HOLY TRINITY
Church of England Academy
Brockley Avenue, South Shields, Tyne and Wear NE34 0TS

Remote Learning Policy

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1. Aims

The aim of this plan is that all children, whether in school or isolating at home, will receive high quality education and a balanced and broad curriculum.

This 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

2. Provision of Online support

The following is a guide to how Holy Trinity CE Academy are planning to provide online support for any children affected by the ongoing Covid-19 situation.

"Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home." DfE September 2020

On returning from the Summer holidays and expecting further interruptions from the current Covid situation we set a number of things in action.

- It was essential that we knew how many of our households and children had access to WIFI and online devices.
- Staff and governors were educated on the expectations and options available to them regarding online learning and of the expectations of OFSTED.
- Research how best to offer continued education to any child affected by the Coronavirus outbreak.

The school sent out a questionnaire to every household asking for information regarding the children's access to digital devices and WIFI. This information would then allow us to ensure any online learning we do provide would be accessed by the maximum number of children

The Questionnaire was sent to the whole of Key Stage 2 (126 children). Of the 126 children in Key Stage 2 there are 91 currently in receipt of free school meals. We received 76 completed responses.and the information is shown in the table below

Device	None	Shared Access (shared with parent/sibling)	Own Access (own their own device)
Laptop	*45*	*11*	*9*
Tablet	*39*	*4*	*22*
Smart Phone	*35*	*12*	*20*
No Internet Access	*5*		

Following the questionnaire the school applied for funding to ensure those children who did not have access to a suitable digital device would be able to do so. The school also started the procedure of ensuring old devices which could be used by these children were also prepared and available should the situation arise. The head teacher, governors and relevant staff also undertook training to ensure they were prepared for the increased expectations of online learning. Further support is also available through South Tyneside council and their 'Digital Devices for Remote Learning' scheme - https://forms.gle/p6WzKUAWkqH8Mg119

3. Phased Support

The home learning support will be delivered in 2 phases depending on the situation.

- Phase 1 would involve those children individually affected by Covid-19 e.g. those who have been tested and are waiting for a result or those who are shielding / isolating for other reasons.

- Phase 2 would involve larger groups such as class bubbles who would require whole class online learning.

Phase 1

At this stage while dealing with individual children, class teachers would be expected to provide work packs. These would replicate the learning happening in the classroom and would cover all the subjects and objectives that the absent child has missed.

This work would then be returned on a weekly basis, where it would be marked and the children would receive feedback and then further work if required.

At this stage, online learning would act as a support to the work packs. Children could expect directed tasks using online resources such as Matheltics, Purple Mash, Achieve 3000, Reading Plus, Active learn or Times Table Rockstarz. Teachers may also direct children to useful websites, YouTube clips and other online opportunities and apps.

Phase 2

This stage would occur if a year group or large bubble of children were having to isolate for a period of time possibly alongside the isolation of a teacher. After looking into a variety of online options we have chosen to deliver our online learning via Microsoft Teams using Office 365. This was decided due to the fact that it is easily accessible on a range of interactive devices.

The setting up of the system was carried out by Advantex who are the schools technical support and all staff and children were able to have a log in to access the program. This system means Microsoft Teams can be used by the head teacher to teachers or classes for use in staff meetings or whole school assemblies and also from teacher to class so that all children can access a lesson the teacher can deliver remotely.

On completion of the set-up of Microsoft Teams all staff and children received training on how to access and use the program so that they were confident to deliver and participate in sessions. This support was delivered by Advantex and the computing lead.

In Key Stage 1 it was decided that Class Dojo would be used as it was more child friendly. This meant that everyday the class teacher would upload the input for the lessons and the children would then work independently afterwards. Work could then be returned using the class dojo link and teachers can provide feedback. To ensure class teachers were aware of the children’s misconceptions and problems they recorded the lessons for home learning after delivering the lessons to their children in school. Staff were provided an hour a day to record their remote learning.

There is an expectation that every day children in Key stage 2 will receive 4 hours + and in KS1 3 hours +. This learning may be face to face, directed tasks, research etc and will differ day to day, year group to year group.

4. Timetable

This timetable is a guide to how learning would look, however it would change from key stage to key stage, year group to year group and the class teacher would decide what works best for their classes learning. The model below is typical for KS2

	Teacher input 9 - 10	Independent learning / Lunch	Teacher input - 1 hour pm Plus half an hour of reciprocal reading	
Monday	Maths and English		Science	
Tuesday	Maths and English		Topic	
Wednesday	Maths and English		R.E.	
Thursday	Maths and English		Computing/French	
Friday	Maths and English		PHCSE	

5. Review Cycle

The role of online learning will be constantly reviewed as the situation develops and as we look to improve the staff's ability to provide the best learning experience possible for the children and the children's ability to access the curriculum being provided.

If staff have any questions or concerns about remote learning, they should contact any member of the SLT. If there are any issues regarding devices and use of Teams they can also contact our technical support: Advantex.

6. Device Security

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

7. Safeguarding

These guidelines are for staff and children to ensure everybody remains safety online

- Staff will dress in their school wear and always behave professionally online.
- The children will behave as in class or will be subject to consequences – they will have had expectations demonstrated to them in school sessions.
- Staff are only to use their school laptop to take part in online learning.
- Staff are not to engage in 1 to 1 sessions or discussions with children unless their parents have agreed to be present.
- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
- Use professional language.
- Currently the school have decided that children will be able to message and that this will be monitored. Children will be taught how to use this responsibly during the sessions in school. If it is decided that this needs to be changed then staff will follow this guidance –

To disable chat for pupils, you need to create a 'messaging policy' in Teams and then assign it to pupils.

First, create your new messaging policy:

1. Log in to the Microsoft Teams admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click 'New policy' and give it a name (e.g. 'Disable chat')
4. Select the 'Chat' setting, and turn it off
5. Click 'Save'

Then, assign this policy to pupils:

1. Log in to the admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click on the policy you've just made, then 'Manage users'
4. Search for the user you want to add, click on their name, and then click 'Add'
5. Repeat step 4 until you've added all of your pupils
6. Click 'Save'

If there are any concerns regarding any safeguarding issue the remote session will be stopped immediately and the head teacher will be informed.

8. Device Loan Agreement

Holy Trinity have secured a number of Laptops for loan purpose, these are for the benefit of supporting and developing children's education during periods of self-isolation due to the Covid 19 Pandemic.

Each parent/carer will be issued with a copy of Holy Trinity Church or England Academy Loan Agreement (Appendix 1) and will be asked to complete an equipment loan agreement form detailing the device details (Appendix 2). Any loan equipment must be returned to school on the first day back in school.

All equipment will be checked by IT Support before being reissued to any pupil.

Richard Swan – SLT / Computing Lead - September 2020

Appendix 1

Holy Trinity Church of England Academy Pupil's Equipment Loan Agreement

You are expected to return the equipment to the school office on the morning of …

We will be loaning you a Laptop for the benefit of your child in supporting and developing their education. With this Laptop, your child will be able to build on and enhance their skills, knowledge and understanding during this period of closure.

The device will be loaned to the named person for the period of time that the child requires it due to the Covid19 outbreak. When requested, the device **must** be returned.

You will be issued with a power supply that will remain the property of Holy Trinity Church of England Academy. Reasonable health and safety precautions should be taken when using a computer. The school is not responsible for any damage to person or property resulting from the computer or equipment loaned. The school is not responsible for any costs resulting from the use of the computer and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the school.

Should you choose not to demonstrate satisfactory care for the equipment, the equipment is lost, stolen or suffers accidental damage while in your possession, you will become liable and a cost may incur.

Expectations of Responsible Use

Care of the Computer

- I understand that I am accountable for knowing where my computer is at all times and its proper care.
- I understand I am responsible for keeping food and beverages away from the computer and that I am not to leave the computer outside, unattended in a vehicle, in an unsecure location, or near water.
- I understand that as school property, the computer is subject to monitoring, inspection and search at any time, with and without cause.
- I understand at all times I am to follow the School Acceptable Use of IT Policy.
- I agree to return the computer, and any accessories in good working order on or before the designated return date, or upon leaving the School.

Cyber Security

- I understand I must not reveal my account password or allow another person to use my account
- I understand I must not use another individual's account, nor attempt to log on as another user
- I understand I must notify the school immediately if I identify a security problem
- I understand I must not show or identify any security problems I discover to anyone other than the school staff

- I understand I must not attempt to circumvent any security measures or virus protection put in place by Holy Trinity Church of England Academy

Acceptable Use

- I understand that the computer is provided for use in the support of my child's studies, and should only be used in ways that are educational and appropriate
- I understand that only authorized educational programs installed by the school may be used on the Laptop, and that I am not to download, install or play games, video, music or pictures unless they are directly related to my studies.
- I understand that the Laptop may not be used for personal use

Unacceptable Use

- I understand I must not remove any school installed software.
- I understand I must not deface or remove the Laptops serial number, manufacturer, or school labels.
- I understand I must not remove or alter any part of the Laptop.
- I understand I must not add or remove labels to the computer, personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Laptop.
- I understand I must not loan my device or charger to anyone else.
- I understand I must not download or install any software, executable files or other potentially harmful material.
- I understand I must not use the device to transmit, or seek inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist, or defamatory language or materials.
- I understand I must not make ethnic, sexual-preference, or gender-related slurs or jokes.
- I understand I must not encourage the use of controlled substances (drugs).
- I understand I must not access material or propaganda from extremist organisations and / or use social media to share, comment or promote the beliefs and messages of extremist ideologies.
- I understand I must not attempt to bypass, security or access restrictions in place on the device.
- I understand I must not intentionally damage, disable, or otherwise harm the operation of the device.
- I understand I must not transmit or make copies of materials protected under copyright law.
- I understand I must not conduct unauthorised political activity for personal gain or promote extremist groups or policies
- I understand I must not attempt to impersonate another individual, or fraudulently claim to represent the interests of any other party
- I understand I must not transmit images or videos of an individual, or group of individuals, unless it is reasonably believed that consent of the subjects has been obtained.
- I understand I must not deliberately infect, or attempt to infect, the school systems with a virus or malware.
- I understand I must not use the device for any other criminal or unlawful purpose, including obtaining unauthorised access to or otherwise interfering with any computer system by 'hacking'.
- I understand that the school may take action against me if I am involved in incidents of inappropriate behaviour wherever their location. If the activities are illegal this may be reported to the police.

Appendix 2

Holy Trinity Church of England Academy

Pupil's Equipment Loan Contract	
Device Name:	
Device Serial Number:	
Pupil Name:	
Collection Date:	
Return Date:	
Parent/Carer's Consent I, the parent/carer, have read or had explained and understand the terms and conditions in the home loan agreement. I understand that by breaching the conditions the loan of the device may be withdrawn by the school and a cost may incur.	
Signed:	***Date:***
Please print name:	

Staff signature signing out device			
Name		Job title	
Signature		Date	