St Mary's Blackbrook Catholic Primary School
Remote Learning Policy

Purpose of the policy:

There is a need for Schools to provide pupils with the ability to continue their learning and development, through the use of online methods, when outside of the normal school environment. This distance learning will be offered to pupils in a secure and controlled manner through the applications and features of the Microsoft Office 365 suite, providing a safe working environment for staff and pupils.

What is 'Remote Learning'?

Remote learning, also referred to as distance learning, gives children who aren't in a physical location due to illness or school closure in-person education, access to online training materials, and the ability to communicate with their school staff from their own home through an Internet based application.

Rationale:

If children are unable to attend school due to closures or can continue their learning in the home environment, we are committed to providing remote learning opportunities to deliver a coherent range of curricular experiences. The policy outlined here reflects a clear commitment to reinforce skills and give pupils access to learning activities which will meet their needs, building upon prior learning.

Aims:

• To have structured opportunities to connect with learners across the school week

• To provide continuity of learning and skills development

• To ensure planning for opportunities for pupil achievement and attainment

• To ensure we give opportunities for every child and that all children are safe, respected, respectful and responsible.

• To respect the rights of children as set out St Mary's Blackbrook anti bullying policy

• To provide a safe working and blended learning environment for staff/pupils

What is Microsoft TEAMs?

Microsoft Teams is a GDPR compliant digital hub that brings conversations, content, assignments, and apps together in one place, this allows teachers to create learning environments, build collaborative classrooms, connect in professional learning community, and connect with colleagues remotely.

Within Microsoft Teams, staff can converse with children through a class conversation. This is fully visible at all times by all members of the class 'TEAM'. 1:1 discussions between a class teacher or another child will be disabled from the application to avoid any safeguarding issues. These conversations are also stored centrally at St. Helens Council and can be reviewed if and when a need arises.

Staff and children can share files and websites, create a OneNote Class Notebook (already built in), and distribute and grade 'assignments'. This allows teachers to organise interactive lessons and provide effective and timely feedback. School administrators and staff can also

stay up-to-date and collaborate using Staff Teams with a 'St Mary's Staff', a 'St Mary's Teachers' and an 'SLT' Team with relevant staff included in each. These TEAMs can be used for meetings. Staff can share instructional material using these professional learning communities.

Chat Function

Chat functionality with MS Teams is disabled. This is to ensure safeguarding for both pupils and staff. 1:1 conversations should ideally have a witness either remotely or in person. Therefore, if any disclosures are made about home or school, both parties remain protected. This is also the case if a child accuses another child or teacher of inappropriate language or content. On the post wall of Microsoft Teams children and a staff are aware their comment can be seen by the whole class. A specific school email is provided that can be accessed by a number of staff from that school if a parent wants to contact a member of staff directly.

Channels:

Within MS Teams channels can be set up for smaller groups of children, however, due to the reasons stated above it is advised that staff add two members of staff into any channel rather than be in a channel alone with a child.

Video calls:

Teams calling via voice and/or video will be disabled. Meeting scheduling will be restricted to prohibit pupils from creating and inviting other participants to meetings. Children's safety continues to be our highest priority. Just as we would never leave children unsupervised in school. We would never leave them unsupervised together in a learning platform. We would hope that inappropriate images and bullying would not take place over this platform but unfortunately cannot guarantee this. Disabling the one on one interaction between children gives a better chance of monitoring and assuring that all children are protected from this. Age restrictions around common social media platforms, such as Facebook, Instagram, Fortnite, Tik Tok and other similar platforms the video calling aspect of Teams would fall into the same '13' age bracket that we are trying to protect children from.

Post wall:

Staff can mute pupil activity on the post wall if they feel children are behaving inappropriately with use of language or towards another child/ member of staff or are posting without adult supervision.

Children are also reminded to not post personal details such as usernames and passwords, phone numbers addresses etc… on a public wall.

Pupils will have access to complete homework set by Teachers. Teachers can provide feedback on the homework with grading etc. School staff can deliver online events, using voice and video features, between staff, parents and students. A record of the meeting is stored in the audit log. Schools Staff can record events if required for future playback.

Homework:

Teachers can set homework via Teams. Pupils can also "turn in" homework within Teams either by completing online or uploading documents.

Video lessons:

Members of staff are encouraged to record video lessons and announcements to make available to children on their class Teams. In the first instance, lessons should be recorded in school. However, if, in extreme circumstances i.e. local full lockdown or bubble isolations, videos can be recorded at home. If this is the case then the backdrop to the lesson should be appropriate, blurred or an additional background chosen. If resources such as PowerPoints or webpages are to be shared as part of the lesson, then the teacher should be mindful of other personal applications such as emails minimised on their screen.

Videos are recorded and saved within Microsoft Stream where the teacher will adjust permissions to the class 'Team(s) they want to view the video. A video must never be made 'public' for all to see. A language must be selected so that a transcript can be created and kept to refer to if an allegation is to be made in the future. To view the video children, log onto the Video using their Office 365 username and password.

Recorded Video Lessons will only be viewed again if an allegation or question arises and evidence from this lesson is needed.

Remote video meetings between staff will take place on a regular basis, however, staff have been instructed to keep all video meetings confidential and to, whenever possible, remove additional adults and children from the room while these video meetings are taking place.

If a disclosure is made by a child to a member of staff during a Teams Video Call, the call is to be ended immediately and contact made with that child or that child's parents through email or phone call with another member of staff present. A member of staff should never talk directly to a child one to one on a video call. The incident should be logged immediately on CPOMs copying in all relevant parties.

Remote Video Links:

Children within St Mary's Catholic Primary School will never be asked to appear on camera and their voices or images will never be recorded by a member of staff through Microsoft TEAMs or Purple Mash. On occasion, lessons could be streamed through to children in their homes through Microsoft TEAMs. When lessons are pre-recorded 'Stream' will be used from the platform and the video saved centrally on Office 365 for security purposes. During a live video meeting, teachers images and faces will be viewed by children through their class 'TEAM' and children will be able to type comments in relation to asking questions of the member of staff or delivering answers to posed question. All video links involving children will be recorded by the delivering member of staff who will turn on 'meeting recording' and stored the video on their 365 account for security purposes. Lessons will only be viewed again if an allegation or question arises and evidence from this lesson is needed.

User accounts, licences and security:
For security reasons, children have been disabled from viewing the global directory of St. Helens staff normally available through Microsoft TEAMs, this is to ensure children cannot send emails or obtain addresses of St. Helens staff across the authority; this protects the security of both the member of staff and the child.

Children will not be able to view or comment on any TEAMs other than the cohort TEAM that they have been assigned to. They will also not be able to create their own TEAMs, becoming an owner, and invite members to a TEAM they have created. This is to ensure all TEAMs can be monitored and overseen by the class teacher, the Head teacher, Deputy Assistant head teachers and Computing lead as well as St. Helens council filtering system.

Microsoft TEAMs uses Microsoft 365 capabilities to authenticate users and provide services. Staff and children have identities established to facilitate collaboration. However, all user names are consistent with a child's initials and not their full name. Passwords are initially set to the child's date of birth but children are requested to change their password to something unique and secure to them.

- **Usernames:** Will take the format of….**bla-year of entry-initials and no.1** for example John Smith who attends St Mary's Blackbrook Year 3 class would have the username **bla-16-js1.** Some children who have the same initials as another child in their class will end their username with 2.

- **Passwords:** Children's passwords are initially set to their date of birth so that they are memorable and unique. For example a child born on 27th February 2014 will have the password **27-Feb-14.** Children are advised to change their password so it is personal. In order to do this they have been advised to access the St. Helens self-service portal. Here the child will be asked to enter a phone number or email address (Parents) were a verification code can be sent to reset their password. School has advised children that the password you they create should be 6 or more characters containing upper, lower case letters and numbers for security purposes. Children and parents are also supplied with this link to explain the process further. https://www.sthelens.org.uk/media/1544/st-helens-schools-ict-support-self-service-password-reset.pdf

Microsoft Teams is included in Office 365 A3, which is free for educational institutions. This account also gives the children the opportunity to download the TEAMs app to their desktop or smart phone for ease of access. All children and staff have been allocated a 365 account by St. Helens Council IT department. The IT department have also set up a school based email address so that they are available for troubleshooting, security issues and removal of a pupil or staff if needed. This email address is stmarysblackbrook_teams_help@sthelens.org.uk and can be accessed by Lewis Bolton, Lee Pearson, Gareth Wilkinson (St. Helens ICT) and Kelly Barker (St Mary's Blackbrook Computing Lead), Julia Ashton (St Mary's Blackbrook Head Teacher) and teaching staff.

Roles and Responsibilities

The role of staff:
- To become familiar with new technology when needed and research Microsoft TEAMs, Purple Mash and understand how they can be used most effectively.
- To provide a TEAMs learning platform where all children have the opportunity to engage in learning
- To promote an ethos of inclusion, respect, fairness and equality
- To deliver age appropriate lessons or meetings through video conferencing when appropriate. Taking into account the audience and aware ness of the audience.
- Ensure that cyber resilience and Internet safety is central to all digital technology use as set out in the Computing and e safety Policy
- To record any remote TEAMs video based lessons for safety and store on their Office 365 account in case they need to be reviewed at any time.
- To observe and monitor children's learning
- To provide support and guidance for pupils and parents when needed

- To keep abreast of research and national agenda and demonstrate an ongoing commitment to professional learning
- To engage with effective learning and teaching resources.

The role of the pupils:
- To participate in online learning and activities as published by their teachers
- To ensure everyone feels valued, respected and included, children, staff and parents.
- To promote respect in relation to the rights of others
- To contribute their views through Microsoft TEAMs and Purple Mash when required.
- To offer peer support and guidance through shared learning.
- To show respect to any teaching staff who conferences through to them via TEAMs video link and be made fully aware that all videos are recorded and kept.

The role of parents:
- To follow guidelines set out in the remote learning parental agreement
- To encourage pupils to access learning through TEAMs/Purple Mash and associated activities
- To support the school values as set out in the e safety and anti-bullying policies on the website.
- To foster an open pathway of communication between the school and home where appropriate.
- To encourage children to participate in video learning lessons via TEAMs and show respect through their comments and behaviours remotely.
- To be made aware that all video lessons are recorded by the teacher and stored on an internal storage device.

Expectations for learning provision:
- Teachers to provide regular planning, as far as possible, with reinforcement and consolidation of skills and concepts.
- All classes within St Mary's Blackbrook to have individual access to Microsoft TEAMs through an Office 365 account, and Purple Mash through a unique username and password.
- All teachers are responsible for planning, assessment (if necessary), provided commented annotations on work produced and for meeting the needs of all children.
- The Head teacher, deputy assistant headteachers and Computing lead will also be able to access each class TEAM on Microsoft TEAMs as well as the class teacher.
- Independent research and learning should be encouraged, especially in KS2 using assigned websites available on St Mary's Blackbrook home learning page of the website.
- The assignment function within Microsoft TEAMs should be used to enable pupils to submit evidence of their learning.
- Regular check-ins with pupils to provide direction, give feedback and provide an opportunity for pupils or parents to ask questions.

The Microsoft TEAMs remote learning guidance for further support is supplied below if required.
https://docs.microsoft.com/en-us/microsoftteams/remote-learning-edu

Checklist for All Teams Video lessons

Teachers

• Always check your desktop before a session for any additional minimised document.

• Ensure the level of the camera is placed appropriately for you to be seen.

• Pre warn other children and staff when a video meeting will be taking place and place a sign on the closed door.

• Schedule in the calendar of the chosen Team when a lesson will occur, so children have prior warning – if possible, email out a timetable.

• Only meet via the 'meet now' button to avoid the recording being used before of after the event.

• Have all resources needed for the lesson prepared so the recording is not left unattended at any point.

• Always record live sessions so a transcript is created and can be reviewed if needed.

• Double check any prepared documents that are to be shared for errors beforehand.

• Email out resources prior to the lesson or uploaded to class Teams page.

• Ensure the PowerPoint slide on appropriate behaviour and consequences is shared at the beginning of the lesson and the class charter rules are repeated.

• Remind children of E safety requirements of not accessing the recorded video before or after the lesson.

• Always check an adult is present at the beginning of the lesson for consent (with a wave)

• Take a register at the beginning of each session.

• Use the 'hands up facility' for when a child needs to speak and mute their microphone (making them aware of this)

• Always copy in the headteacher or deputy to make them aware a session is taking place (send a timetable)

• Always check the language is set to English so a transcript can be created and added to CPOMs if, in the unlikely event, it is required.