INCLUSIVE LEARNING FEDERATION

Bradwell Village School
Priory Common School
Romans Field School

Remote Education Provision Policy

Written by:	Steven Tysom/Sashi Siva	**Date:** 16 May 2023
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The purpose of this document is to explain how remote education will take place at Romans Field School in the event of local or national restrictions where a class, group or individual pupils are required to remain at home. The aim of this document is to:

- Ensure consistency in the approach to remote learning for pupils who are not in school
- Set out expectations for all members of the school community with regards to remote learning
- Ensure pupils unable to attend school remain fully included within the school community
- Provide appropriate guidelines for Data Protection

Remote Learning may not be suitable for some children and alternative curriculum provision will be discussed with parents and pupils.

THE REMOTE CURRICULUM:

A pupil's first day of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching/learning. In the case of an individual pupil having to learn from home, class teams will make contact with the family and ascertain if the child is well enough to attend and the best approach moving forward to provide remote/home learning.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

Once we know that a child is having to self-isolate, we will provide them with a pack of work to take home with them. This will then be followed up by an email from a member of the class team who will provide login details and a guide to support the child and their parents/carers to access Microsoft Teams. On our website and through Microsoft Teams, pupils will also have access to a number of websites that support our Curriculum, e.g., Oxford Reading Buddies, Times Tables Rockstars, Oak Academy, BBC Bitesize and other online learning resources which they can access as required.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects. This mainly applies to the foundation subjects where practical learning would be taking place in school requiring specific resources. For example, PE where apparatus work is planned. Every child has their own work area where they can access learning tasks which are personalised for them. A timetable will be provided for each individual, group or class and video sessions and live lessons will be added to on a daily basis. Our children with complex needs are able to access sensory activities through their class area.

REMOTE TEACHING AND STUDY TIME EACH DAY:

How long can I expect work set by the school to take my child each day?

DFE guidance states that children in primary schools should receive on average a minimum of 3 hours remote education per day for Key Stage 1 and 4 hours per day for Key Stage 2. It is also acknowledged that the younger children and our children with complex needs are unlikely to be able to access remote learning without support from adults at home. Therefore, for the youngest children we will plan for a minimum of 2 hours supported remote education per day and a minimum of 3 hours

supported education for our key stage 2 children. We will also plan additional remote education activities that children may complete after the set supported tasks if they have time and would like to extend and consolidate their learning further.

ACCESSING REMOTE EDUCATION:

How will my child access any online remote education you are providing?
All our remote education is posted on the class Microsoft Teams pages using the login details supplied by the class team. All children will also have access to learning activities through Oak Academy and BBC Bitesize. These programmes are also used during face-to-face education whilst in school. All children have their own logins to programmes such as Times Tables Rockstars, Prodigy Maths and Oxford Reading Buddies.

If my child does not have digital or online access at home, how will you support them to access remote education?

We recognise that some pupils may not have suitable online access at home. For those children, and any others who request it, we may be able to loan or provide digital technology and/or provide printed packs that can be either delivered to them or collected from school as required.

How will my child be taught remotely?

We use a combination of the following approaches to teach pupils remotely:
- Activity Sheets produced by teachers
- PowerPoints produced by teachers
- Recorded teaching – teacher videos and pre-recorded videos
- Live lessons (for classes)
- Streamed live lessons (for individuals or groups)
- Reading books children have at home and through the library on Teams
- Links to websites e.g., BBC Bitesize, Oak Academy plus more on our website
- Project and Research work

ENGAGEMENT AND FEEDBACK

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?
The specific needs of some of our children means that they will require a supervising adult to support and guide them through their remote education. Therefore, we feel it is crucial that we provide you, as parents and carers, with as much guidance as we can to support your child at home to ensure the time is used as productively as possible, enabling the children to continue their development. Parents and carers will receive initial guidance when they receive the login for their child. Further advice and guidance will be available by contacting your child's class teacher In addition to this, guidance and support will be provided as required either by email from the class team or through the class Microsoft Teams area.

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

We have asked you to submit your child's work on a daily basis by uploading it back into Microsoft Teams. If we do not receive work, we will provide you with a welfare/reminder email or telephone call. If we contact, you via email and we have not heard from you after a couple of days this will be

followed up with a phone call. The purpose of this is for us to support you in any way we can to keep your child's academic development moving forward as well as supporting their well-being.

How will you assess my child's work and progress?

When work is submitted to your child's teacher it will be marked by a member of the teaching team at school. Marking and assessment will be carried out using our usual protocols. Each piece of work will receive a 'what went well' comment, an 'even better if' comment and a 'next steps' comment. By marking in this way, the class team will be able to track and monitor progress and attainment and will be able to set further work which builds on prior learning. In order to be marked the children will need to upload the completed work to their Microsoft Teams account.

Would my child be required to wear school uniform online?

When working online in particular with live lessons and streams, there is no expectation that you child should wear school uniform, however, we would request that all pupils and any adults supporting online are appropriately dressed.

ADDITIONAL SUPPORT FOR PUPILS WITH PARTICULAR NEEDS:

How will you work with me to help my child who needs additional support from adults at home to access remote learning?

During any local and national lockdowns all our vulnerable children will be offered a place in school. If children receive personalised planning in school this will be reflected in their remote education. Teachers will provide personalised remote education which will be recorded and accessed using Microsoft Teams.

What if there is a problem with the online learning?

If your child has any issues with access to the online learning, please contact your teacher If your child is ill or you have any concerns that are not linked to the online learning, please contact the school following the normal procedures.

Should I be sharing personal data for online learning?

Limited access to personal data for remote learning purposes should be required, if any. Any personal data would solely be linked to the purpose of remote learning i.e., email addresses and all parties are reminded to share limited personal data when online. All staff members providing remote learning should only use school computers/iPads.

How do I know that devices used are 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

We would request that during live learning and online session pupils are the sole user of the computer and that other family members do not access the computer at the same time. In some cases, we are aware that our children may need adult support and as long as this is linked to the learning then access then would be deemed as appropriate.

What if I have any safeguarding concerns whilst my child is working online?

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. Whilst we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control. Online safety concerns should still be reported to the school's DSL as normal. Parents can do this through contacting via the School.

The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

Staff and families should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit www.nationalonlinesafety.com for further guides, hints and tips for adults.

Microsoft Teams, or simply 'Teams', is a platform that allows for collaborative working, either as students or as professionals, using communication capabilities through audio, video and instant messaging. The software is available both online through a web browser and to download from microsoft.com. Users can have 1:1 online meetings or set up live events to host up to 10,000 people. Groups can be set up to include only relevant users and almost all file-types can be uploaded and shared, from PDFs and Word documents to audio and video files.

AGE RESTRICTION 13+

What parents need to know about
MICROSOFT TEAMS

DISCLOSING PERSONAL DETAILS

Like any messaging service or social network, children can be targeted by others to share their private or personal information ranging from their phone number, birthday and home address to their social media accounts or even their personal login details and passwords. Oversharing their private information can lead to any manner of risks including online fraud, bullying or even grooming activity.

CYBERBULLYING

#BULLY

The risk of cyberbullying can be increased online when using chat facilities. Microsoft Teams provides the ability for users to chat to each other via its instant messaging service, both as part of a group or privately. Children could find themselves the target of negative or hurtful comments directed from other users who might find it easier to say things they maybe otherwise wouldn't in person.

INAPPROPRIATE CHAT

The chance to have private conversations in Teams can also mean that children feel as though they can share messages and communication between each other that are hidden away from others. Whilst children are most likely to use Teams in a school setting, the ability to chat privately may provide an opportunity to be less formal which could lead to sharing inappropriate messages, files or content which is unsuitable in a school environment.

HACKING RISK

Teams, like any software application, may be a target for hackers to illicit personal data. A 'man-in-the-middle attack' could occur, whereby the attacker reroutes communication between two users through the attacker's computer without the knowledge of the other users. This means that online communications could possibly be intercepted and be read or listened to, exposing both parties to the possibility of identity fraud or other criminal behaviour.

VIRUS INFECTION

Viruses and other harmful programs are among the risks of using online platforms like Microsoft Teams. Wherever you can share files or links, there is a risk that the content could be malicious. This could lead to slow computer performance, deletion of data, the theft of private or personal information and even hackers taking control of your PC.

LIVE STREAMING RISKS

Microsoft Teams, like other video-conferencing software platforms, facilitates live streaming. That means it inevitably carries some of the associated risks. These are likely to be minimal within a controlled environment (for instance in a classroom setting / remote learning). However, live streaming means that content isn't always moderated and children may inadvertently 'view or hear inappropriate, unsuitable or offensive material that they otherwise wouldn't.

NOS National Online Safety
#WakeUpWednesday

Safety Tips for Parents & Carers

BLOCK USERS

If your child is receiving inappropriate messages or finds themselves being harassed or abused on Teams, they can block these contacts from the privacy control in the settings menu. To add an extra layer of protection, you can also block contacts whom hide their ID to protect children from communicating with people they don't know.

BLOCK

PROTECT PERSONAL INFO

It's a good idea to talk to your child about the importance of keeping their personal information private and secure. Children should only give out the minimum information they need to when creating an account and understand that if other people request their personal details from them, they should avoid providing it and report any concerns to a trusted adult.

ENABLE BACKGROUND BLUR

To help protect your privacy during a video call or live stream, it may be a good idea to blur the background or even add a background effect. This can easily be done by clicking 'Background effects' before joining a meeting after which you'll have the option to blur your background, replace your background with one of the images provided or upload and use an image of your own.

UPDATE COMPUTER SECURITY

It's important to ensure you perform regular computer and software updates, as these patches often improve security flaws and minimise your vulnerability to cyberattacks. Having your own computer security or anti-malware software is another level of defence in minimising the chances of an attack from viruses, malware and other harmful programs. Ensure this is updated everyday so that it is able to protect you against the very latest threats.

TALK ABOUT RISKS

As a parent, talking to your child and making them aware of the risks of working and communicating online can help them to be more digitally resilient. Perhaps outline a set of agreed do's and don'ts and try to ensure young people know what to do if they are made to feel uncomfortable or experience any negative behaviour or activity.

AVOID VIDEO/AUDIO

It's always a good idea to turn off your audio during live group calls when not in use. This can easily be done by muting the mic and will avoid others hearing anything personal in the background at home or at school. Similarly, if possible, try to encourage children to avoid using video call to help guard against any privacy concerns and limit the risks of viewing anything inappropriate or unsettling.

Meet our expert

Emma Davis is a cyber security expert and former ICT teacher. She delivers cyber awareness training to organisations nationally and has extensive knowledge and experience of managing how children access services and apps online.

SOURCES:
https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software
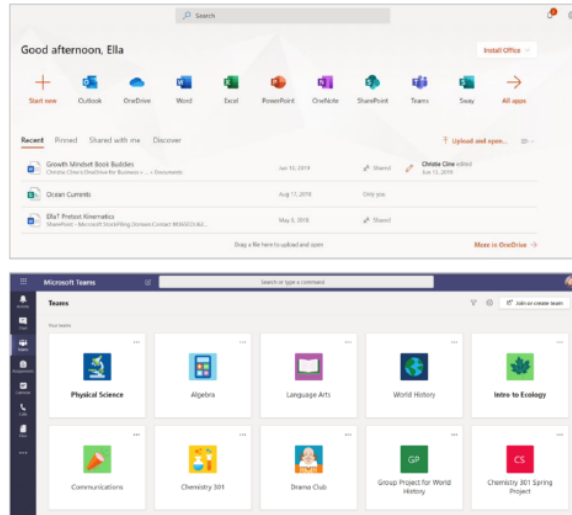https://www.microsoft.com
https://www.childsafereview.uk

How to use Microsoft Teams for Home Learning

Dear Children, Parents and Carers,
Below is a guide that includes how to access and use Microsoft Teams. Please take time to look over this and if you have any questions contact the school on 01908 376 011 or email: homelearningsupport@romansfieldschool.org.uk
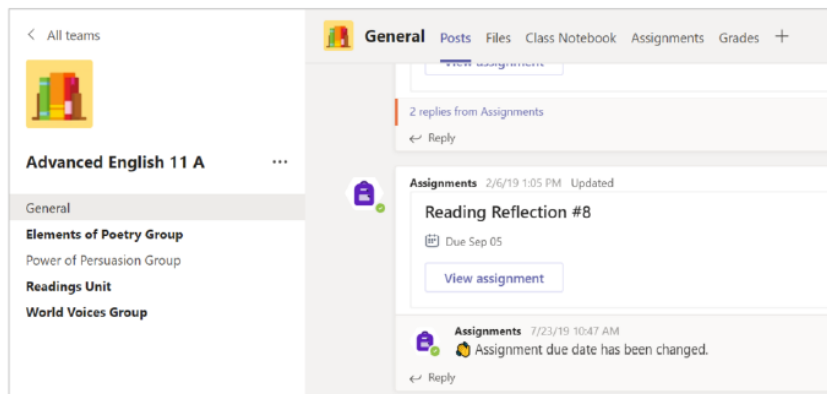
Sign in to Microsoft Teams

1. Open Office.com and sign in with your school email and password.
2. From your Office.com homepage, click on the **Teams** app to open right in your browser.
3. Select **Teams** in to see which class teams you are in, you will see one tile for your class team and one for the virtual library.
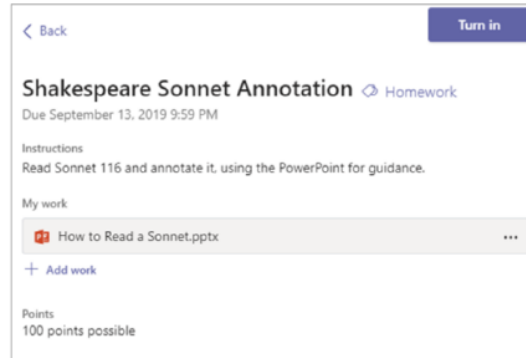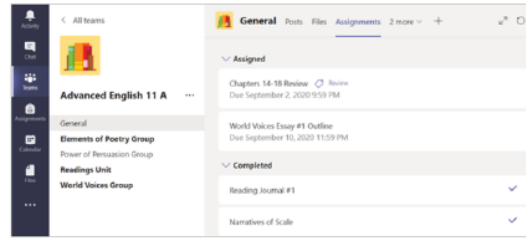
Channels

Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organise topics, projects, and more.

- All channels include a **Posts** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**.

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **+ add work**.
4. Click **Turn in** to submit the assignment.

Notifications

Check the 🔔 **Activity** feed to make sure you do not miss a new assignment.