



Remote Learning Policy



EPT Document Control

This policy applies to all Education Partnership Trust Schools.

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Policy status	
Owner	Governing Body/ Board of Directors
Lead Contact	Carl Glennon

This policy has been created using the government guidance: **Safeguarding and remote education during coronavirus (COVID-19)**

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

1 Introduction

The Heights, Burnley believes that everyone has the right to access a high quality education. Where a class, group or small number of pupils need to self-isolate, or there are local restrictions requiring pupils to remain at home, the Department for Education expects schools to be able to immediately offer them access to remote education. The following policy sets out the guidance for accessing live sessions on Microsoft Teams to support the provision of remote education

2 Staff expectations

1. Teachers will host live sessions where and when they find this will enhance the learning experience for the students.
2. Teachers will send the invite to students for the live session the morning of the scheduled session.
3. Teachers will be dressed appropriately and remain professional throughout the video.
4. Teachers will ensure no other family members are on view of the camera.
5. Teachers will ensure they conduct all videoing with a plain background.
6. Teachers will not communicate with students outside the hours of 9.00am to 14.15pm.
7. All videos will be recorded for safeguarding purposes. These are stored automatically on the school's cloud account.
8. No video sessions will be one-to-one without prior arrangement and approval by SLT. If only one student turns up for the meeting, end the video.
9. Use school channels to communicate as always, staff shouldn't communicate with parents or pupils outside school channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

2.1 Students

1. Teachers will not communicate with students outside the hours of 9.00am to 14.15pm; we do not expect students to be working outside of these hours.
2. Students must be dressed appropriately for the duration of the video session.
3. Students must remain on mute until invited to speak.
4. Students should be ready and waiting at the starting time of the session – this means any work you need support with is out ready, with writing equipment ready, to receive the call via Teams.
5. Students are prohibited from recording or capturing/screen grabbing content from the video call.
6. Students should remain in a public part of their house wherever possible.

7. Devices should not be used in the bathroom or anywhere in the house parents/ carers do not give permission.

8. Students may have their school Email Account suspended temporarily if they behave inappropriately.

2.3 Using Teams

Decide whether you'll let pupils use chat in Microsoft Teams. Like any chat function, it could lead to bullying, or be a distraction from learning.

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'

Make a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.

To record in Microsoft Teams:

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

2.2 Parents/ carers should:

1. Ensure their child is appropriately dressed for sessions.
2. Ensure that their child is aware of the need to behave in a session delivered by video link in the same way as if they were in school with the member of staff. If a student is behaving inappropriately, we may suspend their school email account temporarily.
3. Ensure other family members are out of camera shot and do not contribute to the video call.
4. Ensure their child is familiar with how the whole process works. Also, make sure that your child knows their login so that they are ready to go at the appointed time.

3 Guidance and support for Parents and Carers

Please let them have some privacy. They need to be able to participate without worrying about you overhearing them, so let them set up in a location that gives them some privacy.

Plug in to a power source and close all other tabs: Video-conferencing uses a lot of machine power. It's a good idea to keep devices plugged into the mains power.

Set expectations for how your child should conduct themselves on camera: Face the screen; mute yourself when you're not speaking; unmute yourself when you're ready to talk; turn off the camera if you need to blow your nose; etc.

Students should behave appropriately when learning by video, just the same as if they were in class. Assemble necessary equipment: Students may need earphones, a microphone, and paper and pencils to take notes.

Choose a neutral background: Broadcasting from the bedroom is discouraged. If they must, help them carve out a space where they can have peace and quiet but that doesn't convey too many personal details.

Don't take devices into the bathroom: Just as with regular school, students should go to the bathroom before class.

If there's an emergency, make sure your child knows how to temporarily disable the video and mute themselves and then turn everything back on again.

Be respectful of others: As in the class we expect our students to be courteous to the teacher and to others.

Impress upon them the fact that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times.

4 Additional guidance

These additional resources can be accessed to support parents and keep children safe online:

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation

- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

5 Reporting concerns

Concerns can be reported in line with the guidance included in the schools Safeguarding and Child Protection Policy.