

St. John's C. of E. Primary School



St. John's Vision statement

At St. John's we want everyone to grow and flourish. Our small school is a nurturing community where we can develop their gifts and broaden our horizons. We seek to do all this within the knowledge and love of God, where the values of His Kingdom guide and inspire us.

I pray that out of his glorious riches he may strengthen you with power through his Spirit in your inner being, so that Christ may dwell in your hearts through faith. And I pray that you, being rooted and established in love, may have power, together with all the Lord's holy people, to grasp how wide and long and high and deep is the love of Christ.' Ephesians 3.16-18

'Thriving and learning as we build God's Kingdom'

Remote Learning Policy

Reviewed on: 18th January, 2021

Updated on: 15th March, 2021

Next review due by: January, 2022

Contents

1. Aims	3
2. Roles and responsibilities.....	3
3. Who to contact.....	6
4. Data protection	6
5. Safeguarding	7
6. Monitoring arrangements	7
7. Links with other policies	7
8. Appendix 1	8

1. Aims

This remote learning policy for staff aims to:

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

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30am and 3.15pm.

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.

All lessons will be recorded for safeguarding purposes and also for parents and pupils to access if they are unavailable during the set lesson time. This recording will be automatically deleted after two weeks.

When providing remote learning, teachers are responsible for:

- Setting work – :
 - As outlined in the agreed weekly timetable for their class
 - This work needs to be set before the live lesson takes place and uploaded in the correct subject folder on Teams
 - Work will be provided by the teacher for those pupils who have limited access to devices so that they can still complete the work
- Providing feedback on work – :
 - All pupils in KS2 will need to upload their completed work in the set folder for their class so that the teacher will be able to provide feedback
 - In KS2 all pupils will receive written feedback on their work via Teams
 - In KS1 all pupils will receive feedback throughout the live lessons and on their completed work that is returned to the school weekly. Yr. 2 pupils will also receive feedback on their work that they upload on Teams.
 - In EYFS all pupils will receive feedback throughout the live lessons and on their completed work that is returned to the school weekly.
- Keeping in touch with pupils who aren't in school and their parents:
 - During school closure there will be a daily registration and live lessons throughout the day so that teachers can keep in touch with pupils and parents. Pupils can contact their teacher via Teams and parents can email teachers
 - When a child is isolating and the school is open, then they can keep in touch via Teams and parents can email. Work will be uploaded onto Teams and a pack of work will be sent home for the child to complete. Pupils will be able to join some live lessons with the class on a regular basis
 - Teachers are expected to answer emails from parents and pupils between 8.30am and 3.15pm. Teachers aren't expected to answer emails outside of working hours
 - Any complaints or concerns shared by parents and pupils can be discussed with either the Deputy or the Head teacher– for any safeguarding concerns, teachers are to follow the guidance in the safeguarding section below

- Daily record of completed work to be kept and any pupils who haven't completed the work, this should be addressed during the registration period. If it becomes a persistent problem, parents should be contacted and a message sent via Teams.

➤ Attending virtual meetings with staff, parents and pupils:

- Dress code: for staff as required in the code of conduct for staff, for pupils appropriate clothing, no sleepwear, dressing gowns and hoodies over head – please refer to the user agreement in Appendix 1
- Locations: where possible try to avoid areas with background noise, no saved backgrounds and nothing inappropriate in the background etc. (please refer to the remote learning user agreement in Appendix 1)

2.2 Teaching assistants

When assisting with remote learning, teaching assistants will be required to attend school during the normal hours as they will be covering the pupil bubbles whilst the teachers will be leading the remote learning.

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 in a set bubble following the agreed timetable, ensuring that they are on the live lessons and supervising pupils completing the set work.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

2.4 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 through regular meetings with class teachers, monitoring feedback from parents and pupils and reviewing timetables and work being set
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

SENCO will be responsible for:

- Making regular contact with parents and pupils of vulnerable families
- Making regular contact with SEN pupils and parents, feedback from teachers about their engagement and work being produced, ensuring as far as possible that the targets that have been set in the IEPs are being addressed.

- Through regular monitoring, ensuring the mental health and well-being of all parents and pupils is being addressed and supported.
- Supporting the Head teacher in monitoring and following up any safeguarding concerns that may arise

2.5 Designated safeguarding lead

St. John's CE Primary School has a Designated Safeguarding Lead (DSL) and three Deputy DSLs.

The Designated Safeguarding Lead is: Mrs Notley (Headteacher)

The Deputy Designated Safeguarding Lead is: Mr Joe Law (Deputy Headteacher)

The Deputy Designated Safeguarding Lead is: Ms. Gaynor Nelson (SENCO)

The Deputy Designated Safeguarding Lead is: Mrs Pat Creed (EYFS Co-ordinator)

The Safeguarding Governor is: Mrs Sophie Gopaul

A member of the safeguarding team will be available on site at all times and will always liaise with the DSL and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

It is important that all St. John's staff and volunteers have access to a member of the safeguarding team. Every member of staff has the direct contact numbers of each member of the safeguarding team.

The DSL or Inclusion Co-ordinator will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

2.6 IT Co-ordinator and IT support

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

2.7 Pupils and parents

As outlined in our user agreements, staff can expect pupils learning remotely to:

:

- Adhere to the daily timetable that has been set and attend all the live lessons where possible – these lessons will be recorded so that pupils who are unable to attend live lessons can attend these later.
- Complete work by the deadline that has been set by teachers

- Respond to the feedback that is being given by teachers and make the necessary amendments
- Seek help if they need it, from teachers or teaching assistants
- Complete English and Maths work daily and other subjects on a weekly basis

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

2.8 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
- Monitoring all staff's mental health and well-being and providing support where appropriate. Father Peter is available to support where necessary.

3. Who to contact

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

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Headteacher or Deputy Headteacher
- Issues with IT – talk to IT Co-ordinator
- Issues with their own workload or wellbeing – talk to the Headteacher
- Concerns about data protection – talk to the Headteacher/Deputy Headteacher
- Concerns about safeguarding – talk to the DSL

4. Data protection

4.1 Accessing personal data

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

- Use the laptops that they have been provided with or the computers that are available in the staffroom
- Staff should not be using their own personal equipment e.g. mobile phones

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses or telephone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure (Qubic will support with this) 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). Passwords set to change monthly
- 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
- 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

5. Safeguarding

Please refer to the Child Protection and Safeguarding Policy including COVID-19 addendum (where appropriate) that is on the noticeboard in the staffroom and on the website.

6. Monitoring arrangements

This policy will be reviewed on a regular basis by the Headteacher and discussed with all staff. Governing Body will also approve it after every review.

7. Links with other policies

This policy is linked to our:

- Behaviour policy and coronavirus addendum
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- Retention policy
- Home-school agreement
- User agreements for staff, parents and pupils and internet acceptable use policy
- Online safety policy

Appendix 1: Acceptable Use Agreement – Foundation Stage and Key Stage One

My name is _____

In current times, digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone. They can promote effective learning by providing context, stimulating discussion and promoting creativity.

Online safety for children of all ages is absolute paramount and takes a collective team effort from both school and home to ensure every child remains as safe as possible when online. Mr Stringer fully recommends that you read the information on the following link to develop and understanding and awareness of the 'Digital 5 A Day' to help promote a healthy and balanced digital diet for your child (<https://www.childrenscommissioner.gov.uk/digital/5-a-day/>).

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like further clarification, please contact me at James.Stringer@stjohnsprimarysch.org.uk and I will endeavour to reply as soon as possible.

To stay **SAFE online and on my devices**, I have read and agree to follow the Digital 5 A Day and:

1. I only **USE** devices or apps, sites or games if a trusted adult says so
2. I **WILL** ask a teacher/another adult if I am unsure of something
3. I **ASK** for help if I'm stuck or not sure
4. I **TELL** a trusted adult if I'm upset, worried, scared or confused
5. If I get a **FUNNY FEELING** in my tummy, I talk to an adult
6. I look out for my **FRIENDS** and tell someone if they need help
7. I **KNOW** people online aren't always who they say they are
8. Anything I do online can be shared and might stay online **FOREVER**
9. I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to

10. I don't change **CLOTHES** or get undressed in front of a camera

11. I always check before **SHARING** personal information

12. I am **KIND** and polite to everyone

13. I will take care **of** the computer and other equipment

I understand that my child needs a safe and appropriate place to do remote learning if school or bubbles are closed. When attending live lessons with school, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc.

My trusted adults are: _____ **at school** and _____ **at home**

For parents/carers

To find out more about online safety, you can read St John's full Online Safety Policy (<https://www.stjohnsprimarysch.org.uk/policies>) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). Furthermore, you can also find support and online safety resources at parentsafe.lgfl.net.

Acceptable Use Agreement – Key Stage Two

Introduction

My name is _____

In current times, digital technologies have become integral to the lives of children and young people, both within and outside of school. These technologies are powerful tools, which open up new opportunities for everyone. They can promote effective learning by providing context, stimulating discussion and promoting creativity.

Online safety for children of all ages is absolute paramount and takes a collective team effort from both school and home to ensure every child remains as safe as possible when online. Mr Stringer fully recommends that you read the information on the following link to develop and understanding and awareness of the 'Digital 5 A Day' to help promote a healthy and balanced digital diet for your child (<https://www.childrenscommissioner.gov.uk/digital/5-a-day/>).

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like further clarification, please contact me at James.Stringer@stjohnsprimarysch.org.uk and I will endeavour to reply as soon as possible.

Keeping myself and others safe and happy at school and home

1. **I learn online** – I use the school's internet, devices and logons for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I'm using them at home.

2. ***I learn even when I can't go to school because of coronavirus*** – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom or nor do teachers or tutors. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3. ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.
5. ***I am a friend online*** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
7. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
8. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
9. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
10. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.
11. ***I know new online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
12. ***I check with a parent/carer before I meet an online friend*** the first time; I never go alone.
13. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
14. ***I keep my body to myself online*** – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
15. ***I say no online if I need to*** – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.

16. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
17. ***I follow age rules*** – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult or skills but very unsuitable.
18. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
19. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
20. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
21. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
22. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
23. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
24. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.
25. I understand that I need a safe and appropriate place to do remote learning if school or bubbles are closed (similar to regular online homework). When attending live lessons with school, it would be better not to be in a bedroom but where this is unavoidable, I will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. No saved backgrounds are to be used during live lessons.

~~~~~ I have read and understood this agreement ~~~~~

If I have any questions, I will speak to a trusted adult: at school that includes

\_\_\_\_\_ outside school, my trusted adults

are \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## For parents/carers

If your parents/carers want to find out more, they can read St John's C of E Primary School's full Online Safety Policy (<https://www.stjohnsprimarysch.org.uk/policies>) for more detail on our approach

to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). They will also have been asked to sign an AUP for parents.

## Acceptable Use Agreement – Parents

### Background

We ask all children, young people and adults involved in the life of St John's C of E Primary School to be aware of what is expected of them in the Acceptable Use Agreement (AUA) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school). Due to the potential risk we will not be asking you to sign it.

Your child has also signed a remote learning agreement which is stored in their school file.

We tell your children that **they should not behave any differently when they are out of school or using their own device or home network**. What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school:

**“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”**

### How and where can I find out more information?

You can read St John's C of E Primary School's full Online Safety Policy (<https://www.stjohnsprimariesch.org.uk/policies>) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to:

- Mrs Susan Notley (headteacher and Designated Safeguarding Lead)
- Mrs Gaynor Nelson or Mr Joe Law (Deputy Designated Safeguarding Lead)
- Mr James Stringer (IT Coordinator and Online Safety Lead)

### What am I agreeing to here?

1. I understand that St John's C of E Primary School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school, **including during any remote learning periods**.
4. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without

permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

5. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.
6. I will follow the school's digital images and video policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
7. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety.
8. **I understand that my child needs a safe and appropriate place to do remote learning if school or bubbles are closed (similar to regular online homework). When attending live lessons with school, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc.**
9. **If my child has online tuition for catchup after lockdown or in general, I will undertake necessary checks where I have arranged this privately to ensure they are registered/safe and reliable, and for any tuition remain in the room where possible, and ensure my child knows that tutors should not arrange new sessions or online chats directly with them.**
10. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK. There are also child-safe search engines e.g. [swiggle.org.uk](https://www.swiggle.org.uk) and YouTube Kids is an alternative to YouTube with age appropriate content.
11. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: [childrenscommissioner.gov.uk/our-work/digital/5-a-day/](https://childrenscommissioner.gov.uk/our-work/digital/5-a-day/)
12. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
13. I can find out more about online safety at St John's C of E Primary School by reading the full Online Safety Policy at <https://www.stjohnsprimarysch.org.uk/policies>, and can talk to any member of staff if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

~~~~~  
Due to potential risk we will not be asking you to sign this and if don't hear from you after one week of sending this out, we will take it that you are in agreement of this.

I/we have read, understood and agreed to this policy.

Signature/s:

Name/s of parent / guardian:

Parent / guardian of:

Date:

