St. Luke's CE Primary School
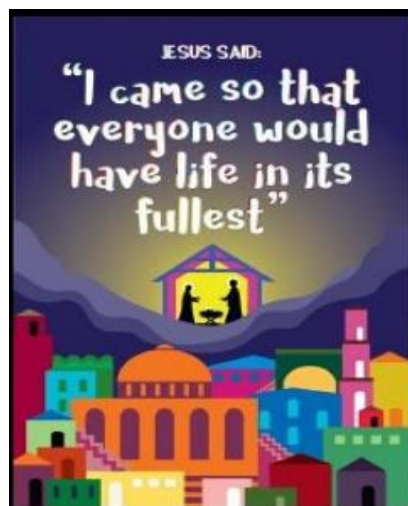
Where children *flourish*, are *happy* and *succeed*.   Living their life to the full.

Believe and Achieve

JESUS SAID:
"I came so that everyone would have life in its fullest"

Working together to be happy; to flourish; to succeed through our Christian Values of friendship, love, patience, forgiveness, trust and respect.
"I have come that they may have life and have it to the full."
John 10:10

Online Learning at Home Policy

Statement of Intent

At St Luke's CE Primary School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many. We also recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

This policy operates in conjunction with the following policies:

Online safety, GDPR, Safeguarding, SEND, Marking & Feedback, Teaching for Learning, Attendance Policy, ICT Acceptable Use.

Resources

Online learning from Reception to Year 6 will be provided using the school website and Microsoft 365 Education. All children will also be provided log-in details for Purple Mash for years 2 to 6 and, in years 1 to 6, TTRockstars and Spelling Frame, Microsoft Office 365 and google classroom.

Each student will be setup with a log-in for Microsoft 365 Education and will be asked to complete an acceptable use agreement before these details are sent out. All the online learning platforms used by St Luke's CE Primary School can be accessed from almost all laptops and tablets, either through an app, or through a web portal to ensure as many children as possible can access them.

Expectations

Teaching staff will:

- Share teaching and activities with their class through the school website and Microsoft Teams apps
- Continue teaching in line with current, extensive planning that is already in place throughout the school
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this
- Keep in contact with children through the Microsoft 365 Education apps only
- Reply to messages, set work and give feedback on activities during the *normal teaching hours 8.30am – 3.30pm;*
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Policy Development
- *If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on Microsoft 365 Teams apps or work emails during this time will not be undertaken until the teacher is fit to work*

Pupils will:

- Be assured that wellbeing is at the forefront of our thoughts and that we understand the need for children to take regular breaks, get fresh air, exercise, and maintain a reasonable balance between online engagement and offline activities
- Maintain a good work ethic and complete all work set through Microsoft 365 to the best of their ability
- Complete and submit work by the deadlines set by their teacher
- Not share their Microsoft365 password with anyone but a trusted adult
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that

Parents will:

- Support their child's learning to the best of their ability
- Encourage their child to access and engage with Microsoft 365 Teams posts from their teacher
- Not screenshot or copy any information, messages, or posts to share on social media or any other platform outside of the Microsoft Teams apps

- Know they can continue to contact the class teacher as normal through the class email addresses if they require support of any kind
- Check their child has completed the work set by their teacher through Microsoft Teams or via email
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

Flexibility

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. However, we realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- parents may be trying to work from home so access to technology as a family may be limited
- parents may have two or more children trying to access technology and need to prioritise the needs of those studying towards qualifications
- teachers may be trying to manage their home situation and the learning of their own children
- systems may not always function as they should

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success. In the event of a school closure, deadlines will be flexible, and we understand pupils my work a day or two behind what has been shared through the Microsoft 365 Teams apps. However, it must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional.

Online Safety:

This section of the policy will be enacted in conjunction with the school's Online Safety Policy and Acceptable Use Policies.

Live Lessons

All staff and pupils using **video** communication must:

- Communicate in groups – one-to-one sessions are not permitted. Staff should use the 'waiting room' feature when setting up meetings to ensure they are never alone in a video meeting with a child
- Wear suitable clothing – this includes others in their household
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas; within the home, such as bedrooms or bathrooms, are not permitted during video communication
- Use appropriate language – this includes others in their household
- Maintain the standard of behaviour expected in school
- Use the necessary equipment and computer programs as intended
- Not record, store, or distribute online learning material without permission
- Ensure they have a stable internet connection to avoid disruption to lessons
- Always remain aware that they are visible.

All staff and pupils using **audio** communication must:

- Use appropriate language – this includes others in their household
- Maintain the standard of behaviour expected in school
- Use the necessary equipment and computer programs as intended
- Not record, store, or distribute audio material without permission
- Ensure they have a stable internet connection to avoid disruption to lessons
- Always remain aware that they can be heard

Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.

Staff will report any safeguarding concerns in line with current school policies. Pupils and their parents will also be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

The school will communicate to parents via letter about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

During the period of remote learning, the school will maintain regular contact with parents to:

• Reinforce the importance of children staying safe online.
• Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
• Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
• Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

Health & Safety

This section of the policy will be enacted in conjunction with the school's Health and Safety Policy.

Teaching staff will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning. If using electronic devices during remote learning, pupils will be encouraged to take a five-minute screen break every two hours. Screen break frequency will be adjusted to five minutes every hour for younger pupils or pupils with medical conditions who require more frequent screen breaks.

Monitoring & Review:

This policy will be reviewed on an annual basis by the headteacher and Computing Co-ordinator and any changes to it will be communicated to all members of staff and other stakeholders.

Signed: _____ (Computing Co-ordinator)

_____ (Headteacher)

_____ (Chair of Governors)   Date for review: September 2021