

Holy Spirit Primary School

Remote Learning Policy.

This remote learning policy has been written as guidance for staff and parents during the times that school is closed due to COVID-19 or full UK Government Lockdown.

It sets out the systems and technology that staff will use to maintain a good standard of learning experiences for our children and details of how they can be used effectively and safely, while allowing for the differing needs of families.

Holy Spirit's Online Learning and Acceptable Use Agreements still apply at this time but this policy is an addendum in these challenging circumstances.

Our approach:

At Holy Spirit, we understand that everyone's circumstances at home will differ. Some families have one child to support while others may have several. Some families will have one device to share while others may have more. Also, some platforms may work more efficiently on one device compared to another manufacturer. Some parents may have plenty of time to help their children learn remotely whereas some parents may have less time due to work from home, for example. Some children may be able to work mostly independently whereas other children require greater challenge of more support.

Considering all of this, we are adopting a flexible approach to remote learning. We aim to provide a full curriculum offer through a variety of activities as we see fit. We will not provide a full school day of activities as this will be unmanageable for most families – not to mention potentially keeping children at a screen for too long. We hope to provide a variety of across the curriculum so that pupils can dip in and out as time will allow at home, whilst still meeting the Government aim of four hours per day for KS 2 children and 3 hours per day for KS 1 children.

Sites and Services:

We will deliver remote learning through a range of sites and services, most of which are part of the regular online provision at Holy Spirit.

See-Saw (Y1-6) or Tapestry (EYFS) are the main communication tools. These are used to post daily announcements, to photo and text update between school and families.

Education City platform will be used to set English, mathematics and science where a class teacher deems that work to be appropriate.

White Rose Maths is used to set maths work, along with booklets that can be picked up from school.

Charanga platform will set music activities for children to complete.

Times Table Rockstars is used to set and challenge children with multiplication tables.

We may use other subscription platforms as time goes on. If so, further details will be forwarded as necessary.

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

Interaction:

At Holy Spirit, we are keen to make remote learning an interactive experience through the submission of work by children and feedback from teachers where possible and appropriate. We will also arrange opportunities for pupils and families to compete, interact and collaborate through daily challenges. For example, Times Table Rockstar Battles and PE time trials. We will broadcast videos via See-Saw for pupils to watch at a time and pace that suits them and make best use of approved and vetted video links from the internet.

As this period of home learning continues further, we are keen to provide the children with live face-to face opportunities. This will maintain a sense of being part of a class. We intend to use Zoom Video Conferencing to do this. While teaching a primary age class this way is not the preferred option, we hope that it will provide some safe, supervised opportunities for children to link with their teacher and peers. Please see further section regarding the use of Zoom.

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

Staff must use school equipment and not personal devices.

Provision:

We understand that remote learning may be easier for some families than others. No doubt, we all agree that continuing regular learning during school closure periods is of high importance to reduce the negative impact on our children's education.

Our staff will post daily flexible timetables on See-Saw and Tapestry for every class. This will outline a range of tasks – both online and offline. There may be links to follow and signposts to pre-recorded materials that a teacher will deem suitable and helpful. We understand that some families will struggle to engage with a full timetable, but we will endeavour to support them to do this as far as possible by teachers supporting families who request assistance.

We will have an assembly celebrating the PE values through the EFC in the community and class teachers will endeavour to hold PSHE assembly for their children to support with the challenges that lockdown may bring.

Use of Zoom Video Conferencing:

We hope to offer a short 5-15 minute slot for the children who are working remotely to 'check-in' with their teacher. This will also form part of the registration and safeguarding process. We believe that this will motivate our children and maintain relationships with school in the time that they are apart from us. We will also arrange wider opportunities for each class to connect through Zoom, See-Saw and Tapestry with further details to follow.

Like the rest of the 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, please contact school to see how we can help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Sefton Safeguarding Team.

In order to protect both children and Holy Spirit staff, we require that if you wish to take advantage of these opportunities on Zoom, you consent 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 to be used by children under 16, this must be a parent's account and kept secure by them – only to be used by their child when supervised by an adult. Sign up at <https://www.zoom.us/signup>
We also recommend that you choose a signup name that is your name or related to family. E.G. Smithfamily.
- An appropriate adult must remain in the same room as the child during video or conferencing calls to monitor and ensure that they are safe and using it appropriately. For KS 1 children, we would expect the adult to be seen within the Zoom screen but for KS2, the adult needs to be nearby. We would need to see the adult briefly for KS2 then they would leave the screen but remain near.
- Children must take part in the meeting in a suitable communal environment (not a bedroom) and be appropriately dressed. Uniform isn't necessary but they should be fully dressed in clothing that covers the top and bottom half of the body.
- All members of the household must be aware that the meeting is taking place and make sure that they too are suitably dressed. They must also display appropriate behaviour and language when nearby or in the background. Zoom has an option to use a virtual background – you may feel that this is an appropriate feature to turn on.
- You must ensure that 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 pre-arranged meet ups which are arranged through See-Saw or Tapestry. If you need to contact a staff member for any reason, please do so using See-Saw or Tapestry within the agreed working hours.
- Screenshots, photos and recordings of Zoom meetings must not be made and links should not be shared with others.

Holy Spirit Primary School will ensure that:

- No staff member will contact you or your child using Zoom outside any pre-arranged meeting. If they do need to contact you, it will be through See-Saw or Tapestry.
- Teachers will ensure that appropriate security settings are in place for the meeting. They will ensure that only registered users are granted access with a password or direct link. Therefore, we recommend using a family name related user name for Zoom so that it is easy to recognise who is attending. 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 will clearly identify you by name and renaming during the meeting is not

permitted. Participants' audio or video may be muted until appropriate and they may be removed from the meeting if rules are not being followed.

- Teachers will stay on the meeting until everyone has logged off before ending the meeting.
- 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 consent through the Parent Apps link.

We will make arrangements to schedule meetings and will share further information via See-Saw and the Holy Spirit school website.

Safeguarding and 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. Whilst we will be doing our best to ensure that shared links are appropriate, there may be tailored advertising which displays differently in your household or other changes that are beyond our control.

Online safety concerns should be reported to the Headteacher or Deputy Headteacher through the Holy Spirit Admin email.

Admin.holyspirit@schools.sefton.gov.uk

Admin.

The following websites offer useful support:

- **Childline**
- **UK safer internet centre** – this will help to report and remove harmful content
- **CEOP** – to report online abuse or advice on this

Additionally, the following sites are an excellent source of information:

- **Internet matters** – to support parents, carers in how to keep their children safe online
- **Net-aware** – for supporting parents and carers from the NSPCC
- **Parent info** – to support parents in keeping 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, they can contact school on the Holy Spirit Admin email (as above) and one of our Safeguarding Leads will get in touch.

Staff should continue to be vigilant at this time and follow the usual online safety and safeguarding/child protection policies. If a staff member has any concerns, contact a DSL in school or by phone if working remotely.

Links to other policies:

[Safeguarding policy](#)

[Online Safety Policy and Acceptable Use Agreements](#)

[Behaviour policy](#)

[Data/ GDPR policy](#)

Appendix : National online safety agency : top tips for parents.

10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



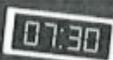
2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



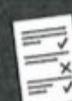
7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed-back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



