



Hummersea Primary School

Remote Learning Policy

June 2024

Introduction

At Hummersea Primary School, we have produced the following guidance to be followed should there be a need to provide education via remote learning. Our expectations of children, staff and parents are clearly described below, to ensure that the safeguarding and well-being of our children in receiving a full and thorough education remains paramount.

Aim

The aim of this policy is to describe the use of live streaming applications by school and applications used for submissions of children's work and teacher feedback. These may be used in the event that the school building is not safely accessible to adults and children.

This policy will explain the applications Hummersea Primary School has chosen, how it will be used safely and the expectations of all those who use the application will also be made clear. In addition to live streaming, it will describe the use of the applications used to share activities that support home learning and applications that are used for submissions of pupils' work and teacher feedback.

Microsoft Teams

At Hummersea Primary School, we use Microsoft TEAMS. We have chosen this application because it best meets the needs of our school and in conjunction with our network provider. The application TEAMS has a number of functions to it which can support the delivery of education including livestreaming and uploading documents (by teachers, to support the live lessons and by the children, to submit work for feedback.)

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

To safeguard users, Live Streaming will always be carried out within the year group or class Team and any other access will not be authorised.

Filtering and Monitoring

As part of our ongoing commitment to the safeguarding of both of our children and staff, the use of the application will be heavily monitored by our ICT lead/department to ensure that any inappropriate use or problems are reported and rectified as soon as possible.

Equipment

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.

If you require a computer/laptop/tablet from school please contact us and we will endeavour to help, subject to the resources available to us and any other safeguards and/ or practical constraints.

All parties must recognise the constraints that exist on resources and time. School will, for example, be supportive when parents tell us that they have multiple demands on the IT equipment available to them, and parents should be aware that, for example, illness and other factors can impact on staff availability.

Expectations of Children

- 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 08:50 – 15:00
- I will be dressed appropriately.
- I will turn my web camera on and my microphone on to mute (As per school decision.)
- I will not record the session or cause it to be recorded.
- I will seek help from the teacher through TEAMS.
- I will submit work that has appropriate content and related to the learning activity.
- 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

- 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 08:50 – 15:00.
- I understand that the school will take action if they have any concerns regarding mine or my child's behaviour or inappropriate use of the equipment.
- I will ensure work submitted has the appropriate content and is related to the learning activity.
- I agree to comply with the school's acceptable use policy as well as this remote and home learning policy.

Expectations of Staff

- 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.
- I will provide online learning opportunities between 08:50 – 15:00.
- I will seek to ensure feedback is given to learning activities submitted.
- 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.

Supporting Policy

This policy should be read in conjunction with relevant policies including:-

Safeguarding Policy
Staff Behaviour Policy
Acceptable Use Policy
Keeping Children Safe In Education 2023

Reviewed – June 2024

Next Review – February 2027