# BELLAGHY PRIMARY SCHOOL

# REMOTE LEARNING POLICY

## SCHOOL ETHOS AND MISSION STATEMENT

Bellaghy Primary School strives to provide, in partnership with parents, a broad quality education so that all the pupils can reach their full potential within a caring, secure environment promoting self-discipline, motivation and individuality.

## RATIONALE

This policy has been drawn up in light of the Covid-19 pandemic of 2020 when all schools in N. Ireland had to close for a period of time as the country was in lockdown.

At this time, children were forced into a period of home learning where parents supervised their child/children while they engaged in learning activities provided by their class teacher.

## AIMS OF POLICY

This remote learning policy aims to:

- Provide clarification around the structure and organization of remote learning;
- Ensure consistency in the approach to remote learning;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

## WHAT IS REMOTE LEARNING?

Remote learning is completing learning activities/ school work at home because attendance at school is not possible. When remote learning is taking place, the learner and the teacher are not in, what is perceived, a traditional classroom, rather instruction is disseminated through technology tools. Remote learning is usually conducted using an online platform.

## WHEN IS REMOTE LEARNING TO BE USED?

Remote learning is to be accessible for children of our school when they are unable to attend school for a particular reason but are well enough to complete school work at home. For example, remote learning is to be used during a forced school closure.

## METHOD OF COMMUNICATION FOR REMOTE LEARNING

Staff will use the app SEESAW as a platform for remote learning. This app will be used to support text book and other prepared book activities sent home. Teachers may use this

app to upload a teaching video to support learning in a particular area. The app will also be used to provide complete lessons.

## ROLES AND RESPONSIBILITIES

### THE ROLE OF THE TEACHER

When providing remote learning, teachers must be available between 8.45am and 3pm.

If a teacher is unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

- Planning and uploading lessons and any associated learning activities;
- When creating a link to a teaching video on YouTube, Safe YouTube is to be used;
- Providing feedback on work completed by children;
- Keeping in touch with children and their parents;
- Attending virtual meetings with staff and parents (if required).

### THE ROLE OF THE PARENT

The school recognises that during a period of school closure, parents too may be working from home and access to a computer, iPad, laptop may be difficult for all members of the family. If this is the case, parents need to inform school of this issue so that other arrangements can be made to submit work etc.

Parents are responsible for:

- Making the school aware if their child is sick or cannot complete work for any reason;
- Ensuring their child is ready for the remote learning session;
- Supporting their child with the online learning activities if and when required;
- Seeking help from the school if needed;
- Communicating with staff members online and doing so in a respectful manner;
- Monitoring their child's online presence and behaviour.

### THE ROLE OF THE CHILD

When a child is learning remotely, the teacher will expect:

- Work to be completed in the allocated time;
- Work completed to the best of the child's ability;
- A request for help if needed;
- Feedback on how the child got on with the work (self-assessment);
- Appropriate online behaviour which reflects the school's E-Safety Policy.

## ONLINE SAFETY

As staff members may be working from home, they will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters;
- Making sure the device locks if left inactive for a period of time;
- Not sharing the device among family or friends;
- Installing antivirus and anti-spyware software;
- Keeping operating systems up to date.

There are further comments on online safety within the Safeguarding Section of this document.

## SAFEGUARDING

The Child Protection Policy remains the same when children are learning remotely, with the exception of the following amendment.

CONTEXT

For many children, the need to spend most of their day at home will bring an additional challenge, and for some this will be an additional safeguarding risk factor. It is important that the adults responsible for safeguarding children are sensitive to their physical, social and emotional needs in the unusual circumstances, where a family finds itself self-isolating or in lockdown. It is critically important that children who are, or may be at risk are identified so that a proportionate, compassionate and sensitive response can be taken.

AS TEACHERS, OUR CHILDREN'S SAFETY AND PROTECTION IS OUR PRIMARY CONCERN.

PROCEDURES

Staff will continue to follow the procedures outlined in the school's Child Protection Policy. In addition, the following arrangements have been put in place to support families and monitor child protection:

•Teachers can be contacted through Seesaw and the Principal can be contacted via email mrichmond484@c2kni.net;

• Teachers provide online learning via Seesaw with strict procedures in place to minimise risk;

• This platform provides parents with a range of teaching and learning activities and links to additional online learning, support and guidance. When a teacher uses You Tube to support an activity, Safe You Tube will be used;

- We would remind everyone to stay safe when using online resources and to report any concerns to a member of the safeguarding team;

- In line with the information previously provided to schools by the EA CPSS, teachers may make phone calls to parents. These will be pastoral in nature and a record will be kept of any issues reported by parents. Any concerns around pupil well-being will be shared without delay with a member of the Safeguarding team and procedures will be followed as indicated in the Child Protection Policy. Staff members may seek advice for the EA Child Protection Service for Schools or from the Department of Health and Social Care.

ONLINE SAFETY

In order to ensure the safety of all involved the following guidance should be followed if staff and pupils are engaging in online teaching/communication using video conferencing or simply sharing a recorded message from their teacher:

- Teachers and children need to be fully dressed and should not wear pyjamas/sleep wear during any online session;

- Students cannot participate in an online session from a bedroom;

- A disclosure or concern over any online forum will be followed up as it would be in school in accordance with the Child Protection Policy;

- Online sessions should be time limited for the benefit of both children and teachers;

- Seesaw activities provide children with a range of resources and links to additional online learning, support and guidance. Safe You Tube will be used to support teaching and learning;

- Parents need to constantly monitor their child's online activity and consistently reinforce the importance of online safety as outlined in the school's E Safety policy;

HOW A PARENT CAN RAISE AN ISSUE OR EXPRESS A CONCERN

We would welcome parents asking for advice and help, if they have concerns about their child's well-being or safety. Asking for help is a protective factor and parental concerns and requests for help will always be taken seriously. Any member of staff will listen carefully to parental concerns and ensure that the request for help, if necessary, is brought to the attention of a member of the safeguarding team. In this case a decision can be made as to how best to provide help and support.

HOW A CHILD CAN RAISE A CONCERN

We know that while many children may enjoy their time at home, there will be others who feel scared and lonely. For some children, school is their only safe haven, so to be denied that daily routine of attending school may be a huge concern for them. Our safeguarding responsibility to all our children continues and we will seek to maintain contact with our children as well as signpost them to other agencies where they can receive help and

support. When contacting parents via phone we will always ask to speak to their child. Children can be signposted to other agencies - NSPCC Childline, CEOP, Safer Schools.

SOME USEFUL LINKS AND CONTACT TELEPHONE NUMBERS WHICH CAN BE SHARED WITH CHILDREN: –

https://learning.nspcc.org.uk/safeguarding-child-protection/coronavirus

https://www.camhs-resources.co.uk/

https://www.childline.org.uk/

https://www.saferinternet.org.uk/

https://www.ceop.police.uk/

**DATA PROTECTION**

All parents must sign a consent form that they have read the school's Data Protection Policy and Privacy Notice. Parents must also sign the consent form to use Seesaw.

**LINKS TO OTHER POLICIES**

This policy is linked to our:

- Positive Behaviour Policy
- Child Protection Policy
- Data protection Policy and Privacy Notices
- E-Safety Policy

**REVIEW OF POLICY**

This Policy will be reviewed by the Board of Governors annually.

*Policy Reviewed – October 2024*

*Review Due – October 2025*