Remote Learning Policy

Safeguarding Statement

West Heath Primary will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability. West Heath Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Owner	Head Teacher
Date of review	19th November 2020
Date of next review	19th November 2020

Audience
All members of West Heath Primary School should read and understand this policy.

Aims
This remote learning policy 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.

Roles and responsibilities
The following information will outline the expectations of Teachers, Teaching Assistants and the senior leadership team, in relation to remote learning.

Teachers
When delivering remote learning, teachers must be available from 8.30- 3.30. 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.

The following will outline what is expected of Teachers in relation to potential scenarios: Pupils who are self-isolating; teachers who are self-isolating and completely class isolation.

Pupils who are self-isolating (individual cases):
Teachers are expected to provide work for children in their class that are having to self-isolate due to track and trace. In this instance, the office will inform the class teacher that a child is self-isolating.

Teachers must:
- Send a PING to parents outlining how work will be set.
- Establish which children have access to Microsoft Teams and set work via the learning platform(see Appendix 1).
- For those children who do not have access to Microsoft Teams, work should be sent via PING. There is no requirement to send work via PING and Microsoft Teams.
- Ensure that work set includes:
    - A daily Maths lesson. These should include the White Rose video and worksheets, where appropriate.
    - A daily English lesson.
    - A daily Reading based activity.
    - A topic/Science based lesson that relates to the work that the children are completing in school.
    - Signposting the children to daily physical activity.

Teachers who are self-isolating
In the event of a teacher having to self-isolate, the Teacher will continue to deliver lessons through Microsoft Teams. A HLTA and where possible a TA (as per the cover plan) will be in the classroom to facilitate learning and undertake basic marking of the children's work.

At the point that a Teacher goes into self-isolation they must:
- PING the parents to inform them that they are self-isolating due to track and trace.

- Plan and deliver all lessons as per their usual timetable. Teachers must deliver lessons via Microsoft Teams using screen share: PowerPoint is the most effective tool.
- Liaise with the HLTA responsible for their class and ensure that they have all of the resources needed for all lessons.

Whole class Isolation
In the event of whole class isolation, Teachers will be expected to continue to teach their class via Microsoft Teams. Work will also need to be set and marked using this platform.

At the point the class goes into isolation teachers must:
- Send an introductory PING explaining how remote education will work. This will include an outline of the expectations to use Microsoft Teams and the class temporary email address for the period of isolation.

For every subsequent day of isolation, teachers must:
- Ping the parents every evening by 7pm with a timetable for the following day.
- Teach four lessons per day- English, Maths, Guided Reading and a topic/Science lesson via Microsoft Teams and set work based upon these lessons.
- Mark all work completed by the children and return it to them with feedback.
- Signpost children to daily exercise activities.
- Check their class email account and respond to parental concerns as required.

- The PE staff in line with the class timetable will teach PE virtually.

For all virtual lessons, Teachers must ensure that they are appropriately dressed and that they are teaching from an area, which is free from noise and has nothing inappropriate displayed in the background.

Teaching Assistants
When assisting with remote learning, Teaching Assistants must be available for work during their usual contracted hours. 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, Teaching Assistants are responsible for:
- Making a phone call to all of the children in the class on day one of isolation to ensure that they have the resources necessary to partake in online lessons and feedback any issues to SLT.
- Making a well-being call to all children on day seven of the pupil's isolation. If this falls at the weekend the call can be made on the Friday before.
- Logging into each online lesson and keeping a register of who has attended the session.
- Emailing the session attendance to the class teacher.
- Finding appropriate resources as directed by the teacher.

For all virtual lessons, Teaching Assistants must ensure that they are appropriately dressed and that the area in which they are teaching is free from noise and that nothing inappropriate is displayed in the background.
At the point that a 'bubble' is sent home to isolate, SLT will ensure that Teaching Assistants have the appropriate resources to be able to support the teacher and class during the isolation period. Equipment will be loaned, should it be necessary.

Senior Leaders
Senior leaders are responsible for:
- Co-ordinating the remote learning approach across the school by ensuring that all Teachers and Teaching Assistants have the resources necessary to deliver remote education.

- Monitoring the effectiveness of remote learning, by liaising with the staff delivering the remote learning and acting upon feedback.
- Monitoring the security of remote learning systems, including data protection and safeguarding.
- Identify children who do not have access to technology and loaning equipment to them.

Information Technology staff
Information Technology staff are responsible for:
- Finding solutions to issues with the systems used to set and collect work.
- Helping staff and parents with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and reporting any data protection breaches to the Data Protection Officer.
- Assisting pupils and parents with accessing the internet or devices.

Pupils and Parents
Staff can expect pupils learning remotely to:
- Be available during the school day – although they will consider that children may not always be in front of a device the entire time.
- Complete work to the deadline set by Teachers.
- Seek help if they need it, from Teachers or Teaching Assistants
- Alert Teachers if they are not able to complete work.

Staff can expect parents with children learning remotely, to:
- Make the school aware if their child is sick or otherwise cannot complete work.
- Seek help from the school if they need it.
- Follow the school's complaints policy should the need arise.
- Refer parents to Parent 's Guide(Appendix 2)

Governing Body
The governing board is responsible for:
- Monitoring the school's approach to providing remote learning in line with DfE expectations.
- Monitoring the school's procedures for safeguarding during remote learning.

<u>Safeguarding</u>
Teachers and Teaching assistants must ensure that they report any safeguarding concerns using the school's MY CONCERN system.

The Teacher is responsible for monitoring which children have accessed work.
- If children have not accessed work on day 1, a PING message reminding parents of the timetable must be sent.
- If work has not been opened and completed on day 2, a phone call should be made to parents.
    - For parents who state that they do not have access to technology or the internet, the Family Support Worker should be informed. Where possible, technology will be loaned to the parent for the period of time that the child is isolating.
- If on day 3, work has not been opened and completed, the Family Support Worker must be notified, and a safe and well check will be undertaken.

<u>Monitoring and Review</u>
This policy will be reviewed by SLT on a monthly basis to ensure that it reflects the current situation, both in school and nationally.

APPENDIX 1

How to guide for Microsoft teams

This is a step to guide to help you work through Microsoft teams. The best thing to do is to take some time to play and explore Microsoft teams for yourself prior to a bubble closure. This will help to improve your confidence in the program.

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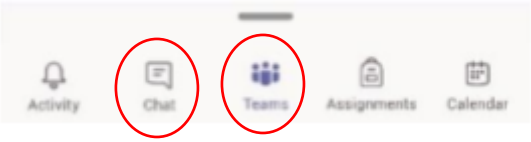
Microsoft Teams - Mobile Version Login Page

All staff at school have been given their own personal login details in the following format:

firstinital.surname@westheathprimary.bham.sch.uk – Your email address!

In order to login, you will need to download the Microsoft Teams App from either the App Store or the Play store. Once loaded, you will see the page displayed below for you to login to. Here you can enter your username (your email address) and your password (the one used to login to the school laptops and your email).

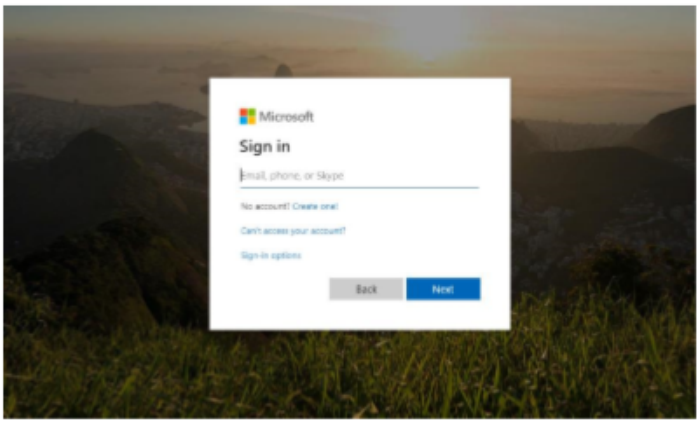
Once logged in, there are five options at the bottom to choose from: Activity, Chat, Teams, Assignments and Calendar. For now, you only need two of these – Chat and Teams.



Teams Tab

To open the teams for staff meeting it will often be in "all staff". Click on the Teams icon and choose the 'All Staff Team'. This will be fine when entering a meeting but when teaching, you will probably need to use a laptop or tablet to access all the features.

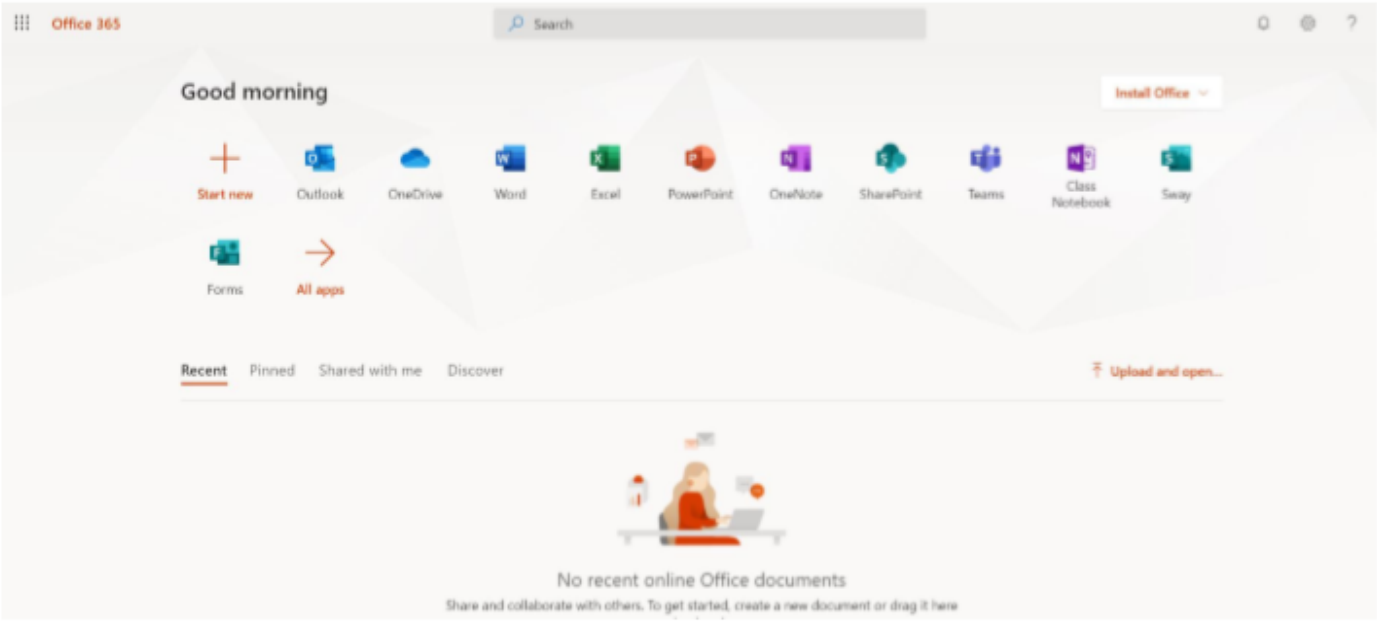
Microsoft Teams – laptop/computer Version Login Page



All staff at school will have been given their own personal login details (what you use to login to your email).

In order to login, you will need to go to https://login.microsoftonline.com/ where you will see the page displayed to the left. Here you can enter your username (your email address) and your password (provided by us). Alternatively you can download the Office 365 and Teams apps and login. If you type Microsoft teams into google you can download the icon to your desktop.

Office 365 Dashboard



When you first login to your account on a computer, this is what you will see. From here, you can access the entirety of the Office 365 suite. This can be broken down into three key areas: Office, Outlook and Teams. Under these headings, the guide will explain what each tool is for and how to use it.

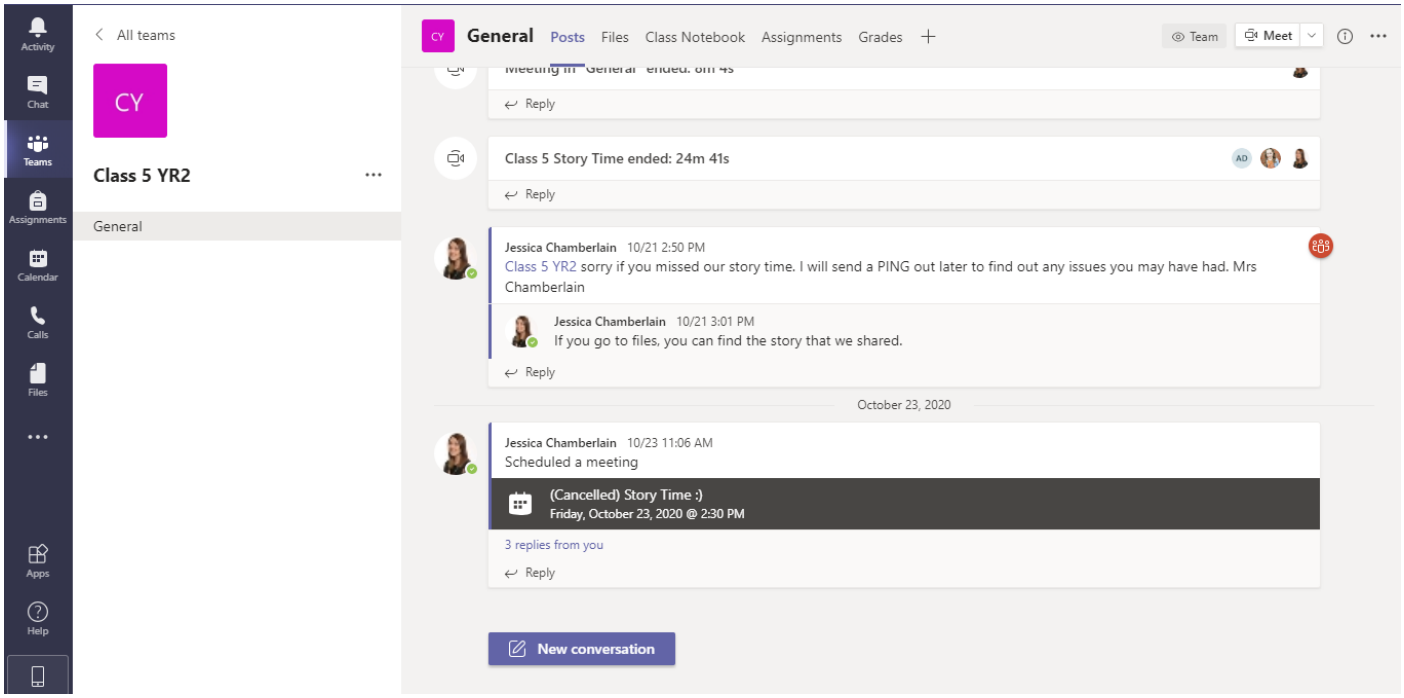
Setting up a Team – TEACHERS ONLY

For the majority of you, your teams will be set up and there will be no reason for you to need to set a new team up. For teachers, you may want to set up a team for your TA to teach from and a team for you to teach from. To do this, follow these steps.

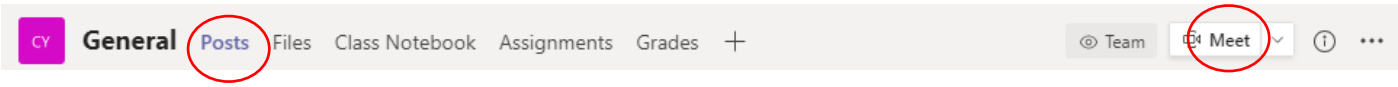
1. Click the 'Join or Create Team' icon.
2. Click the blue 'Create Team' button. Then, when the pop up appears, choose 'Class'. This is really important for the security settings.
3. The next option says 'Create your team'. You can call this something like "Class 5 JC" or "Class 6 HF maths". You can then write a brief description and click the 'Next' button.
4. Next you need to add your pupils. I have found the easiest way to do this is to sit with a class list. Start typing each child's name into the search bar and click on their name when it is pulled up. If you are a job share or you want your TA to be apart of this group to support teaching, please click the teachers TAB and add your co-teacher in as well.
5. You have now set up your class page. You already have a whole class page set up so you can continue to just use this if you prefer. This is simply an option for those who want their TAs to teach an individual group of children separately for example, in line with the SEN toolkits.

Starting a call

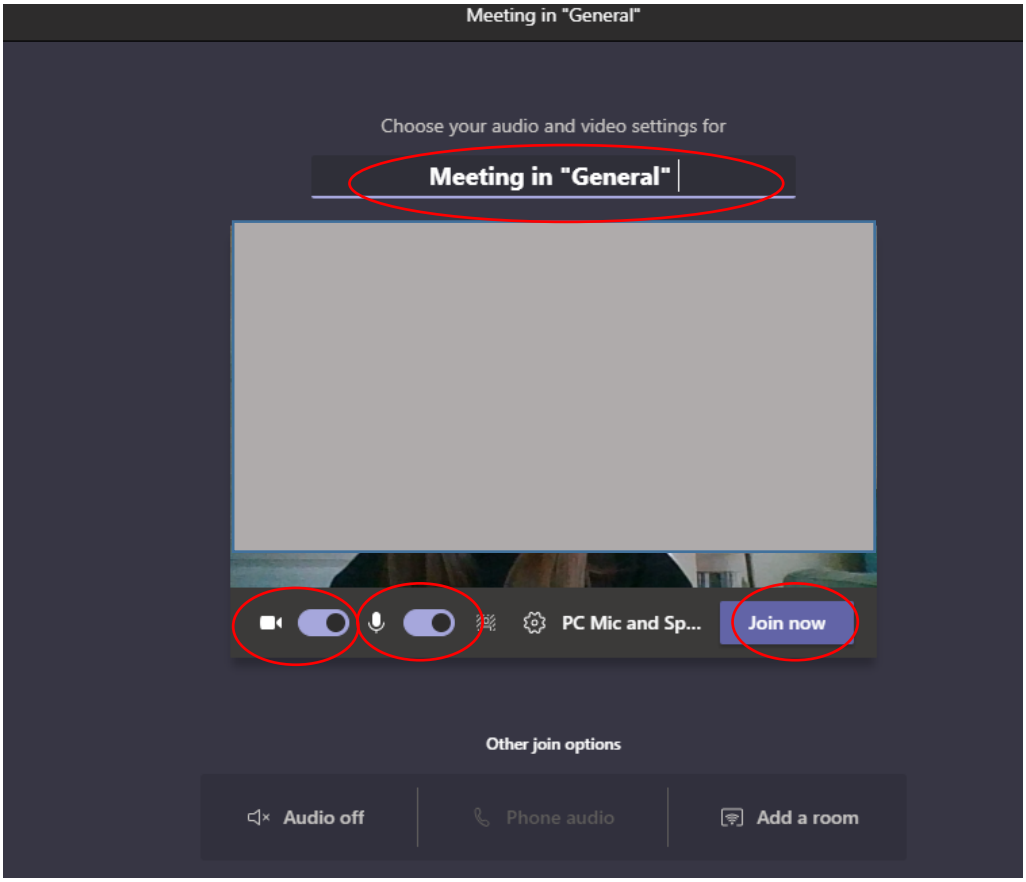
To start a call, open the Teams app and choose your class so that your page looks like this.



(It may be blank if you haven't had any activity on teams yet)



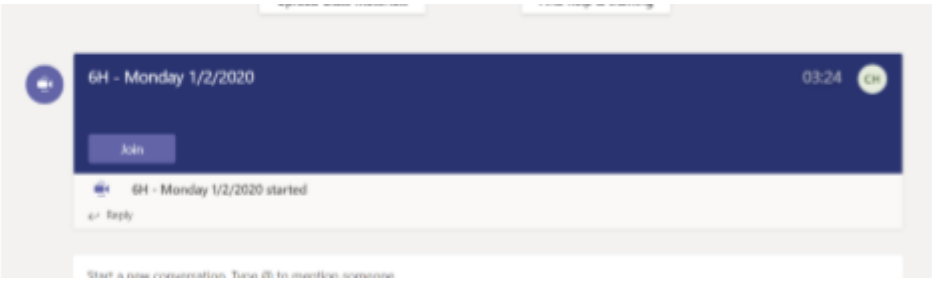
To start a call, click posts and then the meet button the click meet now.

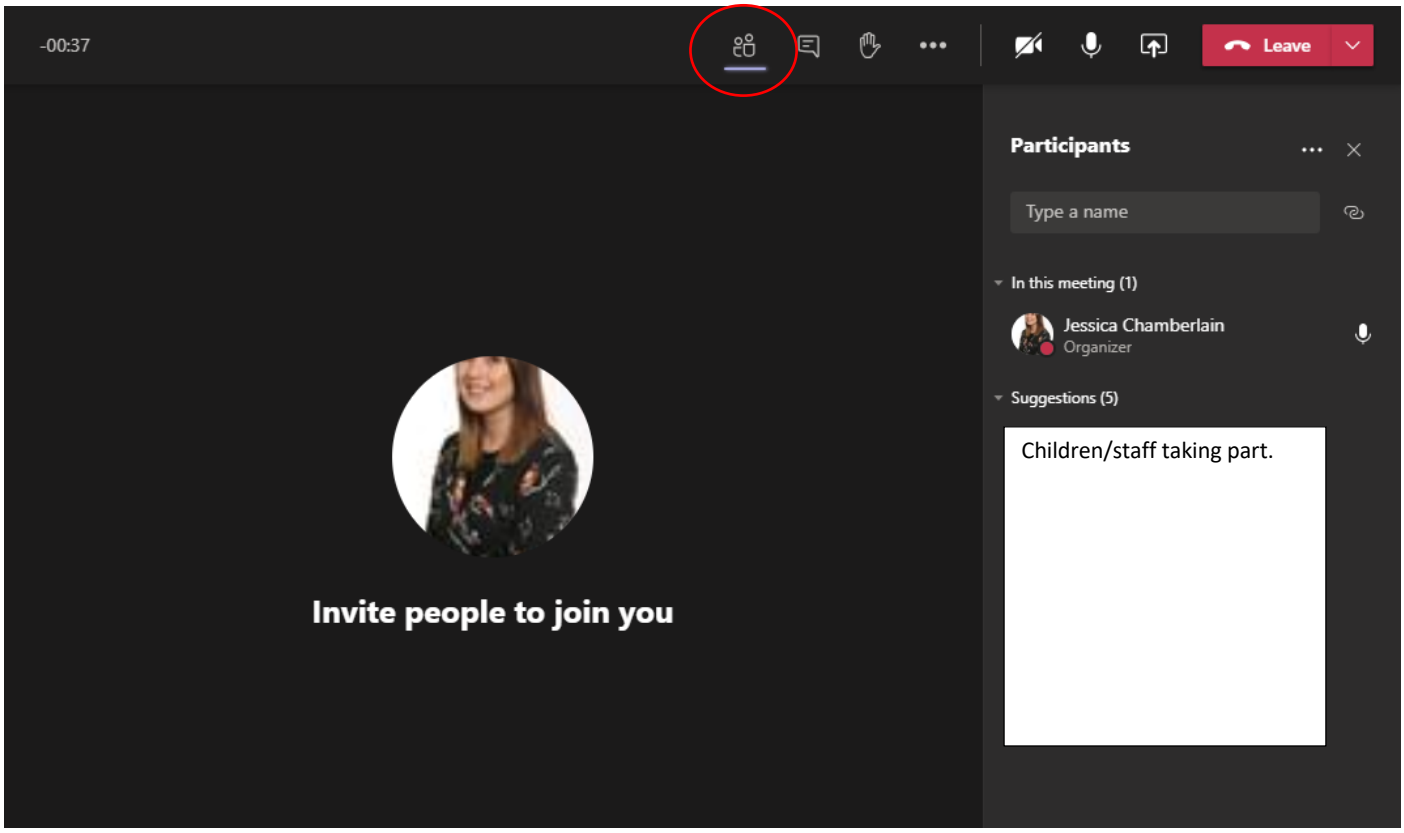


Enter a name (Subject) for your chat in the bar at the top. I usually name it the date and lesson. Wednesday – Maths. Then click the 'Join Now' Button.

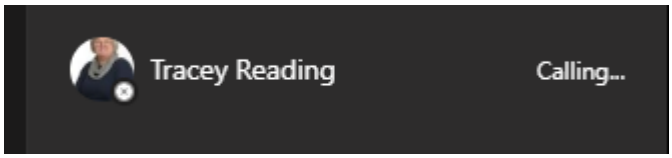
This will open up the video chat window. You have a few options. You can turn on the camera and audio, share your screen or PowerPoints, and hang up to end the call. Whoever is talking will take up the main screen, either their initials or their video.

This is how your meeting will be showed to your class. Once you have started the call, you can click the Teams tab on the left to go back to this page. The children can click join from here. They will have been given a time to enter the call on PING the night prior.





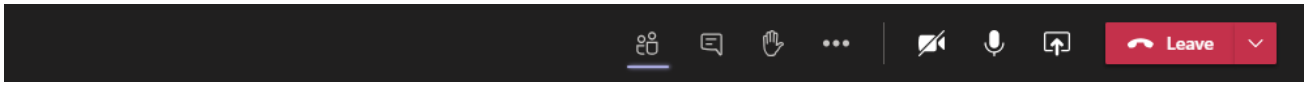
Children should then join the conversation. If you would like to request a child from your group to join, they may already be in the suggestions on the side or you can type their name into the bar at the top and call them. Like shown below:



If you lose the participant bar to the right of the screen, just click the people icon as circled above.

Changing your background

Some people don't like children to see their homes when on a teams call. To blur your surroundings or put a background in place, simply click the ellipsis (…) icon at the top go to the 'apply background settings' option and select one from the right hand side. Click apply.



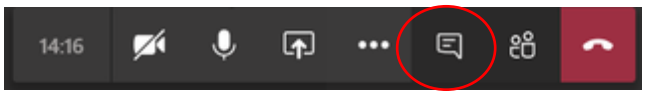
To get back to your participant bar to see who is in the chat, simply press the people icon at the top again.

Useful in call features

Typed chat

In teams during a meeting you have the option to open the 'Chat' window. It is really useful to have this chat window open when they are muted (the button that looks like a little text message). This allows the children to ask questions for you to answer and tell you they have something to share without needing to talk. You can then pick and choose when to unmute and who!

Click the little message icon at the bottom of the screen (next but one to the hang up button).



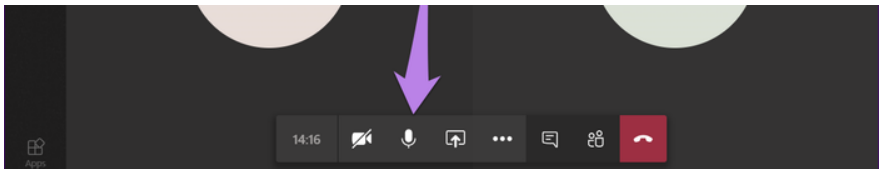
It is important that children are aware that this is NOT a private chat and that everyone in the group can see what is being said INCLUDING THE TEACHER. It might be worth going through these features with the children in your first lesson of isolation and explaining how to do them but also the reprimands of using them incorrectly.

Muting the class

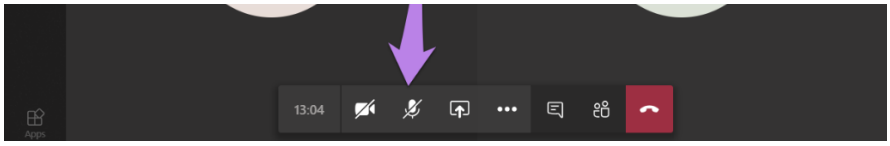
Earlier in the guide, I showed you how to mute everyone on entry to the chat. This is a great feature but whilst you are waiting for people to arrive, you may want to unmute the children so that they can talk for a few minutes before the lesson starts.

Muting yourself on a laptop

On the desktop app, when you are on a call, you will see the options toolbar present at the bottom. Click on the microphone icon to mute yourself.

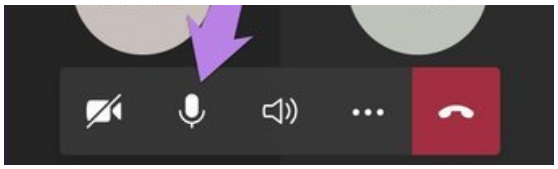


When you mute yourself, you will see that the microphone icon has a bar over it. To unmute yourself, click on the same icon again.

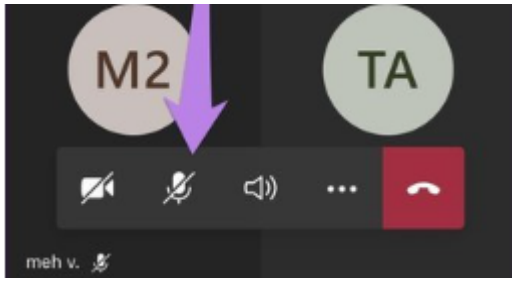


Mute Yourself on Android and iOS (your phone)

To mute yourself on a call, tap on the screen once to reveal the floating options toolbar. Then, tap on the microphone icon to mute yourself.

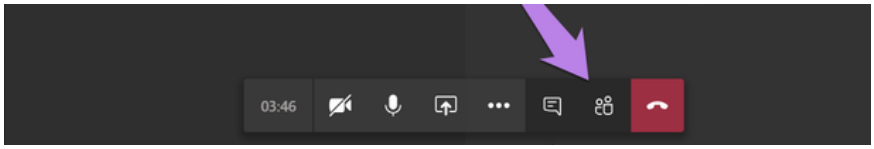


When you have muted yourself, you will see the mute icon (microphone with a bar) at the bottom of the screen. Tap on the screen to show the options toolbar. Then, tap on the microphone icon to unmute yourself.

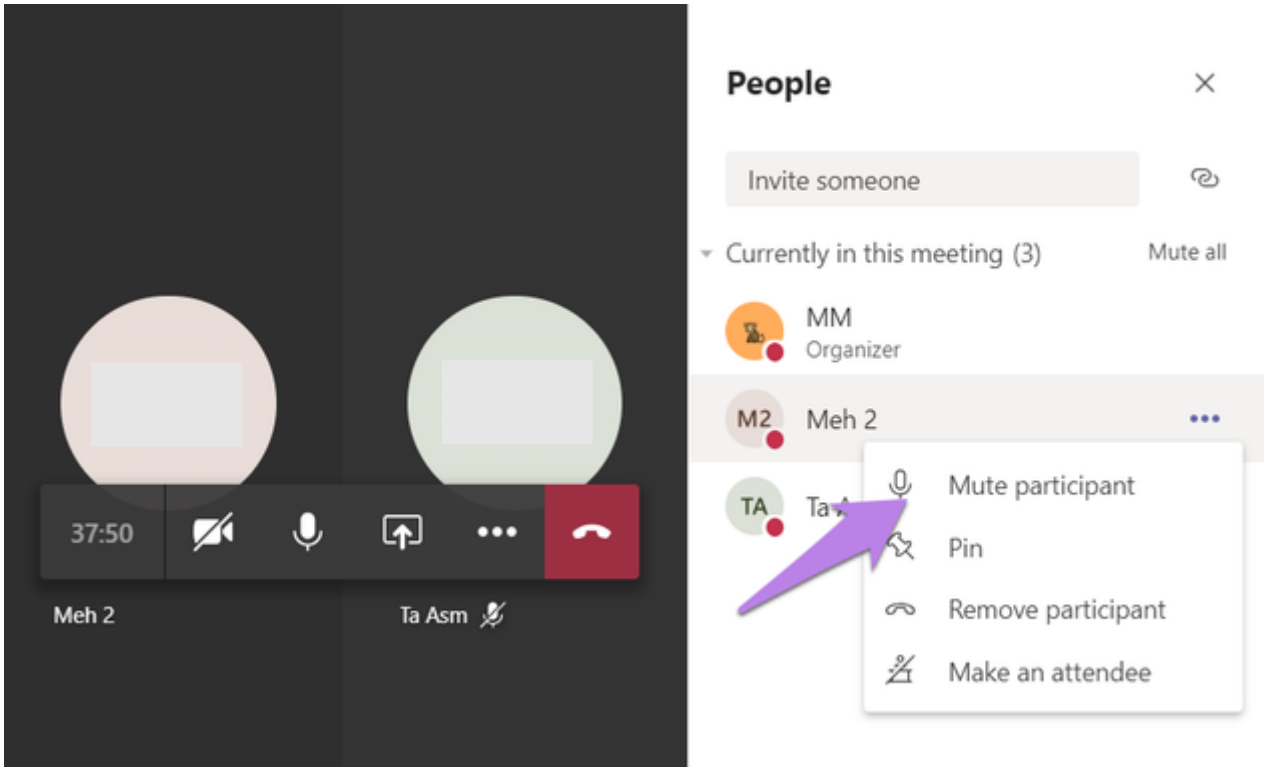


Mute All and Individual Participants

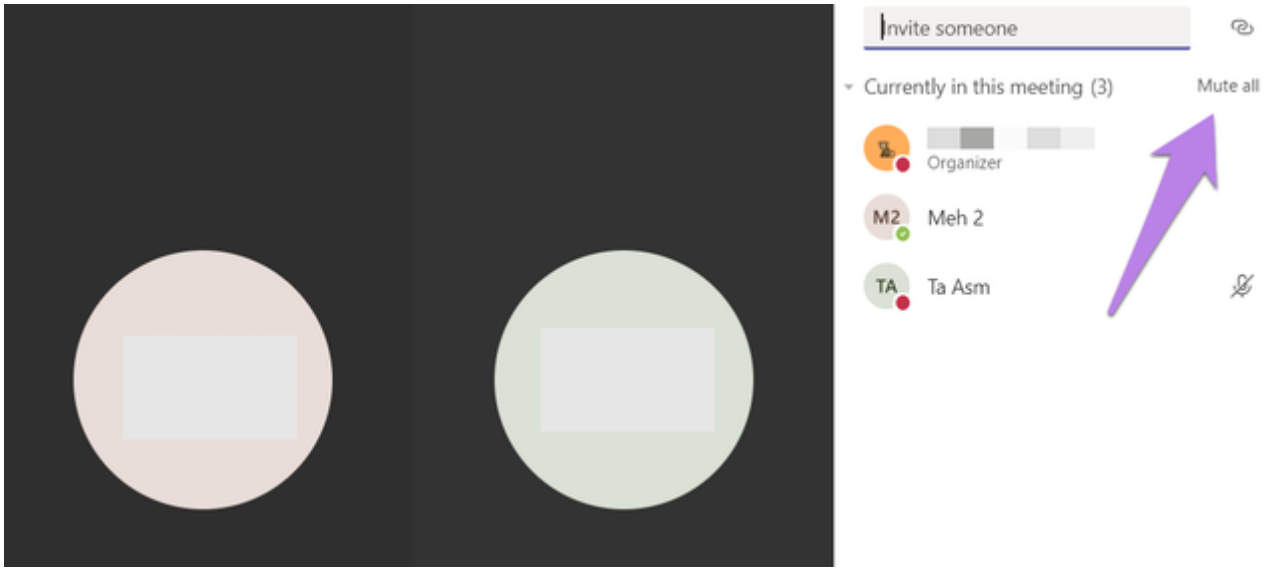
For this, click on the participants' icon present in the bottom toolbar when you are on a call (the one that looks like two people).



You will be shown the list of participants. To mute an individual participant, hover your mouse over their name and click on the three-dot icon. Select Mute participant. This is useful when a child is struggling to mute itself. I found that in year 2 we had this problem with a few children.



To mute everyone, click the mute all option.



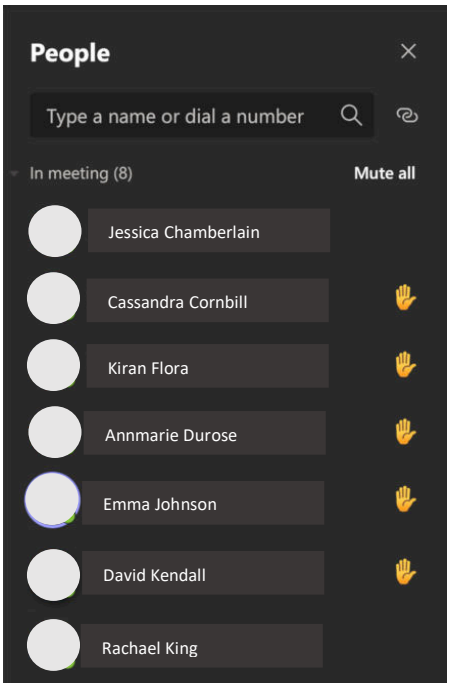
Raising your hand

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.

Just select **Raise your hand** in the meeting controls.

Seeing who has their hand up

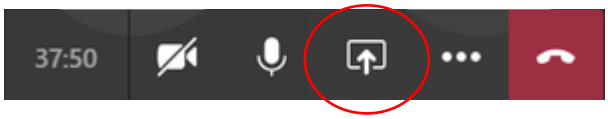
Select **Show participants** to see a list of everyone in attendance. Anyone who's raised their hand will have an icon next to their name. When multiple people raise their hands, they'll be listed in the order in which they raised them.



Sharing Content

This is where you need to have a laptop really. I have tried to do it from my phone and although it can work, it is much more difficult and not as reliable.

To share your screen in a meeting, select **Share content** in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.



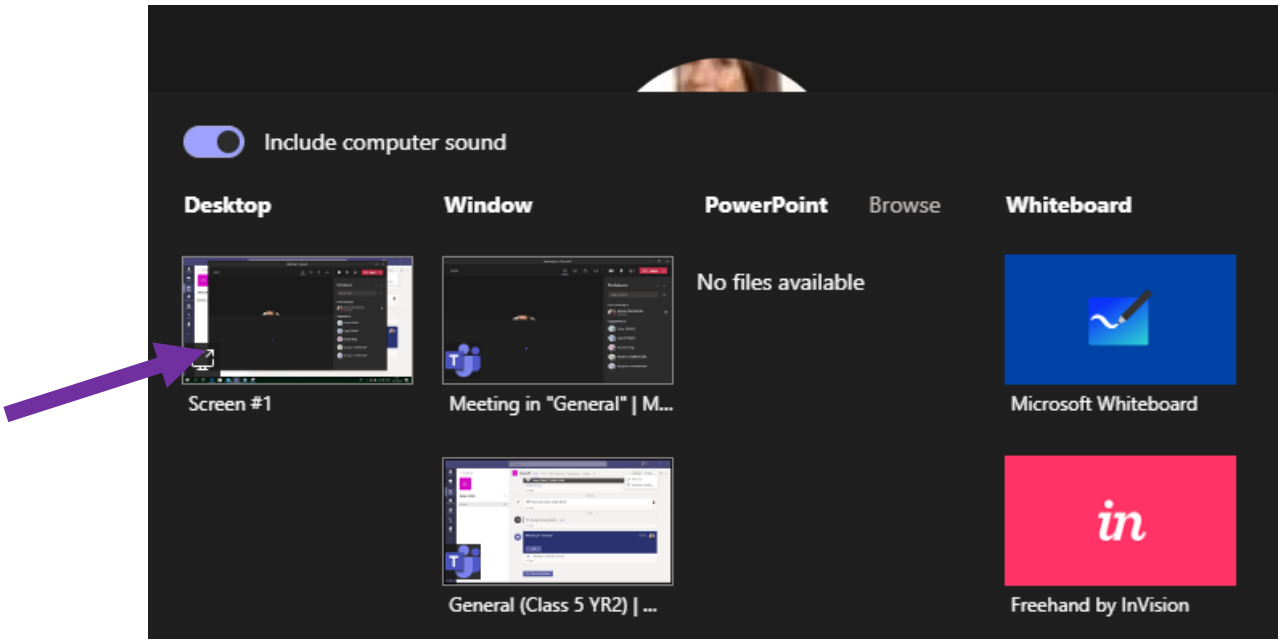
Note: If you are using Teams on the web, you will only be able to share your screen if you are using Google Chrome or the latest version of Microsoft Edge. This is why, downloading the app on to your laptops home screen as shown above is useful.

Present entire desktop

This is useful if you want to share a webpage such as a YouTube video or a jumpstart Jonny.

1. Select **Share content** in your meeting controls.

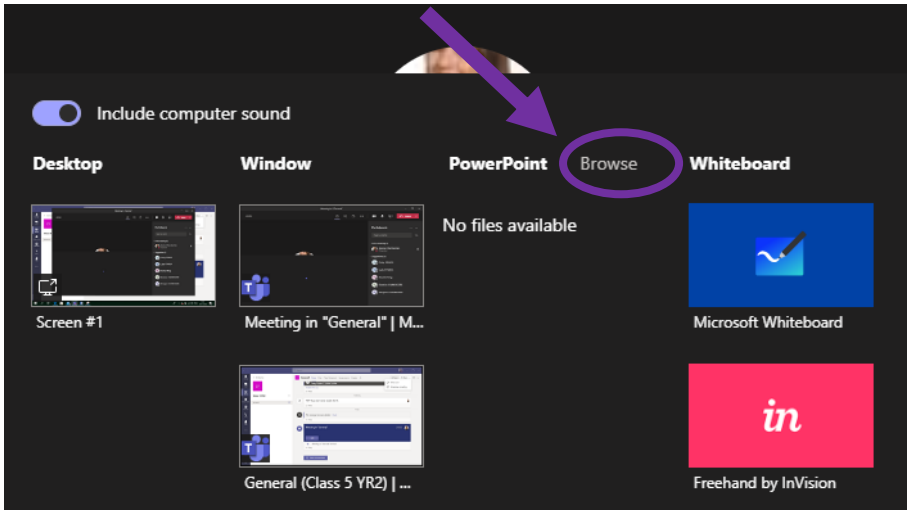
2. In the Desktop section, select the screen underneath. Your chat will be minimised and you should get a red line around your screen. This is to show you what you are sharing. You can then go to your open webpage and share the content. If your web page has sound, see the "include computer sound" section to this guide.



Present a PowerPoint

1. Select **Share content** in your meeting controls.

2. In the **PowerPoint** section, select the file you want. Select **Browse** to find a different file.



3. Click upload from this computer
4. Find your PowerPoint and select it. You screen will now look like the screenshot below. The children can see as you go through the PowerPoint.
5. Use the arrows at the top to flick through the pages
6. Click Stop presenting when you have finished. This will take you back to the original screen.

Include computer sound

Sharing computer sound lets you stream audio from your computer to meeting participants through Teams. You can use it to play a video or audio clip as part of a presentation.

To share sound, select **Share content** in your meeting controls and then **Include computer sound** (it's the switch on the top left of your sharing options). All sound from your computer, including notifications, will be audible in the meeting.

When you're done sharing, go to your meeting controls and select **Stop sharing**.

Ending the call

To end the call press the downwards arrow on the leave button and click 'end meeting'. This means everyone will be booted from the meeting and therefore it is safer from a safeguarding point of view.

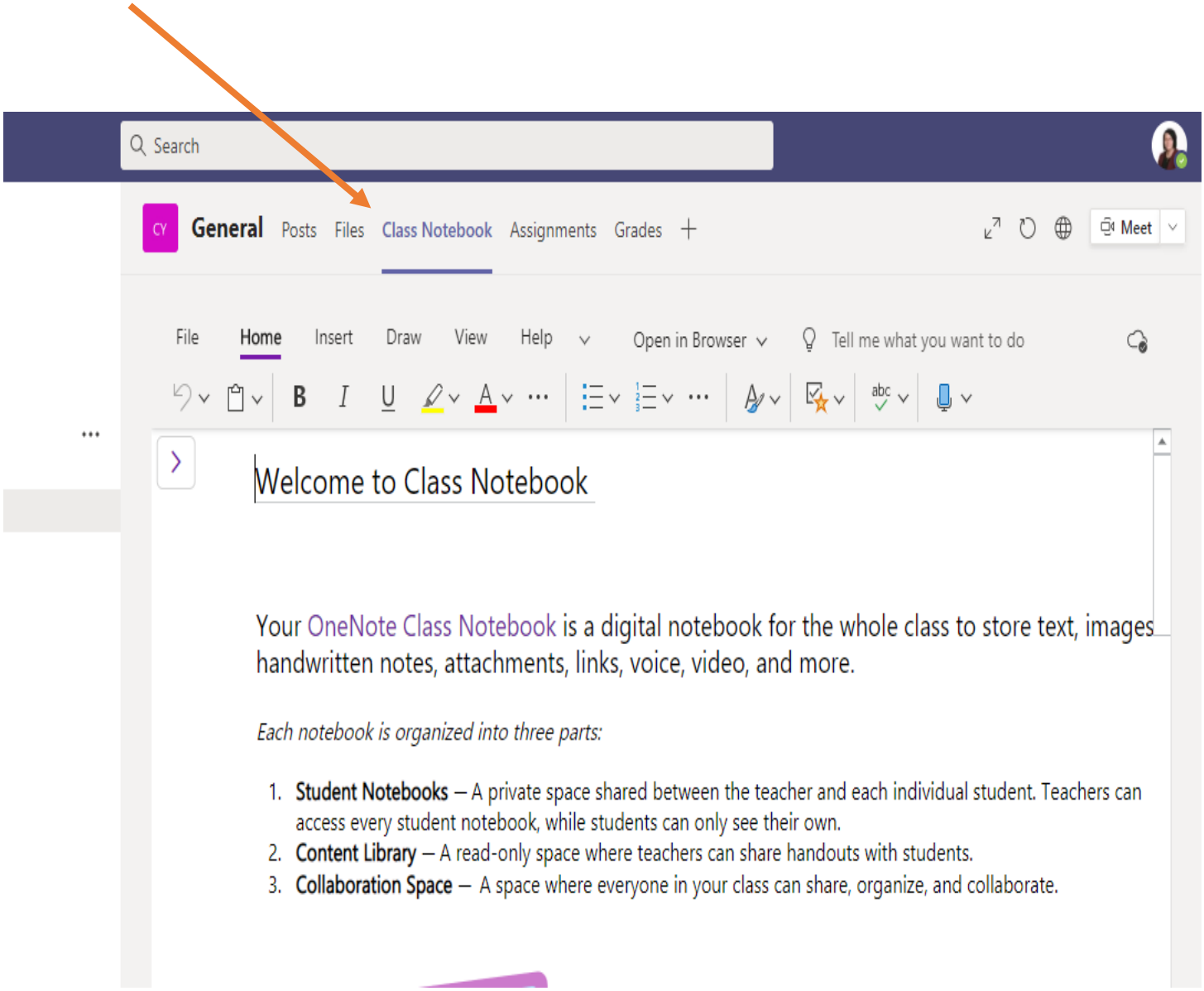
It is important to note that even when the call has ended, the children can still type chat on the chat to ask follow up questions. This needs to be monitored to ensure conversations are appropriate.

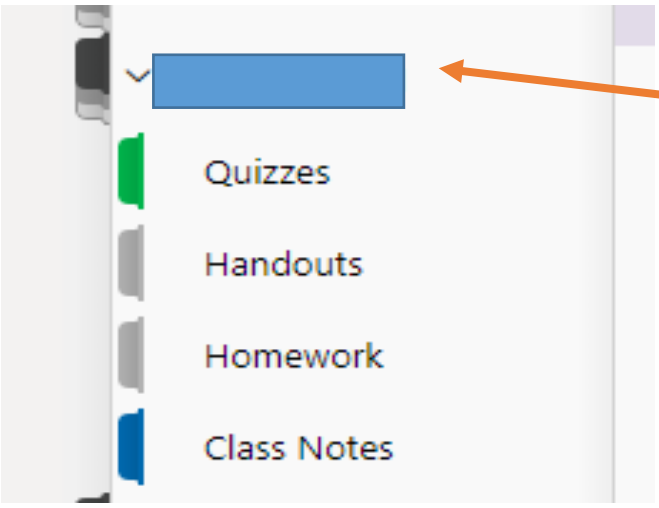
Appendix 2

Parent Guide to Microsoft Teams

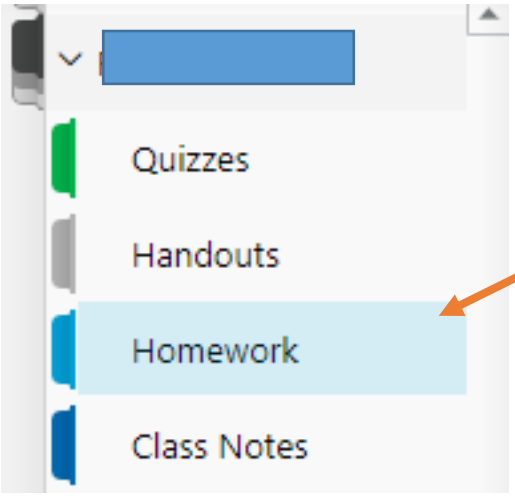
There is a tab called 'Class Notebook'

If you click on this tab you will open the notebook.



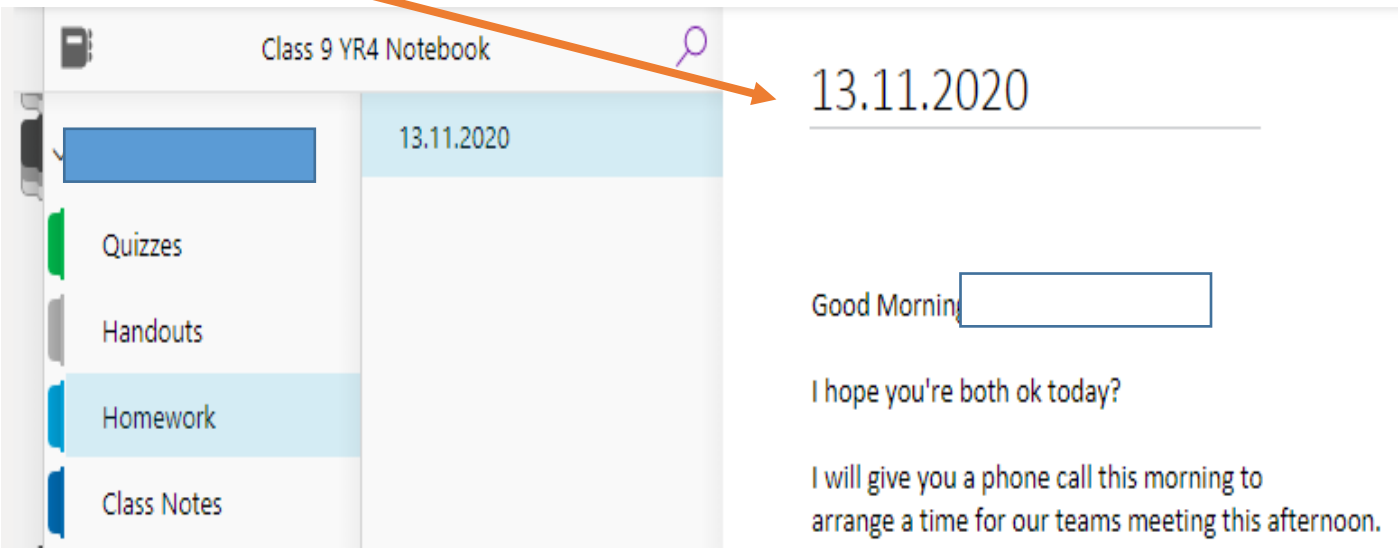


If you then click on your child's notebook, he will then have a selection tab at the side that looks like this.



Once you are in your child's personal notebook, click onto his homework page tab.

You will then see this page



You can just type on this page and it will automatically save, you do not need to send anything.

**The only issue with this communication method is there are no notifications. I will keep this page open throughout the day and check-in during break and lunch times.

I have already popped a message in there, so that it is set up and ready to go.

I hope this helps, if there are any issues we can discuss them during our call later.

Best Wishes