

Remote Learning Policy



St Joseph's Catholic Primary School

Headteacher	Ninette Fernandes Viana
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Chair of Governors	Andrew Heffernan
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Agreed:	Dr N Fernandes Viana
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Next review due by:	December 2023
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Remote Learning Policy

This remote learning policy was written as guidance for staff and parents during the time that schools were closed due to COVID-19. As we emerge from such guidance, this policy serves as a model for school closures generally. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

Educational Provision:

While we understand that remote learning may be easier for some families than others, we no doubt all agree that keeping regular learning going during the period that schools are closed is of importance so as to reduce the impact on children's education. Staff will continue to post work for children on the learning platform. This will outline a range of online and offline learning activities in a variety of subject areas and contain tasks and links to follow (in any order and at a time that suits). We appreciate that some families will not be able to engage with the full timetable and will support wherever we can.

Use of Video Conferencing technologies (Zoom): All class teachers will contact their pupils via Zoom 3x, every weekday. The initial daily Zoom conference check-ins with your children in their class groups will be for the class teacher to introduce and explain the work set for the day. The second daily Zoom conference check-in will be for the class teacher to discuss and go over the work done including any questions or queries. The third daily Zoom check-in will be with a smaller group of pupils within the class, on a rota system so that all pupils are given the opportunity to share their learning with their teacher via Zoom throughout the week. We hope this will help to motivate your child and help them to maintain their relationship with their peers and their teachers. If you are unable to attend these Zoom meetings due to technology restraints, please get in touch so that we can help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC. In order to protect both children and staff, we require that you agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. Zoom is not intended for use by children under 16. This must therefore be the parent's account and kept secure by the parent - only to be used by your child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- An appropriate adult must remain in the same room as your child during video or conference calls to monitor and ensure they are safe and using it appropriately.

- When joining any school Zoom meeting, you will need briefly to be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform is not 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 are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure 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 the pre-arranged virtual meetings. These pre-arranged virtual meetings will be scheduled, as usual, through parent-mail or via the school office. If you need to contact staff for any reason, you will do so through the school office as normal.
- Screenshots, photos or recordings of Zoom meetings **must not** be made and the links **must not** be shared with others.

We will ensure that:

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. 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 must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call. Teachers will use the virtual background feature if this is an appropriate feature to turn on.

Safeguarding & Remote Learning:

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend some time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult if anything makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. Online safety concerns should still be reported to the school's Senior Leadership Team. The following websites offer useful support:

- Childline - for support UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse.

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep 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 that need discussing, they should contact Dr Viana or Mr Bowles directly. Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

- Links to other policies (available on the website): Safeguarding / Child Protection Policy
- Online Safety Policy / Acceptable Use Agreements
- Behaviour Management Policy
- Data Protection