

PORG International School

Remote Learning Policy

Prepared by:	Barbora Gazdova	Date: September 2020
Last update by:	Barbora Gazdova, Jeff Short	Date: September 2022
Approved by:	Dagmar Dluhosova	

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1. Aims

This remote learning policy has been written as guidance for staff and parents during the COVID-19 pandemic.

Remote learning is governed by current regulations issued by the Ministry of Education.

It sets out the systems and technology that staff will use to keep the learning experience going for children and details how they can be used effectively and safely while allowing for the differing needs of families.

The staff remote learning leadership is the Head of the school, and any concerns, questions or feedback can be communicated with her through MS Teams meetings or email. If you are unable to access the Internet or do not have enough devices, please get in touch, and we may be able to help.

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education. However, we understand that everyone's circumstances at home will be different. Some families have one child to support, while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time, and some children will be able to work more independently than others or need a more significant challenge.

Due to this, we will offer a variety of daily remote-learning activities as per government guidelines but be understanding that pupils may not always be able to complete them all. Please support your child as best you are able.

Remote Educational Provision for Whole Classes

If a whole class, Key Stage or whole school have to self-isolate, Class Teachers will post weekly timetables on MS Teams for their class. This will outline a range of daily learning activities which will, as much as possible, link to our long-term curriculum plans and the learning children would normally be doing in school while being adapted to suit remote learning and make use of ready-prepared high-quality online materials.

The government expectation for remote learning is for schools to provide

Key stage 1 children: 3 lessons a day

Key stage 2 children: 4 lessons a day

Our remote learning curriculum will be delivered through a mix of live sessions and offline tasks, including, e.g., worksheets. There will also be used links to another website (in any order and at a time that suits across the day).

Online sessions are mandatory and missing the online class must be appropriately excused by parents or legal representatives.

Staff will approve portfolio posts as soon as possible and give regular feedback, comments, and encouragement on a student's portfolio and through whole-class feedback opportunities. Further posts on MS Teams will add extra detail or examples as necessary throughout the day, and assignments will be set to 'collect in' a piece of work.

Extra challenges will also be provided across the week: Mathletics, Khan Academy, Raz-Kids, etc.

Throughout the day, further posts on MS Teams will add extra detail or examples as necessary, and assignments will be set to 'collect in' a piece of work.

Other optional events and enrichment activity ideas will be posted in the MS Teams calendar to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional well-being at this time.

Staff will monitor children's engagement with activities, and the Head of school will contact parents of those children not engaging to discuss how we can help.

Remote Educational Provision for Individuals Who Are Self-Isolating

If individual pupils are confirmed to be self-isolating due to COVID, Class Teachers will provide access to a weekly timetable of remote learning activities shared through MS Teams.

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of several ready-prepared high-quality online materials and supplement these with our existing subscription packages, which children are familiar with.

Staff will endeavour to view and feedback on as much of student's work as they are able while balancing their workload inside of school. Pupils at home should receive feedback at least twice a week.

2. Roles and Responsibilities

2.1 Teachers

Teachers must be available between 8.30 am and 4 pm. If they're 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 standard procedures between 7 am and 4 pm on the designated absence number. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

Teachers run their class in MS Teams - setting work for home learning when a year group bubble closes:

- Create a timetable for the week - similar to that taught in school. This must include subjects from across the curriculum.
- Hold live sessions via MS Teams between 8:40 am and 1:00 pm, ensuring children have access to lessons at this time.
- Ensure children have continued interaction with the teacher and other pupils
- Upload the weekly timetable to MS Teams calendar
- Create online resources to support lessons throughout the week on MS Teams. These will range from live lessons, offline lessons, independent tasks, external educational links, reading challenges, etc.
- Ensure children know how to complete assigned work, turn it in, use templates, take photos of written work and upload.
- Mark and comment on children's work
- Deliver online safety lessons to children - how to interact on the live stream, cyberbullying, appropriate language, safe searching.

Providing feedback on work:

- Pupils must send any completed work to teachers via MS Teams.
- Teachers should mark work daily and return with a comment to the pupil within 24 hours.
- Teachers can give pupils verbal feedback during the online session.

Keeping in touch with pupils and parents:

- Via the private message using MS Teams Chat
- Via emails using students school email account or parent's email address from the system Skola Online
- Emails received from parents and pupils are to be checked between 8:30 am and 4 pm, Mon - Fri. Emails must be replied to within 48 hrs. Only send replies between these times. Anyone can respond to year group enquiries. It does not have to be the actual class teacher.
- Parents are to be called if pupils do not attend the daily register via MS Teams or are not engaging in the home learning.
- Any issues that are received are to be dealt with professionally by the class teacher should be BCC'd in the communication.
- If necessary, teachers are to contact the head of the school.
- Teachers are to make contact with all pupils in their class every day via MS Teams. In case of non-attendance, the parent will receive a call.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from Skola Online. Please ensure you log off and do not share information with a third party.
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.
- Staff will monitor appropriate use and users will be removed from the lesson if rules are not being followed. Staff will feedback to Senior Leaders and parents if there are any concerns.

2.2 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school - SLT
- Monitoring the effectiveness of remote learning - reviewing work set by teachers weekly, monitoring email correspondence between parents and teachers
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

2.3 IT staff

IT staff are responsible for:

- creating emails
- operation and administration of the school network and functionality of MS Teams
- fixing issues with systems used to set and collect work
- helping staff and parents with any technical issues they are experiencing
- reviewing the security of systems and flagging any data protection breaches to the data protection officer

2.4 Pupils and Parents

All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. MS Teams has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.

- The pupil should participate in the meeting in a suitable communal environment and be appropriately dressed (full uniform isn't necessary, but they should be fully dressed in clothing that covers the top and bottom half of the body, polo T-shirt with school logo is needed).
- The pupil must make sure they have "logged off" the meeting correctly once it is finished - before turning off any devices.
- The pupil will not try to contact any staff using online tools outside of the MS Teams. If you need to contact staff for any reason, you will do so through MS Teams as normal.
- Pupils must be ready 2 mins before the session starts.
- Pupils must not start the arranged meetings. Teachers will call students and invite them to join the session.
- Pupils must be ready for the online session - based on the teacher's requests (usually student's book, workbook, notebook, pencil case, ruler, whiteboard, and whiteboard marker).
- Screenshots, photos, or recordings of MS Teams meetings must not be made, and meeting links must not be shared with others.
- Parents can contact the teacher by prior arrangement via the school email or by phone.
- Parents continuously monitor evaluation and information at Skola Online.

2.5 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately **secure for both data protection and safeguarding reasons**

3. Additional support for pupils with particular needs

We recognise that some pupils, for example, some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils with differentiated tasks, lessons from other year-group materials, alternative methods, additional resources and advice and support. Online intervention resources and small group MS Teams sessions will also be used where appropriate. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalised adaptations.

4. Safeguarding & Remote Learning

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Online Safety Lead (Mr Jaroslav Filip filip@porg.cz).

The following websites offer useful support:

- [Internet matters](#) - for support for parents and carers to keep their children safe online

- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

5. Data protection

5.1 Accessing personal data

When accessing personal data, all staff members will:

- All staff have access to Skola Online to record any parent contact or concerns about children. This is accessed via a secure password. Ensure you log out after use. Do not allow access to the site to any third party.
- Do not share any details with third parties and ensure Skola Online is logged off.
- SLT have the ability to locate personal details of families when required through securely accessing Skola Online. SLT are not to share their access permissions with other members of staff.

5.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does not require explicit permissions.

While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

5.3 Keeping devices secure

All staff members 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 (e.g., asterisk or currency symbol)

- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching them to a new device.
- Making sure the device locks if left inactive for a period of time.
- Do not share the device with family or friends.
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Appendix

National Online Safety Agency Top Tips for Parents

At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit www.nationalonlinesafety.com for further guides, hints and tips for adults.



REMOTE EDUCATION 10 TOP TIPS FOR PARENTS

Remote education ensures continuous learning outside the classroom. For parents and carers, remote education isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote education experience.

1. TAKE AN ACTIVE INTEREST IN YOUR CHILD'S LEARNING

As a parent or carer, your school may have explained how remote education works already, but children may still need help. Take an active interest in their learning and help support them whenever they need a helping hand.



2. MONITOR YOUR CHILD'S COMMUNICATION AND ONLINE ACTIVITY

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3. ESTABLISH A DAILY SCHEDULE AND ROUTINE

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4. ENCOURAGE SCREEN BREAKS AND PHYSICAL ACTIVITY AWAY FROM DEVICES

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however, it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5. ENSURE YOUR LEARNING DEVICE IS IN PUBLIC SPACE IN THE HOME

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral, with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6. IMPLEMENT SAFETY CONTROLS AND PRIVACY RESTRICTIONS ON APPS AND SOFTWARE

Dependant on how your school implements remote education, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7. ENSURE YOUR CHILD ONLY USES OFFICIAL SCHOOL COMMUNICATION CHANNELS

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8. FAMILIARISE YOURSELF WITH RELEVANT SCHOOL POLICIES

Schools should have a policy on remote education that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9. MAINTAIN FEEDBACK WITH TEACHERS

Engage in communication with teachers where possible, and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10. MONITOR YOUR CHILD'S WELLBEING AND MENTAL HEALTH

Remote education will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as they can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends every day might take its toll.



www.nationalonlinesafety.com Twitter - @natonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

Sources: Remote education good practice. DfE guidance. | Safeguarding and remote education during coronavirus (COVID-19). DfE guidance. Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 04.11.2020