Remote and Home Learning Policy
Norman Street Primary School

Acting Headteacher: K.Hodges

Date: Feb 2023

Introduction

At Norman Street Primary School, we have produced the following policy guidance to enable us to provide education via remote learning for our children if circumstances arise where children cannot attend school.

A full and thorough education for all of our children is paramount. Our expectations of all children, staff and parents are clearly described in detail below to ensure we can continue to provide a high-quality education to facilitate learning, despite challenging circumstances.

Please ensure that you have read the Policy in full and that any subsequent consent forms are signed and returned to school.

Aim

In the event of a prolonged school closure when work must be undertaken remotely at home or in the case of a school or national lockdown. This policy outlines the application that we have chosen to take, as a school, how it will be used safely, and the expectations for all included.

Application

We have chosen the application of **ZOOM** because it best meets the needs of our school. Staff and children are both familiar with its useful learning features and most importantly, we are assured this platform can provide a safe, learning environment outside of our classrooms.

For full guidance on the use of ZOOM, please click on this link: https://bit.ly/2SHt4y9

To ensure the full safeguarding of both children and teachers, and to prevent information, images, or inappropriate content being used, the following functions will be put in place:

- Passwords will be required for every live stream.
- A secure waiting room will be available for all individuals until the host begins the live stream.
- The chat feature will be disabled, unless it is required as a learning opportunity. In this case, the chat will be monitored at all times by a trusted adult.

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

As part of our ongoing commitment to the safeguarding of both our children and staff, the use of the application will be heavily monitored by our Computing Lead and Support Team to ensure that any inappropriate use or problems are reported and rectified as soon as possible. So that reports can be kept to a minimum, we will urge you to **please ensure that you report any identified issues immediately.**

Functionality

The functionality off the application will be disabled or enabled by the school 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 highlights clear expectations of the use of equipment. **Please ensure that you have signed the appropriate consent forms.**

Available technology will be sent home where it is appropriate and necessary. If you require a computer/laptop/iPad from school, please contact us.

Expectations of Children

At Norman Street Primary School, the following expectations are in place, and should be 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 available for my log in and lesson between the hours of **8.45am - 3.15pm.**
- I will be dressed appropriately.
- I will turn my web camera on and my microphone on mute unless told otherwise.
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through **Showbie Chat**.
- 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 Norman Street Primary School, the following expectations are in place and should be 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 specified lesson time: **8.45am - 3.15pm.**
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour, or the 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.
- Should my child have use of a school laptop/iPad I agree to take responsibility for its use, ensure that it is looked after and stored in a safe, secure location whilst it is in my care and cover the cost if any equipment is damaged.

Expectations of Staff

At Norman Street 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 **8.45am - 3.15pm.**

- I will not record the session, or if there is a reason to, 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 2022

Useful links and publications:

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