- Live teaching lessons will be provided via Zoom and all Zoom codes will be available the night before, ready for the following morning. Class teachers and Year 4-6 co-ordinators are responsible for collating lesson Zoom codes and providing them on Seesaw and sending them through to the secretary to be uploaded onto ISAMs. Subject specialist teachers will need to email Zoom codes to the Year Coordinator.
- All teachers will upload lesson presentations and activities on Seesaw where pupils can complete the work and upload their work on to their Seesaw portfolio.
- If there are materials that children require for the lesson, these must be uploaded by 5pm on the day before the lesson in order for children / parents to have time to make sure they have the relevant document on screen or printed out.
- In event of a whole school closure, Mindfulness and PSHEE will be delivered during year group singing sessions via Zoom.
- Year Coordinators will regularly check in with their colleagues to evaluate the online remote learning.
- Zoom lessons will be recorded and uploaded on to the school's One Drive platform for safeguarding reasons.
- Teachers will explain and set tasks on Zoom. When pupils are working independently on a task, the teacher can deactivate their camera. Teachers will still be present during the session to offer support and help when required.

Providing feedback on work:

- Pupils will submit work on Seesaw
- Work submitted should be marked in a timely manner in keeping with the School's marking policy where possible
- Worked posted after the agreed deadline may not be marked until a later date and may only be liked and approved.

- Pupils can continue to receive house points and rewards for their hard work which can be issued in the marking comment on Seesaw.

#### Supporting pupil's pastoral needs:

- Form time (Upper School) and PSHEE lessons can continue to take place at the start of each day via Zoom at least twice a week and whole school pre-recorded assemblies will be made available to pupils to view at home.
- Teachers should encourage children to attend Form Time and PSHEE sessions and should be a visible presence there themselves.
- Time should be given each week to allow children to talk to each other in a more sociable way. This can be in the form of structured session such as Show and Tell or could be more fluid. Children working from home will miss the social interaction with their peers and teachers need to try to recreate this in some form. This can take place as part of PSHEE or Circle Time discussions and during form time.
- If children are misbehaving on virtual lessons, or are not completing work, this should be addressed directly with the child in the first instance. If this does not resolve the matter, the teacher should speak to the child's parent. If needed, the Lower or Upper School Assistant Head should be informed, as appropriate.

#### Supporting Parents:

- Answer emails from parents in a timely manner, within 48hrs, ideally within 24hrs if it is concerning remote learning or child's wellbeing. Parents will be informed that teachers are not expected to respond to emails outside of office hours i.e. 5pm-8am.
- If a parent raises a concern or complaint, this should be referred initially to the teacher or Year Coordinator. If the concern or complaint needs further investigation, parents should follow procedures within the Complaints Policy.

#### Attending virtual meetings with staff, parents and pupils:

- Staff should dress professionally
- The location should be chosen so that there is limited background noise. Staff should use a plain background to minimise distraction.
- Pupils are expected to wear school uniform and follow school rules as they would if in the classroom.

For teachers that are still working in school, live lessons will still be delivered following the timetable to children that are remote learning from home.

For Upper School teachers that are isolating with a particular bubble group, they will provide live Zoom lessons to those classes that are still in school learning.

#### **Learning Support Assistants**

When assisting with remote learning, Learning Support Assistants must be available during their usual working hours. It is possible that their working hours may need to be adapted depending on need at the time.

If they are 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, Learning Support Assistants are expected to attend live Zoom teaching lessons and help support individual children where needed. They may also be asked to prepare resources for future lessons and learning.

If Learning Support Assistants are remaining in school, they will be redeployed throughout the school where needed.

#### Attending virtual meetings:

- Staff should dress professionally
- The location should be chosen so that there is limited background noise. Staff should use a plain background to minimise distraction.

#### **Senior Leadership Team**

Alongside any teaching responsibilities, the SLT are responsible for:

- Coordinating the remote learning approach across the school

- Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Year Coordinators will support SLT by ensuring all Zoom codes are communicated to pupils and parents in the agreed format and to be the first point of call for their teams during remote learning.

### **Designated Safeguarding Lead**

The DSL is responsible for:

- Ensuring that the school's Child Protection and Safeguarding policy is being effectively implemented and adhered to, including any necessary addendums
- Responding to safeguarding concerns
- Ensuring that relevant documentation related to safeguarding is up to date
- Attending and delivering relevant safeguarding training
- Communicating effectively with Deputy Designated Safeguarding Leads and relevant staff members during a remote learning period to discuss safeguarding queries or concerns
- Checking updates and new Government guidance relating to the school's Child Protection and Safeguarding policy

### **IT staff**

The IT Manager is responsible for:

- Assisting pupils and parents with any queries or technical difficulties
- Promptly fixing issues with systems used to set and submit work
- Making sure that staff have suitable devices and access to relevant systems and software to deliver remote learning
- Helping staff and parents with any technical issues they're experiencing using the remote learning systems
- Supporting parents with using our remote learning platforms and tools such as SeeSaw, and Zoom through releasing step-by-step instructions or guides
- Regularly reviewing the security of remote learning systems and flagging any data protection breaches
- Ensuring that parents, pupils and staff are reminded of adhering to GDPR guidelines during a period of remote learning

### **Pupils and parents**

Staff can expect pupils learning remotely to:

- Participate as fully as possible and contribute positively to the virtual classroom environment
- Engage with live teaching as it happens via the Zoom platform
- Be contactable during the school day – although staff will appreciate that they may not always be in front of a device the entire time
- Endeavour to complete all work set to the best of their ability
- Promptly seek clarification from teachers if they do not understand a task or have any concerns or difficulty completing a task
- Communicate with teachers if work cannot be completed
- When using applications within a remote learning period, they should understand that this is seen as an extension of the classroom
- Follow the school's expectations for behaviour and conduct at all times. Listen attentively, do not talk over others, do not adjust features of Zoom (i.e. share your own screen, change backgrounds, distract the learning of others or walk away from the screen)
- Communicate with peers, teachers and others using technology in a responsible and respectful manner.
- Be appropriately dressed in school uniform during live teaching via the Zoom platform.
- Not deliberately browse, download, upload or forward material that could be considered offensive or illegal – follow the School's Online Safety Policy.

Staff can expect parents with children learning remotely to:

- Provide a quiet workspace that is free from distraction
- Ensure a Zoom account is created for children to access live teaching sessions

- Minimise parental involvement during sessions. The interactions in sessions should be between the teacher and the pupils
- Encourage and support their child with their work - including finding an appropriate place to work, checking that set work is completed by the end of each lesson/day and ensuring that the daily timetable (available on ISAMs and/or SeeSaw) for the day is followed wherever possible
- Ensure that their home network meets technical requirements
- Contact Class Teachers, Subject Teachers or Form Tutors should a concern arise that needs further discussion or clarification
- Inform the school if their child is unwell and unable to complete set tasks
- Encourage their child to complete all tasks to the best of their ability and as independently as possible
- Encourage a balanced lifestyle that involves daily exercise
- Prioritise their child's wellness and happiness over completion of work
- Remain patient and flexible through the remote learning period as children adapt
- Ensure that their child continues to follow the School's Online Safety Policy

### **Governing Body**

- The governing body is responsible for:
- Monitoring the school's approach to providing remote learning to ensure that high quality teaching and learning continues to be delivered
- Ensuring that staff are confident and certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

### **Who to contact**

If staff have any questions or concerns about remote learning, they should contact the following members of staff:

Issues in setting work – Year Coordinator or Assistant Head of Upper/Lower School  
 Issues with behaviour – Year Coordinator or Assistant Head of Upper/Lower School

Issues with IT – Mr Merriman ([ictsupport@stainesprep.co.uk](mailto:ictsupport@stainesprep.co.uk))

Issues with workload or wellbeing – Line manager

Concerns about data protection – Mr Merriman ([ictsupport@stainesprep.co.uk](mailto:ictsupport@stainesprep.co.uk))

Concerns about safeguarding – Mrs Miles ([h.miles@stainesprep.co.uk](mailto:h.miles@stainesprep.co.uk))

### **Data protection**

#### **Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

- Key Administration staff will Access the server via the VPN from home
- Staff will use Insight Tracking and Seesaw to support remote learning
- Use a School laptop or iPad
- Personal data should only be transferred when encrypted while not on the school network
- Recordings of Zoom lessons must be uploaded after each lesson and not stored on any device

#### **Processing personal data**

Staff members will communicate with parents through email. As this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online and to only use their Staines Prep School email address for any correspondence outside of the school's systems or platforms.

#### **Keeping devices secure**

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

Using school device

- Keeping the device password-protected – Following the school’s ICT Acceptable Use policy and Online Safety Policy
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Contact IT Support if you receive any requests by Trend (Antivirus) which indicates their system is not fully up to date
- Shutting down the machine down daily in order for updates to be installed

#### Using Personal device

- Keeping the device password-protected – Following the school’s ICT Acceptable Use Policy and Online Safety Policy
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Making sure all software updates are up to date
- Installing antivirus and anti-spyware software
- Follow any requests by your anti-virus which indicates their system is not fully up to date

#### **Safeguarding**

The School’s safeguarding policy can be found on the School website as well as on the Staff drive with all other policies. An addendum will be in place in light of whole school remote learning.

#### **Monitoring arrangements**

This policy will be reviewed annually by the SLT. At every review, it will be approved by the Governing Body.

#### **Links with other policies**

This policy is linked to our:

- Attendance Policy
- Behaviour policy
- Child Protection policy and coronavirus addendum to our child protection policy
- Data Protection policy and privacy notices
- Home-school agreement
- ICT and Internet Acceptable Use policy
- Online Safety policy
- Teaching and Learning policy
- Curriculum policy

## APPENDIX A – Remote learning arrangements by Year Group or Department

### General Principles:

- The plans set out in this policy rely on all staff being available to teach remotely. The assumption is that no staff are on furlough and in the event that Key Worker children are in School, the school will provide appropriate cover. Plans may need to be adapted based on the circumstances at the time of closure.
- Details for each lesson will be provided on the children's Seesaw accounts.
- Children should be registered at the beginning of a lesson by the teacher.
- Children will be given a suggested weekly timetable to follow, where possible following their usual timetable.
- Where possible, teaching input will be delivered live via Zoom.
- Ideally, children should not require parental support during live teaching sessions. Parents should not sit and 'observe' lessons.
- Children who arrive late to the lesson may not be admitted to the live lesson immediately especially if a screen share has started as there can sometimes be a delay. It is also important to know that it is unlikely that a re-cap of the lesson can be facilitated live if a child arrives late.
- Assemblies may be shared by Form Tutors or class teachers during the week in a remote learning period or if recorded, put onto the One Drive platform or SeeSaw for children to watch.

### Nursery

#### *Seedlings*

Children can Zoom in to the daily sessions of the days that they attend Nursery. Activities will be uploaded onto SeeSaw for children to complete at home. Zoom links will be shared on ISAMS parental portal and/or SeeSaw.

#### *Petals*

Children can Zoom in to the daily sessions of the days that they attend Nursery. In addition, children may be invited to an additional group Zoom session on one of the days they attend Nursery. This would cover one of the following:

- Letter sounds
- Counting
- Letter formation
- Number formation

Activities will be uploaded onto SeeSaw for children to complete at home. Zoom links will be shared on ISAMS parental portal an/or SeeSaw

### Reception

In addition to the information in 'General Principles', teaching and learning in Reception will follow a timetable that will be uploaded onto ISAMS parental portal and/or SeeSaw. This will incorporate the lessons taught in a typical school day through live Zoom lessons, whereby teachers will deliver an input for a lesson or introduce a task or an activity, as well as uploading pre-recorded activities on SeeSaw.

Other coverage of remote learning will include the following;

- At the end of each live session, the teacher will suggest follow up work that the children can complete on paper. Parents can submit this for marking via SeeSaw using the photo tool.
- Where teaching is not live, timetabled activities to be completed at home will be explained and set via SeeSaw.
- Across the afternoons, Reception staff will invite children to complete activities or read on a 1:1 basis. This will use either books that have been sent home or Oxford Owl and Little Wandle ebooks. These sessions will last for approximately 10 minutes.
- There may also be opportunities for live Zoom sessions across the week that are allocated to story-telling or Show and Tell.

Zoom links for live sessions will be shared on ISAMS parental portal and/or SeeSaw

### **Years 1, 2 and 3**

In addition to the information in 'General Principles', teaching and learning in Years 1, 2 and 3 will follow a clear timetable of live sessions that will be uploaded ISAMS parental portal and/or SeeSaw . Sessions will consist of lessons, introductions to activities and tasks, and an additional story-telling, mindfulness or Show and Tell activity. Lessons will be delivered live via Zoom where possible, and will reflect a typical structure consisting of a teaching input followed by pupils applying what they have learnt to complete a task with independence. As during any face-to-face lesson, teachers will remain available for the duration of a lesson on Zoom to help and support children during independent activities, however teacher cameras may be switched off and microphones muted to reduce screen time whilst children are working independently. Should a child wish to leave the Zoom call to work independently away from the computer then they should remove themselves, or ask to be removed, from the Zoom session once the teaching input has finished.

Both practical and written core and foundation subject lessons will be taught remotely, and children will be taught by both their Class Teacher as well as our Specialist Subject Teachers. Where a lesson cannot be delivered live, detailed lesson content and explanations of tasks and activities will be uploaded onto SeeSaw for completion.

When children have completed work, it should be uploaded onto SeeSaw for teacher feedback. If there are any issues in completing tasks, please email your Class/Subject Teacher.

Links for live Zoom lessons will be shared via ISAMS parental portal and/or SeeSaw and made available in advance of lessons.

### **Years 4, 5 and 6**

In addition to the information in 'General Principles', teaching and learning in Years 4, 5 and 6 will follow their usual subject timetables wherever possible in the instance of a remote learning period.

Live sessions will consist of lessons as well as introductions to activities and tasks.

Specialist teachers will deliver live lessons via Zoom where possible, and will reflect a typical structure consisting of a teaching input followed by pupils applying what they have learnt to complete a task with independence. As during any face-to-face lesson, teachers will remain available for the duration of a lesson on Zoom to help and support children during independent activities, however teacher cameras may be switched off and microphones muted to reduce screen time whilst children are working independently. Should a child wish to leave the Zoom call to work independently away from the computer then they should remove themselves, or ask to be removed, from the Zoom session once the teaching input has finished. If a child completes a task early, they may leave the Zoom call independently after informing the teacher or complete further challenges or extensions.

Both practical and written core and foundation subject lessons will be taught remotely, and children will be taught by both their Specialist Subject Teachers. Where a lesson cannot be delivered live, detailed lesson content and explanations of tasks and activities will be uploaded onto SeeSaw for completion.

When children have completed work, it should be uploaded onto SeeSaw for teacher feedback. If there are any issues in completing tasks, please email your Subject Teacher.

Links for live Zoom lessons will be shared via the ISAMS parental portal and/or Seesaw and made available in advance of lessons.

We appreciate that some families may not be able to engage with the full timetable, and in this case suggest they focus on key learning areas such as English and Maths.



## **APPENDIX B – 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 unprecedented circumstances, Class Teachers will provide access to learning activities remotely. This will be shared through Seesaw.

This will follow the normal class timetable as much as possible and lesson presentations and activities will be uploaded prior to each lesson via Seesaw.

We appreciate that some families may not be able to engage with the full timetable or uploaded activities, and in this case suggest they focus on key learning areas such as English and Maths.

Staff will view and feedback pupils' work at a time suitable for them, while balancing their workload inside of school.