

Highfield Remote Learning Policy Guidance for Children affected by COVID 19

Times when Remote Learning will be needed

- 1. If your child is awaiting a test or test result there will be a work pack on Seesaw for them to use. It will be called the “Waiting for a test result pack.” Teachers are unable to mark this work or give feedback. This pack must only used should your child be waiting for a test result.**
- 2. If a child has to stay in quarantine for 10/14 days “My Quarantine Pack” due to them or a family member testing positive for Coronavirus or If a child has to stay in 14 days quarantine following an overseas holiday to a country not on the governments’ exemption list**

In this situation the office will inform you that maths and English work will be posted for your child on Seesaw

Reception children’s’ activities will be posted on the school website in the Curriculum Reception section.

- 3. If the class or year group bubble has to shut down for a period of 14 day quarantine due to a case of COVID 19 in that bubble**

Unless the class teacher shows signs of COVID 19 and becomes unwell (in this situation no teaching can be provided) the expectation is that we will offer remote learning.

A blended model using the Seesaw platform and Microsoft Teams live lessons will be used. The class teacher will deliver a live English and Maths input lesson every morning at 9.30 a.m. and 11 a.m. (The school office will communicate with you should there be a time change). The teacher will then set their class some work to complete and upload onto Seesaw. They may also set other curriculum tasks and activities onto Seesaw. A member of staff will give feedback to the children about their completed work using Seesaw. The teacher will invite their class to join the live maths and English lessons. This will be done via an e-mail invitation to the parent. Microsoft Teams can be downloaded for free from the APP store to a phone or tablet and this is recommended. The most reliable method would be to download Microsoft Teams onto your computer desktop, please follow the link below: Parents should be able to simply join the meeting in their browser.

- 4. Should the school have to close as part of a local or national lockdown. In a local or national lockdown only children of key workers and vulnerable children may apply to**

attend school. The Headteacher will prioritise health and safety and use her own discretion with regards capacity to care for children safely.

A blended model using Seesaw and Microsoft Teams will be used in this situation. The class teacher will deliver an English and Maths input lesson in the morning at 9.30 a.m. and 11 a.m. The lesson content will be uploaded onto Seesaw for any children who missed the live lessons. Children will be set work to complete and upload onto Seesaw. Children at home will receive regular feedback on Seesaw from a member of staff. The teacher will be able to invite their class to join the live maths or English lesson using the parent main contact email address.

Reception children will also use Tapestry to support their remote learning.

Key worker children will attend school only when their parents shift patterns require child care and may access the Seesaw lessons and Microsoft Teams lessons on the days when they are at home.

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

All live Microsoft Teams lessons will be recorded for safeguarding purposes.

Code of Conduct and Safeguarding procedures

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per the Child Protection Policy and where appropriate referrals will still be made to children's social care and as required, the police.

Highfield will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. A risk assessment has been completed for the purposes of GDPR. By using Teams as a learning platform parent e-mails may be visible to users.

- No 1:1 lessons, class bubbles only.
- Staff, children and any other people present in the household must wear suitable clothing, as should anyone else in the household. No night wear, swimwear. Children must be fully clothed.
- Any computers used should be in appropriate areas, for example, indoors only, not in bedrooms, toilets, bathrooms.
- The live class will be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes will be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Children will be expected to behave in the same way as they would in school, i.e. respectful to the teacher and to each other and listen attentively
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils.
- A parent must supervise the child during the lesson by being in the same room as the child but away from the screen.

- Parents must not call teachers directly on Microsoft Teams as staff are instructed not to answer. Parents must not use the chat function/message board on Teams or any e-mails on Microsoft Teams. Parents must not reply using e-mail to the invitation sent by the teacher to the live lesson as this reply may be visible to other parents in the group. Parents should accept the lesson invitation by RSVP or on the “Accept Invitation” tab (depending on the device parents are using).
- Parents with any safeguarding concerns should contact the head teacher.

Any breaking of this code of conduct and safeguarding procedures will result in the child being removed from that lesson and will be reported to the head teacher who will contact the family.

Parents who wish to opt out of the schools’ Remote Learning provision should e-mail the school office and they will be removed from the group list.

Technology can and often will go wrong but we will try our Highfield best. Teachers have worked incredibly hard preparing for these remote learning lessons and it has been a very steep learning curve. The same of course goes for you as parents and I’m sure lots of us have experienced technical difficulties in our own remote working situations. Let’s just try our Highfield best!