

Mapledown School



Working and Learning Together

Remote Learning Policy

Name of School	Mapledown School
This policy was drafted on	15 th October 2020
This policy was agreed by Governors and adopted on	
This policy was shared with staff on	6 th November 2020
The policy was reviewed on	5 th January 2021, following the announcement of a National Lockdown.

1. Aims

This Remote Education Policy aims to:

- Outline the school's approach to educating students who will not be attending school, as a result of government guidance or the closure of a bubble.
- Make clear our expectations of staff who are self-isolating but healthy and able to continue planning, teaching and assessing students' work.
- Ensure that remote education is offered as soon as it becomes necessary. From week beginning 11th January 2021, and until otherwise advised by DfE or government guidance, remote learning provision will be in place for the majority of students, as the school is only able to open for face to face teaching for children of critical workers and vulnerable students only. In addition, many students have received an updated or new shielding letter.
- Ensure consistency in the approach to remote learning for all students who aren't in school through use of quality online and offline resources, as appropriate.
- Provide clear expectations members of the school community with regards to delivering high quality interactive remote learning.
- Include continuous delivery of the school's broad curriculum, as well as support of students' well-being.
- Ensure that students learn new facts and concepts, as well as reinforcing prior learning.
- Ensure that students have access to learning they would have completed had they been in school as normal.

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- Ensure that online tools used enable appropriate interaction with students, the assessment of their work and the provision of feedback.
- Provide training for staff about the appropriate use of online platforms so that students and staff are effectively safeguarded and that data protection guidelines are adhered to.
- Support effective communication between the school and families so that parents and students can access and make the best use of resources.
- Ensure that students who lack any necessary equipment are given alternatives that are appropriate for the students and reflect their learning style.

2. Who is this policy applicable to?

- Children who are absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal. Individual students who are unable to attend will be supported on a case-by-case basis by providing them with work which will broadly mirror that being taught to the rest of the class who remain in school.
- Children who are part of a whole bubble which is not permitted to attend school because a member of their bubble has tested positive for Covid-19.
- From week beginning 11th January 2021, and until otherwise advised by DfE or government guidance, the majority of students, as the school is only able to open for face to face teaching for children of critical workers and vulnerable students.

3. Resources

Resources to deliver this Remote Education Plan include (add details):

- Google classrooms
- Online tools/school subscriptions for Oak National Academy / Dynamo Maths / Twinkl
- Staff CPD on the use of Google Classrooms
- Technical support via the school's IT Technicians
- Information for parents via emails and telephone calls
- Use of live video for key lessons (register, circle time, etc)
- Printed learning packs as requested by families unable to access the online resources
- Equipment such as laptops or tablets may be sourced via Local Authority funding where appropriate

The detailed remote learning planning and resources to deliver this policy are found within our Google Classroom platform and shared with all parents:

- Model timetable and structure for remote learning
- Any downloadable, printable resources

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- Links to any resources such as Dynamo Maths, Choose it, Twinkl
- Curriculum resources/maps/plans including for subjects other than English and mathematics
- Teacher Code of Conduct for phone calls/live video/recorded video

4. Approaches to Learning: Our Principles

The following principles, informed by the DfE's requirements in respect of remote learning, underpin our approach:

- Planning will be informed by the feedback from previous remote learning.
- Students will study a broad range of subjects, including communication, mathematics, Physical development, PSHE, life skills.
- Students will learn new facts and concepts, as well as completing activities that reinforce their prior learning.
- Those who cannot attend school will access similar learning to that which their class/bubble is completing within school.
- Activities will be varied and not solely consist of 'screen time'; for example families and students will have access to printable resources enabling the completion of tasks (maths, communication, life skills, etc).
- Resources will be quality assured by subject and senior leaders, who will monitor on a weekly basis.
- Staff will have the training they need to provide online learning safely, including managing Google classrooms.
- All students will have access to the resources they need to learn. We will ensure this by sending guidance to families on how to join online platforms such as Zoom and Google Classrooms, and follow up any issues via telephone or video calls.
- Teachers will communicate the purpose of activities and their success criteria for students, by including a crib sheet with resources when necessary.
- Students will access remote learning resources as part of in-school delivery, so that they become used to these ways of working, by joining other groups or other teachers/therapists, via Zoom displayed on the classroom whiteboards.
- COVID catch-up funding will be used effectively to provide additional staff or resources to the students with the most needs.
- Staff workload will be managed by weekly feedback and de-briefs. ICT support staff will assist teachers in uploading resources as appropriate. Teachers will be provided with additional non-contact time,

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should they need to provide resources to long-term absentees (up to 1.5 hours per week per student unable to attend for longer than 14 days). *from 5th January 2021, all teachers will benefit from additional non contact time to prepare the online resources. Teachers based mainly in school with the students attending will be assisted by non-class based teachers to prepare and deliver the online lessons.

- Leaders will measure engagement in remote learning by monitoring the weekly logs and contacting families via telephone calls and / or surveys, and use this information to review provision and make changes as necessary.

5. Working with Parents

We are committed to working in close partnership with families, and providing remote learning in different ways when that is necessary to suit the needs of particular students, such as those who have the most complex medical needs and special educational needs and disabilities (SEND).

We have provided guidance to parents on how to use Zoom and Google classrooms.

Resources will be shared with students and parents via Google classrooms, emails, the school website, Royal Mail and personal deliveries.

We would encourage parents to support their children's work, and to establish a routine based around the school day wherever possible.

Should parents be unable to access online work for any reason, they should contact their child's teacher so that other arrangements can be made.

All parents and carers sign an 'Acceptable Use Policy' at school which includes e-safety rules. This applies when children are working on computers at home, and accessing live lessons via Zoom.

6. Roles and responsibilities

Senior and Learning Zone Leads

Alongside any teaching responsibilities, senior/learning zone leaders are responsible for:

- Co-ordinating the remote learning approach across the school including monitoring students' engagement and the overall effectiveness of remote learning.
- Lead virtual meetings to ensure consistency across the subject.
- Ensuring that staff, students and parents benefit from appropriate guidance about remote learning.
- Ensuring that resources fully support teachers and students so that remote learning can take place without hindrance in this respect.

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- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

Teachers

Teachers are provided with the necessary training on how to use google classrooms.

When providing remote learning, teachers must be available between 9am and 3.30pm, provided they are not unwell if they are self-isolating at home.

Teachers unable to work for any reason during this time should inform the Headteacher immediately.

When providing remote learning, teachers are responsible for:

- Setting work:
 - Teachers will set work for the students in their classes.
 - The work set should follow the usual timetable for the class had they been in school, wherever possible.
 - Teachers will set work using Google Classrooms.
 - Daily Communication/Literacy, Mathematics/Cognition and a subject relevant to each Learning Zone, for example sensory processing, life skills, PSHE, physio/Physical development/MOVE, music, art.
 - Teachers may also use Zoom in order to deliver live lessons (see Appendix A)
- Providing feedback on work:
 - Communication/Literacy and mathematics work will be assessed via weekly calls to families as well as emails communication via Google Classrooms.
 - Work in other subjects will be assessed via weekly calls to families as well as emails communication via Google Classrooms.
- Keeping in touch with students who aren't in school and their parents:
 - Teachers are expected to make weekly contact, phone calls, or via emails should they be unable to reach the families by phone.
 - If there is a concern around the level of a pupil's engagement, the teacher should inform the Deputy Head.
 - Teachers should only use their school email address to communicate with parents and students. All parent/carer emails should come through the school admin account.
 - Teachers should check emails at least once in the morning and once in the afternoon and should respond to all parents within 24 hours. If the matter cannot be resolved within that period, the teacher will acknowledge the email and explain to the parent the reasons for the delay and the actions they are taking.

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- Where difficulties arise in communicating with a family, teachers will inform the Deputy Head to facilitate a resolution.
- Calls made using personal phones must have 141 inserted before the recipient's number so that their phone number is hidden from view.
- Teachers will respond promptly to requests for support from families at home.
 - Any complaints or concerns shared by parents or students should be reported to the teachers' Learning Zone Lead and the Headteacher; for any safeguarding concerns, refer immediately to the DSL (HT for LZ2 and DHT for LZ1 and LZ3)
- Staff who are required to self-isolate are expected to:
 - Follow the normal reporting procedure for planned absence.
 - Following contact with school, the school business manager may set up a referral to Occupational Health or the Employee Assistance Programme to support that individual.
 - Obtain a test and share the result of it with school so that appropriate plans can be made.
 - If unwell themselves, teachers will be covered by another staff member. Planning and other activities will not be undertaken until the teacher is fit for work.

Teaching Assistants

Teaching assistants must be available during their usual 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 assistants must complete tasks as directed by a member of the SLT. The following tasks/roles are examples and do not constitute an exhaustive list:

- Cover in other areas of the school as directed by the Headteacher or DHT.
- Assisting the class teacher with supporting students.
- Preparing home learning resources.
- Undertake remote and/or online CPD training.
- Attend virtual meetings with colleagues.
- Communicate with parents.
- Completion of work that accords with school improvement priorities.

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

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The DHT

Liaising with the ICT technicians to ensure that the technology used for remote learning is accessible to all students and that reasonable adjustments are made where required.

- Ensuring that students 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 students with EHC plans and KPLTs.
- Identifying the level of support required by students.

The School Business Manager

- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

IT Technicians

IT technicians are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff with any technical issues they are experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer.
- Assisting students and parents with accessing the internet or devices.

Students and parents

Staff can expect families who support students learning remotely to:

- Be contactable during the school day.
- Complete work to the deadline set by teachers where possible. We recognise that some students, due to their needs, may not be able to complete all tasks set as they require 1:1 support to do so.
- Seek help if they need it, from teachers or teaching assistants.
- Alert teachers if they're not able to complete work.

Staff can expect parents with children learning remotely to:

- Wherever possible, maintain a regular and familiar routine, making reference to the model timetable found in Google Classrooms.
- Support their children's work as far as they are able, by discussing the work together and making appropriate plans for its completion. This can include providing a suitable place to work and encouraging their children to focus.
- Make the school aware if their child is sick or otherwise cannot complete work, or if the online platform does not work on their devices, whereupon alternative resources will be offered.

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- Seek help from the school if they need it, communicating with class teachers by phone or email, or by contacting the school office via phone or email.
- Be respectful when making any complaints or concerns known to staff.

Governing Body

The governing body 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.

7. Personal Data

Staff members may need to collect and/or share personal data, such as information on students' attainment or their contact details. This is necessary in furtherance of the school's official functions and therefore individuals will not need to provide authorisation for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online, and should speak to their line manager if they are unsure. Teachers and teaching assistants should not store students' personal data on their own electronic devices.

8. Keeping Devices Secure

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

- Using strong password protection, with passwords that are at least 8 characters, with a combination of upper and lower case letters, numbers and special characters
- Ensuring the hard drive is encrypted, so that if the device is lost or stolen the files on the hard drive cannot be accessed by attaching it to a new device.
- Making sure the device locks automatically if left inactive for a period of time.
- Not allowing family or friends to use the device.
- Storing the device securely to avoid theft.
- Ensuring that anti-virus and anti-spyware software is up to date.
- Installing updates to ensure that the operating system remains up to date.

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9. Safeguarding

Staff should ensure that all safeguarding concerns are reported immediately to a DSL. If you are unable to contact someone and it is an urgent matter, speak to a member of the senior leadership team. All safeguarding policies and procedures continue to apply. Please follow the guidance that you were given during the annual update training on 30th September 2020.

Staff must ensure all communication with parents and students is conducted through the school email following normal guidance and ensure this remains professional.

10. Expectations of staff during online meetings

When attending virtual meetings all staff should follow expected professional standards in relation to:

- Dress code.
- Location, e.g. avoid noisy areas, nothing inappropriate in the background.

11. Links with other policies and development plans

This policy is linked to our:

- Safeguarding policy
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Code of Conduct for Phone calls, Video conferencing and recorded video

Appendices:

Appendix A – Using Zoom for live lessons

Appendix B – Zoom Guidance for parents

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Appendix A – Using Zoom for live lessons:

Schedule the meeting

- Use a computer for the Zoom lesson if possible rather than an iPad or personal device. It is more practical for sharing resources during the meeting.
- Log into Zoom using your school account (contact Daniel Green if you don't have one).
- Schedule a Zoom meeting and send the invitation to all participants.
- Teachers will be asked to provide a maximum of two live Zoom sessions per day and these should be no longer than 30 minutes in duration
- Teachers should start at the arranged times and not wait for late-comers, postpone or make ad-hoc arrangements

Before the meeting starts

- Close any windows that don't need to be open. Have your resources ready, e.g. PowerPoint/PDF/websites/video clips, and minimise them.

Background

- You can hide your background in Zoom by using a Virtual Background.
- However, not all devices support the use of virtual backgrounds. If you can't use the following options in this section, please make sure your real background at home is as 'clear' as possible
- To hide your background before the meeting starts, click on the little cog icon (Settings) near the top right-hand corner. Choose Background & Filters in the left-hand column.
- If the meeting has already started, click on the little 'up' arrow ^ located next to the video camera icon where you start/stop your video - Choose Virtual Background (if using an iPad, click on "more" and select "virtual background").
- Try one of the default Virtual Backgrounds. Select one that doesn't distract too much attention away from you as the primary focus!
- You can add your own backgrounds by clicking on the + icon to the right of the thumbnail images.

Start the meeting

- 'Admit' all your guests from the Waiting Room.
- When all guests are present, click on **Security** - Check the **Lock Meeting** option. No more guests can enter.
- Click on **Participants** - **Mute all** - *Allow Participants to Unmute Themselves* - **Uncheck** - **Yes/Mute all**
- Only the host can now unmute participants.

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- When you're ready for others to talk: **Participants** - **Mute all** - *Allow Participants to Unmute Themselves* - **Check** - **Yes/Mute all**

Remind families of 3 golden rules:

1. Please be aware of what **your camera is showing to others**, including the background.
2. We have muted everyone for the moment, but when we unmute later, please remember that **all participants will hear what you say**.
3. This Zoom lesson is a live session only and is not being recorded by us. **Please don't record this meeting** on your devices so that we respect the privacy of all participants, especially our students.

Present/Share the lesson

- In the Zoom window, choose **Share Screen**. Another window will open showing all available items to share. Click on the thumbnail relating to your lesson, e.g. PowerPoint.
- Make sure you check the 2 boxes at the bottom of the window: **Share Computer Sound** and **Optimize screen sharing for video clip**.
- Then click on **Share**.
- If you want to present different resources throughout your lesson, e.g. slide show, videos, website - you don't need to **'Stop share'** in between each one. Instead, move your cursor to the top of the screen where it says: **You are screen sharing**. A drop-down menu should appear. Choose **New Share**
- Click on the thumbnail that shows the next resource you want to present. Then click on **Share**.
- In this way, it is possible to move back and forth between your resources as you share them.
- When you have finished presenting your resources - **Stop share**

Concerns

If you notice an issue with any of the guests, e.g. inappropriate behaviour:

- Click on **Participants** - select the guest in the list - **More** (if shown) - **'Stop Video'** (turns their camera off). Mute their mic as well if necessary.
- Start a chat and send your message **privately** to that particular guest, e.g. 'Are you aware that..... Please make sure.....'
- Ask the guest to send you a **private** chat message to confirm when they are ready to rejoin.
- Return to **Participants** - select the guest again - **'Ask to Start Video'** to invite them to turn on their camera display.
- If you are *still* concerned, choose **Participants** - select the guest - **More** (if shown) - **Put in Waiting Room**. You don't need to readmit the guest! They will be safely out of the way until you decide otherwise. There is also the option to 'Remove', but this is more severe as it may report the activity to Zoom if you're not careful. 'Put in Waiting Room' doesn't have any other implications.

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Safeguarding

We hope that video calls will be lively and animated experiences for both teachers and families. However, if you see or hear anything of concern during the video call (e.g. apparent mistreatment or presentation of pupil), please do **NOT** confront the family, even during a one-to-one session. **Don't** attempt to record the video call in any way. End the session when you can, alert **Sue or Sandra** immediately about your concerns log and your observations in the Safeguarding spreadsheet. In an emergency, contact the police by dialling 999.

Recommended: 2 staff members in Zoom meeting

- The reality is that it's challenging for a teacher to present a lesson whilst managing the participants! Ideally, every Zoom lesson would be attended by 2 staff members: **two teachers** or the teacher and an LSA.
- **Teachers should not take part in live-streamed one -one tuition**
- In this scenario, the teacher can focus on delivering the lesson while the LSA monitors the meeting.
- The teacher will be scheduling the meeting initially, which means that they must act as the host in order to start the meeting via their Zoom account.
- Before handing over control, the teacher needs to make sure that their screen can still be shared for presenting the lesson. Click on the little 'up' arrow ^ located next to the **Share Screen** icon - **Advanced Sharing options**

Who can share? **All Participants**

Who can start sharing when someone else is sharing? **Only host**

- **When the teacher is ready to hand over control to the LSA: Participants - select LSA - More - Make host**
- **Do you want to change the host to LSA? Yes**
- The LSA may see a small message appear: **You are the host now.**
- The LSA now has control of the meeting. They can admit new guests from the meeting room and keep an eye on participants via the **Gallery View.**
- The LSA should first check **Participants** and verify that all guests are muted apart from the teacher. Select the teacher if their mic icon needs to be unmuted and '**Ask to Unmute**'.
- When the teacher is ready for others to talk: **Participants - Mute all - Allow Participants to Unmute Themselves - Check - Yes/Mute all**
- The LSA's primary focus is the gallery, not the lesson. If issues arise, see the **Concerns** section above.
- If the teacher is screen sharing, the LSA can click on the little + icon on the camera view to reveal the other participants.
- In order of preference for LSA:
 - 1st choice: use computer for Zoom meeting (25 people max in Gallery View)

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- 2nd choice: iPad (9 people max in Gallery View). To see more people/camera views, swipe from right to left.
- 3rd choice: Smartphone/tablet (4 or 9 people max in Gallery View). To see more people/camera views, swipe from right to left.

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Appendix B – Zoom Guidance for parents:

Safeguarding:

Mapledown School would like to assure parents that we are following the safety guidelines for using Zoom in schools. Zoom have tightened the security on their platform, but as we do not run the service, we **cannot** guarantee that there won't be an unforeseen issue during a video call. If this is the case, our teachers will end the call immediately and contact you by phone. We do not expect problems, and we are happy to use Zoom as the most accessible option for most people.

Receiving an invitation

- If you do have a Zoom account and host meetings with others, please **don't** send an invitation to a teacher. For your safety, our school policy requires a teacher to host the meeting and invite parents to join. This ensures that the teacher or therapist has full control of both the meeting and the participants who are allowed to join.
- You will receive an invitation to join the meeting via an email link. Simply click on the link to join the meeting if you already have the Zoom app installed on your device. If you haven't installed the app, you will be asked to download the software before using Zoom for the first time.
- Please make sure the Zoom email invitation is from a **school email address**, i.e. teachername@mapledown.barnet.sch.uk. Don't click on the email link if you don't see a school email address or if you're not sure. It's always better to contact the teacher or therapist separately and check whether the invitation link is genuine.
- Please **DO NOT** share the meeting link with anyone else, including other relatives, friends or even families from your child's class. The teacher will send personal email invitations to all those who are invited to join a particular video call.

The Video Call / Virtual session

- Teachers or therapists may offer a one-to-one video call or a group call with families, depending on what they feel is best for their students or their class. Our classes have different needs and all such decisions are made by teachers after careful consideration.
- Zoom allows you to check the view shown by your own camera before you join the meeting. Please be aware of what others will see and hear - try to find a quiet room if possible and check what can be seen in your background! **All those visible in the video call must wear appropriate clothing, and we ask that your device or computer is used in an appropriate area, for example NOT in the bedroom, and if you can, the background should be blurred.**
- Please **DO NOT ATTEMPT TO RECORD** the Zoom meeting on any device. We are relying on our trust with families to arrange private video calls. Other families (and our teacher) have a right not to be recorded by others. Our video calls are 'live sessions' only.
- Think of the video call as a coffee morning held at the school. Please be aware that all participants can **see and hear** each other when you join group sessions with other families. **All communication should only be what you are willing to show and share with other parents in a coffee morning!** Anything more private should not be communicated in a group video call.

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- Above all, we know that this is a very challenging period for all our school families and we want to help you by using the most practical communication technology to keep in touch at this time. Seeing and hearing each other is a positive way to maintain contact, to share our experiences and for teachers and therapist to keep connected with their students, so that teaching and learning can extend beyond the classroom. We hope it will benefit everyone who wants to be a part of this service, and we invite you to explore this avenue for supporting the most important partnership we have - the relationship between our school and our families.

Please email office@mapledown.barnet.sch.uk to say that you have read and understood the guidelines. If we do not hear from you, a member of staff will contact you by phone to obtain your permission.

Zoom for Apple device (e.g. iPhone, iPad)

<https://apps.apple.com/us/app/id546505307>

Zoom for Android device (e.g. Android smartphone or tablet)

https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_GB

Zoom for PC (i.e. Windows) or Mac will prompt you to install the software when you click on an email link to join a meeting for the first time.