



# Garswood Primary School Remote Learning Policy



This policy has been written by Garswood'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 centrally at St. Helens Council 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 'Garswood all staff', a 'Garswood 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 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 they have created. This is to ensure all TEAMS can be monitored and overseen by the class teacher, the Head teacher (Pam Potter), deputy (Andrew Yearsley) and Computing lead (Les Moon) 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 user names 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.

- **Username:** Will take the format of....**gar-year of entry-initials and no.1** for example John Smith who attends Garswood's Year 3 class would have the username **gar-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 27<sup>th</sup> 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) were a verification code can be sent to reset their password. Garswood have advised children that the password you 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-password-reset.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. 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 [Garswood-teams-help@sthelens.org.uk](mailto:Garswood-teams-help@sthelens.org.uk) and can be accessed by Lewis Bolton, Lee Pearson, Gareth Wilkinson (St. Helens ICT) and Les Moon (Garswood Computing Lead), Pam Potter (Garswood Head Teacher)

## Rationale:

At Garswood 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 TEAMS 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 record any remote TEAMS video based lessons for safety and store on their Office 365 account in case they need to be reviewed at any time.
- 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 on an internal storage device.

## Remote Video Links:

Children within Garswood 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 or Purple Mash. On occasion, lessons could be streamed through to children in their homes through Microsoft TEAMS. When lessons are pre-recorded 'Stream' will be used from the platform and the video saved centrally on Office 365 for security purposes. During a live video meeting, teachers images and faces will be viewed by children through their class 'TEAM' and children will be able to type comments in relation to asking questions of the member of staff or delivering answers to posed question. All video links involving children will be recorded by the delivering member of staff who will turn on 'meeting recording' and store the video on their 365 account for security purposes. Lessons will only be viewed again if an allegation or question arises and evidence from this lesson is needed.

Remote video meetings between staff will take place on a regular basis, however, staff have been instructed to keep all video meetings confidential and to, whenever possible, remove additional adults and children from the room while these video meetings are taking place.

## Expectations for learning provision:

- Teachers to provide regular planning, as far as possible, with reinforcement and consolidation of skills and concepts.
- All classes within Garswood 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 (Pam Potter), deputy (Andrew Yearsley) and Computing lead (Les Moon) 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 Garswood'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>