St Julie Catholic Primary School
Remote Learning Policy

This policy has been written by St Julie's Computing Lead, building on national best practice, in conjunction with St. Helens Council.

Convention on the Rights of the Child Article 29:

Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others' human rights and their own and other cultures.

What is 'Remote Learning'?

Remote learning, also referred to as distance learning, gives children who aren't in a physical location due to illness or school closure in-person education, access to online training materials, and the ability to communicate with their school staff from their own home through an Internet based application.

What is Microsoft TEAMs?

Microsoft Teams is a GDPR compliant digital hub that brings conversations, content, assignments, and apps together in one place, this allows teachers to create learning environments, build collaborative classrooms, connect in professional learning community, and connect with colleagues remotely.

Within Microsoft Teams, staff can converse with children through a class conversation. This is fully visible at all times by all members of the class 'TEAM'. 1-1 discussions between a class teacher or another child will be disabled from the application to avoid any safeguarding issues. These conversations are also stored on Microsoft's "Cloud" Network within St Helens Schools Office 365 tenancy and can be reviewed if and when a need arises.

Staff and children can share files and websites, create a OneNote Class Notebook (already built in), and distribute and grade 'assignments'. This allows teachers to organise interactive lessons and provide effective and timely feedback. School administrators and staff can also stay up-to-date and collaborate using Staff Teams with a 'St Julie all staff', a 'St Julie Teachers' and an 'SLT' Team with relevant staff included in each. These TEAMs can be used for announcements and topical conversations. Staff can share instructional material using these professional learning communities.

User accounts, licences and security:

For security reasons, children have been disabled from viewing the global directory of sthelens.org.uk users normally available through Microsoft TEAMs, this is to ensure children cannot send emails or obtain addresses of St. Helens staff across the authority; this protects the security of both the member of staff and the child.

Children will not be able to view or comment on any TEAMs other than the cohort TEAM that they have been assigned to. They will also not be able to create their own TEAMs, becoming an owner, and invite members to a TEAM they have created. This is to ensure all TEAMs can be monitored and overseen by the class teacher, the Head teacher, deputy and Computing lead as well as St. Helens council filtering system.

Microsoft TEAMs uses Microsoft 365 capabilities to authenticate users and provide services. Staff and children have identities established to facilitate collaboration. However, all usernames are consistent with a child's initials and not their full name. Passwords are initially set to the child's date of birth but

children are required to change their password to something unique and secure to them on their very first log in.

- **Usernames:** Will take the format of….**xxx-year of entry-initials and no.1** for example John Smith who attends St Julie's Year 3 class would have the username **xxx-16-js1.** Some children who have the same initials as another child in their class will end their username with 2.

- **Passwords:** Children's passwords are initially set to their date of birth so that they are memorable and unique. For example a child born on 27th February 2014 will have the password **27-Feb-14.** The first time a child log onto TEAMS they should change their password so it is personal. They also need to register on the St. Helens self-service portal. Here the child will be asked to enter a phone number or email address (Parents) were a verification code can be sent to reset their password. For good security passwords should be 6 or more characters containing upper, lower case letters and numbers for security purposes. Children and parents are also supplied with this link to explain the process further. https://www.sthelens.org.uk/media/1544/st-helens-schools-ict-support-self-service-password-reset.pdf

Microsoft Teams is included in Office 365 A1, which is free for educational institutions. All children and staff have been allocated a 365 account by St. Helens Council IT department, this also provides a licence to download and install the Microsoft Office applications for PC, phones and tablets. The IT department have also set up a school based email address so that they are available for troubleshooting, security issues and removal of a pupil or staff if needed. This email address is stjulies-teams-help@sthelens.org.uk and can be accessed by the (staff members nominated by the school to support Teams)

Rationale:

At St Julie's we nurture every child's unique talents to enable them to flourish in a climate of high expectations, innovation and creativity. If children are unable to attend school due to closures, we are committed to providing remote learning opportunities to deliver a coherent range of curricular experiences. The policy outlined here reflects a clear commitment to reinforce skills and give pupils access to learning activities which will meet their needs, building upon prior learning.

Our Aims are:

- To have structured opportunities to connect with learners across the school week
- To provide continuity of learning and skills development
- To ensure planning for opportunities for pupil achievement and attainment
- To ensure we give opportunities for every child and that all children are safe, respected, respectful and responsible.
- To respect the rights of children as set out in our anti bullying policy

Roles and Responsibilities

The role of staff:

- To become familiar with new technology when needed and research Microsoft TEAMs, Purple Mash and understand how they can be used most effectively.
- To provide a learning platform where all children have the opportunity to engage in learning
- To promote an ethos of inclusion, respect, fairness and equality

- To deliver age appropriate lessons or meetings through video conferencing when appropriate. Taking into account the audience and aware ness of the audience.
- Ensure that cyber resilience and Internet safety is central to all digital technology use as set out in the Computing and e safety Policy
- To observe and monitor children's learning
- To provide support and guidance for pupils and parents when needed
- To keep abreast of research and national agenda and demonstrate an ongoing commitment to professional learning
- To engage with effective learning and teaching resources.

The role of the pupils:

- To participate in online learning and activities as published by their teachers
- To ensure everyone feels valued, respected and included, children, staff and parents.
- To promote respect in relation to the rights of others
- To contribute their views through Microsoft TEAMs and Purple Mash when required.
- To offer peer support and guidance through shared learning.
- To show respect to any teaching staff who conferences through to them via TEAMs video link and be made fully aware that all videos are recorded and kept.

The role of parents:

- To encourage pupils to access learning through TEAMs/Purple Mash and associated activities
- To support the school values as set out in the e safety and anti-bullying policies on the website.
- To foster an open pathway of communication between the school and home where appropriate.
- To encourage children to participate in video learning lessons via TEAMs and show respect through their comments and behaviours remotely.
- To be made aware that all video lessons are recorded by the teacher and stored securely on the Office 365 Cloud platform.

Expectations for learning provision:

- Teachers to provide regular planning, as far as possible, with reinforcement and consolidation of skills and concepts.
- All classes within St Julie's to have individual access to Microsoft TEAMs through an Office 365 account, and Purple Mash through a unique username and password.
- All teachers are responsible for planning, assessment (if necessary), provided commented annotations on work produced and for meeting the needs of all children.
- To ensure continuity of provision in the event of staff illness or Key Workers working on site while other staff are working from home.
- The Head teacher, deputy and Computing lead will also be able to access each class TEAM on Microsoft TEAMs as well as the class teacher.
- Independent research and learning should be encouraged, especially in KS2 using assigned websites available on St Julie's home learning page of the website.
- The assignment function within Microsoft TEAMs should be used to enable pupils to submit evidence of their learning.
- Regular check-ins with pupils to provide direction, give feedback and provide an opportunity for pupils or parents to ask questions.

The Microsoft TEAMs remote learning guidance for further support is supplied below if required.
https://docs.microsoft.com/en-us/microsoftteams/remote-learning-edu