

Remote Learning Policy (Live Streaming)



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Remote and Home Learning Policy for Schools

Introduction

At Whale Hill Primary School We have produced the following policy guidance in continuing to provide education via remote learning for our children due to the current COVID-19 Pandemic.

Our expectations of children, staff and parents are clearly described in the detail below in order to ensure that, everyone understands that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

Please ensure that you have read the Policy in full.

Aim

The aim of this policy is:

- To describe the use of live streaming applications by schools.
- To describe how Seesaw will be used to access activities for home learning

Live streaming is being used in the event of an adult or child becoming unwell with Covid-19 meaning a 'bubble' at school must self-isolate and work must be undertaken remotely at home or in the case of a school or national lockdown. This policy will explain the application we as a school have chosen, how it will be used safely and the expectations of all those who use the application will also be made clear.

Application

At Whale Hill Primary School we have decided to use Zoom. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider.

<https://bit.ly/2SHt4y9> - Full guidance to the use of ZOOM

The Application has a number of functions to it. As a school we have chosen to disable the following functions:

Screen Share – pupils will not be able to do this

This is to ensure the full safeguarding of both children and teachers and prevent information or images or inappropriate content being used through the application on these functions.

It is our expectation that as users of the application both children and staff should report any additional problems directly to the Headteacher or Designated Safeguarding Lead around the functionality of this application.

Live Streaming

Live Streaming will always be carried out by the School's ICT system and any other access will not be authorised.

Filtering and Monitoring

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our ICT lead/department to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

Please ensure that you report any identified issues immediately.

Equipment

The functionality off the application will be disabled or enabled by the school/controller/administrator at the source irrespective of using the school's equipment or your own laptop/computer. Whether you are using your own equipment or the school's equipment we will still seek your agreement to follow and adhere to our school's, 'acceptable use' Policy which highlight's clear expectations of the use of equipment.

Seesaw

Activities will be set using the SEESAW Class app for children who have internet enabled devices. We have a limited number of laptops/tablets for children who do not have internet enabled devices. As a last resort, pupils can be handed hard copies of the work that they are expected to complete during the period of any school closures.

This will allow our staff to keep in daily contact, in a professional manner, with their class. Furthermore, teachers will be able to schedule learning in a manner that does not overwhelm our children. Also, teaching and learning can be tailored, changed and updated as time progresses, allowing for the replication of classroom activity to the best of our ability. In all our communications, the wellbeing of our pupils will be prioritised.

Flexibility of Learning

We realise that the circumstances that cause our school to close 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 may 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 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 children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, no deadline will be set. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching Staff will:

- Share teaching and activities with their class through the SEESAW/ZOOM apps;
- Continue teaching in line with current, extensive planning that is already in place throughout school;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children through the SEESAW/ZOOM apps and through welfare calls only;
- Reply to messages, set work and give feedback on activities during the normal teaching hours of 9.00 am – 3.00 pm;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Professional Development;
- If unwell themselves, be covered by another staff member for the sharing of activities and follow up of messages on SEESAW until they deem themselves fit for work again.

Children will:

- Be assured that the wellbeing is at the forefront of our thoughts and 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 have asked them directly;**
- Only access the materials 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 learn a new skill, follow their own interests to discover more about the world around us or just be creative.

Parents will:

- Support their child's learning to the best of their ability;
- **Encourage their child to access and engage with SEESAW, Zoom or the learning packs that are provided by the school; Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of the SEESAW or Zoom app;**
- Know they can continue to contact their class teacher as normal through the SEESAW app if they require support of any kind;
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

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. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

Home learning will be set through SEESAW, with feedback given. Activities for the following day will be uploaded the night before where possible, and tasks will comprise of the following:

EYFS

- Literacy tasks
- Maths tasks
- Creative tasks
- Understanding the world tasks
- Physical and wellbeing tasks

Year 1-6

- Daily Maths tasks
- Daily English tasks
- A daily PE activity
- A daily topic task

Expectations of Children

At Whale Hill Primary School the following expectations are in place and should be signed and agreed by you or your parent/carer on your behalf before any remote learning is provided.

- I will use the equipment and application safely and appropriately at all times.
- I will report any issues of concerns directly to my parent/teacher/school.
- I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute. (As per school decision)
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through email or telephone the school
- I will not have any other person present during the session, except for a parent/carer who is responsible for my supervision in the family home.

Expectations of Parents/Carer

At Whale the following expectations are in place and should be signed and agreed by you as a parent/carer before any remote learning is provided.

- I will support my child in using the equipment and application safely and appropriately at all times.
- I will be available for the supervision of my child and not for observation of the lesson.
- I will not record the session or cause it to be recorded.
- I will not distract, sabotage or detract from my child's learning during the session.
- I will not use the school equipment for any other purpose other than for specified lessons or Seesaw activities
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Expectations of Staff

At Whale Hill Primary School the following expectations are in place for staff and are adhered to in conjunction with the school's staff behaviour policy/code of conduct:

- I will use the equipment and application safely and appropriately at all times.
- I will follow the expectations of our school's staff behaviour policy at all times.
- I will be appropriately dressed and in a non-identifiable teaching space throughout the session.
- Where possible two members of staff will be on the live streaming at all times.
- I will provide online learning between 9 – 3 pm only
- I will not record the session or if there is a reason too I will notify all parents and pupils of this, the purpose and where the recording or any data will be stored.
- I will adhere to GDPR guidelines to maintain the data protection of all information regarding the children I am educating.
- I will report any concerns directly to the Head Teacher/Designated Safeguarding Lead.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

This policy should be read in conjunction with the School's:

Child Protection Policy

Staff Behaviour Policy

Acceptable Use Policy

Keeping Children Safe In Education 2020

Useful links and publications:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

