St. John's C.E. Primary School

Vision Statement

Shine like stars

Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.

Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.'

Matthew 5:16

Policy: Remote Learning Policy

Reviewed: September 2026

Future review: September 2028

Introduction

During these unprecedented times, we are moving to online teaching using Microsoft Teams. This is to ensure that the impact of these times on our children's education is kept to a minimum and more importantly that we try to maintain some visual contact between the pupils and each class teacher so as to support every child's well-being at this particularly challenging time. However, there are certain guidelines that need to be read, understand and adhered to at all times as the safeguarding and safety of our pupils and staff during any 'virtual lesson/session' is paramount at all times.

The daily routine

It is important that you try and keep to a daily structure to help you keep on top of your workload and meet the deadlines set by your teachers. Therefore, as much as possible, you should try and follow the weekly timetable that has been set for you.

How will lessons work?

Please ensure that you follow the timetable that has been provided and where appropriate refer to the pack that has been provided for you with the work that has already been prepared. In addition to this, My Maths will be posted from Monday to Thursday for KS1 & 2 to be completed on that day and where appropriate, pupils learning times tables should log onto Times Tables Rock Stars to practise their times tables daily.

On a Monday the class teacher will set you the learning task for Religious Education and Science or History and Geography (depending on which week these subjects are scheduled for) via Microsoft Teams. You will need to complete this work on Friday as outlined in the weekly timetable. During the 'virtual session' with your class teacher, feedback on your work will be provided.

In addition, your class teacher will run one 'virtual session' with you a week via Microsoft Teams so that you can have face-to-face contact with them and your class. This will be an opportunity for you to talk through any concerns you may have, provide feedback on the work that you have uploaded and help you to monitor your academic progress as well. It is really important that you ensure that you are able to participate in these virtual sessions. Some teachers may choose to host more than one 'virtual session' per week, if they feel that this would be beneficial for all concerned.

How should I behave?

The simple answer is: exactly how you would be expected to behave in school. Work is expected to be completed as per deadline, contributions to class should be respectful and considerate of others, and your full effort is required during any virtual sessions. Anything below this will be reported and you should expect a follow-up conversation with the Head teacher.

What if I need someone to talk to?

Please speak to your parent/carer as they have the email address for the class teacher/Headteacher and they will be able to make contact on your behalf and if you feel that you need to speak to them in person, we are very willing to talk to you over the telephone.

Working away from school and spending long hours on a screen or doing other school work can feel lonely and difficult and in a world of uncertainty we want to make sure you feel connected and part of our very special community. Therefore, Mrs Notley's assembly and Mother Mitzi's assembly will run on a weekly basis either through Microsoft Teams or we will be posting regular video assemblies on Microsoft Teams.

Remote Learning User Agreement

The parent/carer is responsible for making sure that the pupil is ready on time for their lesson and that the connection is established for each lesson.

At the start of each 'virtual lesson/session', a parent/carer must be present. A parent/carer must remain in the home for the duration of the lesson/session and retains the duty of care for the child. Teachers may ask parents to remain throughout the first few 'virtual lessons/sessions' for younger pupils and/or new pupils.

You must read and agree to the terms below. These terms <u>are in addition</u> to those in the main IT Acceptable Use Policy which you have already agreed to.

- I will only use technology at home with permission of my parent or carer.
- I will not reveal my password or log in credential to anyone.
- During the 'virtual session', all backgrounds must be blurred and audio is to be muted.
- I will check Microsoft Teams on a Monday to view set tasks set by my teacher and respond to any subsequent feedback.
- I will submit work via Microsoft Teams, as requested by the teacher, by the deadline set. In the first instance work should be submitted in a Word document format, unless otherwise requested by your teacher in the task instructions.
- I understand it is my responsibility to seek support or explain to my teacher why I have not been able to complete the work, before the deadline task.
- When taking part in the virtual sessions I understand that this is an extension of the classroom and that I should conduct myself as I normally would when present at school. This includes;

    1. Being punctual and ready to start the session on time

2. Being dressed appropriately for learning (no pyjamas, vests, hoodies, hats etc)
3. Being in a quiet space at home, preferably not a bedroom with as few distractions as possible, ideally against a neutral background.
4. Using an appropriate device i.e. a laptop or tablet with a keyboard
5. Not using mobile phones or other devices unless specifically instructed by the teacher
6. Remaining attentive and engaged throughout
7. Interacting patiently and respectfully with your teacher and peers
8. Not recording or taking photos of teacher and /or peers

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidently come across any such material, I will report it immediately to my parent/carer.
- I will be responsible for my behaviour and actions when using technology to learn remotely, this includes the resources I access and the language I use.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teacher.
- Due to safeguarding of the children and staff, we are going to be recording all 'virtual sessions'. This is to ensure that we are keeping all of ourselves safe and using this video call appropriately. These recordings can be uploaded to our chat on Teams so children who cannot attend the meeting for whatever reason can still see this and can catch up with the recording at an alternative time. If you do not wish to have your child's meeting recorded, please let us know and when it comes to the online meeting, we will require your child to turn their camera off for the duration of the meeting so we cannot see their faces.

Remote Learning User Agreement for teachers

These are the following guidelines that must be read, understand and adhered to at all times during online teaching:

• Teachers must communicate only with parents/carers and should not pass on personal contact details to pupils.

•Timetabling of lessons should be agreed in advance between teachers and the parent/carer, not directly with the pupil.

• Neither the teacher nor the pupil should participate in an online lesson/sessions unless they are healthy to do so.

• Appropriate clothing must be worn and this also applies to anyone else in either household. Teachers should immediately terminate the lesson if this is not adhered to and contact the parent/carer outside of the lesson/session to outline the reasons. Teachers will also inform the Designated Safeguarding Lead (Susan Notley) of this situation as soon as possible.

• Lessons should take place in appropriate areas, for example not in bedrooms, and should be in a quiet space with as few distractions as possible, ideally against a neutral background.

• The parent/carer is responsible for making sure that the pupil is ready on time for their lesson and that the connection is established for each lesson.

• At the start of each lesson, a parent/carer must be present and teachers should confirm that the lesson is taking place in a suitable location. A parent/carer must remain in the home for the duration of the lesson and retains the duty of care for the child. Teachers may ask parents to remain throughout the first few lessons for younger pupils and/or new pupils.

• Teachers must not share any content via social media, or friend/follow pupils on social media accounts.

• Teachers must not offer/accept requests to teach pupils outside of the agreed platform. Any ongoing issues regarding access to the agreed platform should be referred to the teacher who is due to deliver the session.

• Teachers and parents/carers are to contact the online safety lead (Lauren Anderson) at lauren.anderson@stjohnsprimarysch.org.uk if there are any issues with logging into the agreed platform.

• Teachers must not accept requests to teach pupils privately in place of the lesson arrangements.

• Teachers and/or parent/carers should report any safeguarding concerns to our Designated Safeguarding Lead:

Susan Notley (head@stjohnsprimarysch.org.uk)