



Rainford Brook Lodge Primary School

Remote Learning Policy

Responsible Committee:

Curriculum

Last review date		Autumn	2021
Next review date		Autumn	2023
Signed		Name	
Position		Date	
Governor ratification			
Signed		Name	
Position		Date	



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 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 centrally at St. Helens Council and can be reviewed if and when a need arises.

Staff and children can share files and websites and distribute and grade 'assignments'. In addition, quizzes can be set. This allows teachers upload pre-recorded lessons and provide effective and timely feedback. School administrators and staff can also stay up-to-date and collaborate with each other. 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 St. Helens staff 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 that they have created. This is to ensure all TEAMS can be monitored and overseen by the class teacher, the Head Teacher (Mr Reece), Deputy Head Teacher (Mrs Hodgkinson) and Computing lead (Mr Moore) 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 requested to change their password to something unique and secure to them.

- Usernames: Will take the format of 'rbl-year of entry-initials and no.1' followed by @sthelens.org.uk. For example, John Smith, who attends Rainford Brook Lodge Year 3 class, would have the username rbl-16-js1@sthelens.org.uk. 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. Children are advised to change their password, so it is personal. In order to do this, they have been advised to access the St. Helens self-service portal. Here the child will be asked to enter a phone number or email address (Parents) where a verification code can be sent to reset their password. We have advised children that the password they create 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-passwordreset.pdf>

Microsoft Teams is included in Office 365 A3, which is free for educational institutions. This account also gives the children the opportunity to download the TEAMS app to their desktop or smart phone for ease of access. All children and staff have been allocated a 365 account by St. Helens Council IT department.

Rationale:

At Rainford Brook Lodge, we want MAGIC children. Even through the difficult times when 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 and understand how it can be used most effectively.
- To provide a TEAMS learning platform where all children have the opportunity to engage in learning.
- To plan effective learning opportunities that are age specific.
- To engage with effective learning and teaching resources.
- To observe and monitor children's learning
- To make planning accessible for all children via TEAMS. This will also be uploaded onto each individual class page of the school website.
- To promote an ethos of inclusion, respect, fairness and equality.
- To deliver one pre-recorded message, through video conferencing, at the start of the bubble going down and at the start of the second week. These messages will explain the weekly planning activities.

- 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 store pre-recorded sessions on their Office 365 account in case they need to be reviewed at any time.
- 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.

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 when required.
- To offer peer support and guidance through shared learning.
- To show respect at all times.

The role of parents:

- To encourage pupils to access learning through TEAMS 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 be made aware that all pre-recorded sessions are recorded by the teacher and stored on an internal storage device.

Remote Video Links:

Children within Rainford Brook Lodge Primary School will never be asked to appear on camera and their voices or images will never be recorded by a member of staff through Microsoft TEAMS. When sessions are pre-recorded, 'Stream' will be used from the platform and the video saved centrally on Office 365 for security purposes. All videos will be stored on the staffs' 365 account for security purposes. Sessions will only be viewed again if an allegation or question arises and evidence from this lesson is needed.

Expectations for learning provision:

- Teachers to provide regular planning, as far as possible, with reinforcement and consolidation of skills and concepts.
- All classes within Rainford Brook Lodge to have individual access to Microsoft TEAMS through an Office 365 account.
- All teachers are responsible for planning, assessment (if necessary), providing relevant feedback suitable for the activity in order to meet 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 (Mr Reece), Deputy Head Teacher (Mrs Hodgkinson) and Computing lead (Mr Moore) 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 each class page of the website.
- The assignment function within Microsoft TEAMS should be used to enable pupils to submit evidence of their learning.
- Work may well be sent using other platforms such as Purple Mash but these will not include any 'live or recorded teaching facility' as this would only be covered by the LA if we use TEAMS (Zoom therefore would not be used)
- Check-ins with pupils to provide direction, give feedback and provide an opportunity for pupils or parents to ask questions. As a minimum, when a group of children are isolating either a recorded or live message needs to be sent at the beginning of the isolation period and one other time to check on progress. These are only for general communication for both pastoral and brief explanation of the tasks – no live 'teaching of lessons' should take place as lessons can either be recorded or there are plenty of resources available from suitable providers.

For further information regarding Microsoft 365 and TEAMS, please refer to the '**Remote Learning via Microsoft 365**' Policy produced by the IT department working within the Local Authority.

The Microsoft TEAMS remote learning guidance for further support is supplied below if required.

<https://docs.microsoft.com/en-us/microsoftteams/remote-learning-edu>