



Remote Learning Guidance and Permission

January 2021

Please read the below guidance carefully. This guidance is part of the school's **Live Online Lesson Policy 2021** (it will be reviewed throughout the year). This guidance has been developed in conjunction with the school's:

- **Safeguarding Policy**
- **E-safety Policy**
- **GDPR Policy**
- **Social Media Guidelines**
- **Behaviour Policy**

DNDLT is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR).

This guide establishes the expectations for online/remote learning from Ingletton C of E Primary School and a pupil using Microsoft Teams call in their own home during self-isolation. Self-isolating pupils should join their scheduled lesson through Microsoft Teams as it happens in the classroom as per their normal timetable. We will not be hosting 1:1 lessons at any time.

Aim:

- To ensure a high-quality learning experience for all pupils
- To make clear the responsibilities of all parties involved and how sessions will be delivered
- To safeguard all parties involved meeting the statutory requirements of Keeping Children Safe In Education (2020)

1. Expectations of pupils:

REMOTE LEARNING GUIDANCE

- The standard of work expected will be the same as we would expect in the classroom.
- Expectations regarding the standard of handwriting and presentation will also be of our usual high standard so that children take pride in their work.
- Children should be fully dressed (i.e. not wearing nightclothes or in any state of undress) in any post which includes a visual image of your child.
- Children should communicate with their teachers in the same way as they would in the classroom. They should be respectful and post appropriate messages.

LIVE ONLINE LESSON GUIDANCE

- Wear appropriate clothing
- Be punctual for lessons
- Do not eat during lessons
- Clear and appropriate language should be used at all times. Pupils should mute their microphone and type questions into the chat window which teachers will respond to
- Asking the teacher before leaving the session (e.g. to go to the toilet or get refreshments)
- Not taking phone calls, messaging others, or using devices that are not requested by the teacher for learning
- Not having other browsers or apps open during the online session
- Follow the school's social media guidance, applying the same common sense, kindness and sound judgement that we would use in a face-to-face encounter.

2. Expectations of parents / carers:

REMOTE LEARNING GUIDANCE

- Parent / carers should supervise and monitor their children's activities on Microsoft Teams.
- Parent / carers should be vigilant of what their child is posting as any inappropriate or disrespectful posts could lead to your child's Microsoft Teams account being suspended or closed.
- Please bear in mind that work posted by your child on Microsoft Teams may be seen by other children in their class.
- Wherever possible please make sure your child is posting work or messages relating to teaching and learning in order to reduce the number of posts to manageable level.
- Be aware of what is happening in the background when your child is making any recordings or images to share with others.
- Please bear in mind that some of our teachers work part time and therefore will only respond to posts during their official working days or hours.
- Please make sure that messages between yourself and your child's teacher relates to the child's learning. All general enquiries or any concerns should still go through the school office.
- Parents should encourage their child to complete some of their work (where appropriate) on paper in order to maintain their handwriting skills. Hand written work can then be photographed and the image uploaded to Microsoft Teams.

LIVE ONLINE LESSON GUIDANCE

- Sessions will only take place during the normal timetabled lesson and parents should be aware of the time they will take place
- Ensure appropriate clothing is worn by the pupil
- Agreed working space must be approved by the parent/ carer before each session. This should be conducive to learning and should not reveal any personal information
- Where possible, the parent/ carer must be within earshot of the lesson and always aware that the lesson is taking place.
- The parents / carer should not make any contributions to the session
- Be aware of what is happening in the background when your child is participating during online learning.
- Ensure sessions are not recorded or screen shots taken, in line with the safeguarding policy
- Follow the school's social media guidance, applying the same common sense, kindness and sound judgement that we would use in a face-to-face encounter.

3. Expectations of staff:

REMOTE LEARNING GUIDANCE

- Aim to provide high-quality remote learning experience for all pupils.
- Follow the guidance on remote learning set out by the Department for Education.
- Ensure the timetable for each week is on our website under Our Learning/Remote Learning followed by the relevant class page.
- All resources for each day's activities will be live on Microsoft Teams by 9.30am each morning.
- Teachers will give advice and feedback on children's work and will ask for work to be re-submitted if necessary.
- Microsoft Teams is an educational platform and therefore teachers will prioritise responding to children's work.
- Teachers will only respond on Microsoft Teams between the hours of 8am - 5pm. These are core working hours and we need to ensure an appropriate work life balance therefore staff will not be viewing Microsoft Teams outside of these core hours.
- All marking and feedback will be done within 48 hours of the teacher receiving the child's work.

LIVE ONLINE LESSON GUIDANCE

- School ID badge is visible/worn throughout the session (if on camera)
- Sessions will only take place during the normal timetabled lesson which will be happening in school
- Appropriate clothing that would normally be worn in face to face teaching sessions
- Clear and appropriate language used at all times
- Not having other browsers or apps open during the online session to reduce the risk of confidential information being displayed.
- Follow the school's social media guidance, applying the same common sense, kindness and sound judgement that we would use in a face-to-face encounter.

Leaders will review the measures outlined in this guidance weekly to ensure it reflects the most up-to-date circumstances of the school's online learning provision, and to ensure consistency across all year groups.

Please complete and return one copy to the school office. Thank you.		
Have you read and understood the guidance above?	Yes	No
Do you give permission for your child to join 'Live Lessons' via Microsoft Teams?	Yes	No
Parent/ Carer name		
Child's name		
Child's class / year group		