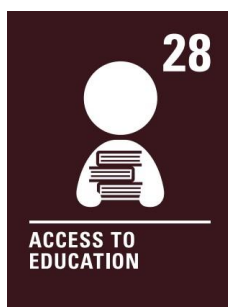# St Laurence Church Infant School

Remote Learning Policy
Including Acceptable Use Agreement

Approved by: Governing Board
Last revised on: November 2024
Next review due by: November 2027

ACCESS TO EDUCATION

As a rights respecting school, we are duty bearers of children's right to access to education (Article 28) and must ensure they have this right even when they are not able to attend school in person.

Aims

This Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (including those with SEND or other inclusion needs) who aren't in-school through use of quality online and offline resources and teaching videos.

- To ensure the continued mental well-being; physical, social, moral and spiritual development of any children who are not able to access in-school learning .

- Provide clear expectations to all members of the school community with regards to delivering high quality remote learning.

- Ensure regular contact with all children and families

School Closure

If school is closed to some, most or all pupils, from the second day of closure, we will provide a mixture of synchronous online sessions and work set to complete at home. This will be by live video meeting held using Teams and shared files. Both can be accessed on BGFL 365 using the child's login details. If access to this is not possible we will use email or post to send copies of work set.

An individual child who is learning remotely

If a child is unable to attend school but is well enough to complete work, we will send copies of the class work which the rest of the class are completing in school to the child.

This will either be by shared files on BGFL 365 using the child's login details; or by email or post. Links to asynchronous teaching resources such as teaching videos from National Oak Academy or YouTube will be also provided.

How will we work with parents to support off-site learning?

We recognise that due to the age of our pupils, many activities, including those we provide for in-school learning are of a practical and play based nature and that children often need adult support to complete their tasks.

We know that each child's needs and each family's circumstances will be unique. Therefore the tasks we provide for at-home learning are a suggestion for parents to use.

Class teachers will be available to discuss each child's specific learning priorities, and offer other help and support if parents request this.

Content and Tools to Deliver This Remote Education Plan

- Online tools for EYFS and KS1 will include BGFL 365 and Teams
- These may include use of recorded and/or live video for lesson introductions, story time and collective worship.
- Phone calls home.
- Paper based learning packs (either downloadable by parent or posted).
- Physical materials such as story books and writing tools.
- Use of BBC Bitesize, Oak Academy, Twinkl Go, White Rose Maths.

Home and School Partnership

St Laurence Church Infant School is committed to working in close partnership with families and recognises each family is unique and because of this remote learning will look different for different families in order to suit their individual needs.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school and alternative solutions may be available. These will be discussed on case-to-case basis.

All parents/carers will need to email confirmation that they have read and understood this policy before an invitation to live sessions is sent out.

E-safety

We recognise that with increased uses of digital devices, children may be more at risk from dangers online including viewing inappropriate **content,** having **contact** with inappropriate people and be at risk from experiencing or acting themselves with poor **conduct.**

"Do all things with love: love of learning, life and each other"

We actively teach how children can stay safe online as part of our teaching and learning. We follow the SMART rules for keeping safe online and we encourage all our parents to talk these through with their child:

S is for safe
Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.
M is for meet
Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on **www.thinkuknow.co.uk**
A is for accepting
Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.
R is for reliable
You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.
T is for tell
Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or **www.childline.org.uk**
Be SMART with a heart
Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

We recommend parents ask their child regularly:

- Where they are going and what they see? - this will help talk about content risk.

- What they do online? - this will help understand any conduct risks and see whether children are chatting on anonymous sites or posting comments about themselves.

- Who they are talking to? - this will help cover the contact risks, particularly if children's online friends are people they do not know offline.

Guidance on keeping children safe online is available at https://www.net-aware.org.uk/news/8-tips-for-keeping-your-kids-safe-online-during-lockdown/

Children of an infant school age should always be supervised by and adult when accessing the internet.

Acceptable Use

- The BGFL log in details the school has provided parents should be kept safe and not shared with others.
- The children's email address should only be used for the purposes of accessing the BGFL launchpad tiles including the live online teaching through Microsoft Teams.
- Parents and/or children should **not** use the email address or any other messaging system on BGFL for:
  - Personal use such as signing up to websites, accounts and other outside sources.
  - Communication between pupils, parents and staff. If parents wish to contact the school they can by contacting enquiry@stlrnci.bham.sch.uk using their own personal email address. Any such communication will be professional in tone and manner.

Remote Teaching Etiquette

- Any remote synchronous online teaching will take place via Microsoft Teams which can be accessed through BGFL
- Please make sure an adult is present in the room while the session takes place. They do not need to be in view of the screen.
- Staff and children must wear suitable clothing. School uniform is not expected but no pyjamas please.
- Any computers used should be in appropriate areas, for example not bedrooms, and care should be taken to ensure that what is visible in the background is appropriate for all to see.
- Language must be professional and appropriate, including of family members in the background.
- When the children log on they may have a few minutes to say hello to their friends, but must stay on mute when asked so that the session can begin.
- Staff may share their screen with children, they may ask the children to answer a question by using the chat function.
- The 'Chat' function on Microsoft Teams will be used for children to respond to questions and teaching points asked by the teacher. It should not be used for

sharing personal information or any other purposes other than responding to the teacher.

- All Teams meetings will be recorded by school for safeguarding reasons and the head teacher will have access to all sessions. These recordings will be saved for a minimum of 21 days

- Taking and/or sharing photographs, screenshots or recording of the live sessions is not permitted.

Uploading children's work etiquette

- Parents can upload their child's work to their child's file on the 'My Files' area on BGFL.

- Only file copies, photographs or scans of children's work should be uploaded to the 'My Files' area.

- The language used by parents when commenting on the work must be professional and appropriate

Teachers

All staff will take appropriate steps to ensure their devices remain secure. This includes

- keeping the device password protected

- Making sure the device locks if left inactive for a period of time

- Not sharing the device among friends and family

- Installing antivirus and anti-spyware software

- Keeping operating systems up to date

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to access whether school intervention can assist engagement.

- All parent/carer emails should come through the school enquiry account (enquiry@stlrnci.bham.sch.uk)

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT– for any safeguarding concerns, refer immediately to the DSL

- If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teaching Assistants

- Teaching assistants must be available between during their normal working hours

- If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

- During the school day, teaching assistant must complete tasks as directed by a member of the SLT.

Senior Leaders

Are responsible for:

- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated safeguarding lead

Is responsible for:

- Managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

The SENCO

Is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans.
- Supporting and monitoring the effective inclusion in remote learning of children on the SEND register through communication with teachers and parents of SEND children.

Parents

Are responsible for:

- Supporting their child to access their learning, including downloading packs sent by school and helping their child log-in to BGFL 365 and Teams where appropriate.
- Adhering to the online, remote teaching and uploading work etiquette
- Making the school aware if their child is sick or otherwise can't complete work.
- Seeking help from the school if they need it.
- Being respectful when making any concerns known to staff.

Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Parental Agreement

Please sign to say that you have read the Blended Learning Policy and agree to the following:

- I will ensure my child follows the online, remote teaching and uploading work etiquette stated above.
- I understand that the school will monitor the use of my child's school email and other digital communications using the BGFL 365 platform.
- I am responsible for the security of my child's passwords: I will not disclose the username or password to anyone else, nor will I use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident to the headteacher.
- I will make sure my child communicates with others in a respectful manner, e.g. by avoiding aggressive or inappropriate language and accepting differing opinions.

Child's Name   _____ Class _____

Parent(s) Signature: _____   _____

Parent Name   _____   _____

Date: _____   _____

"Do all things with love: love of learning, life and each other"