

St John's Primary Remote Learning Policy.



The purpose of this policy is to outline the arrangements put in place by St John's Primary to facilitate remote learning particularly during the lockdown period. This policy will give clear direction to staff, children and parents about expectations for remote learning. This policy is to be read in conjunction with the school's Safeguarding and E-Safety policies

Microsoft Teams

Microsoft Teams will be used to deliver online lessons to all classes. All children have been given an email address and password to be able to access Teams.

Everyone using Teams (staff, parents and children) must:

- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress appropriately– no pyjamas!

If children are unable to use follow the guidance above then alternatively, they could be asked to turn their cameras off.

Parents are asked to be mindful that other children might see or hear them and anything in the background.

St John's Staff:

- Double check that any other tabs open in the browser would be appropriate for a child to see, if they're sharing their screen
- Use professional language
- Make a recording so there's something to go back to later on if they need to, and keep a log of who's doing video calls and when. Check that parents are happy with you making recordings first – tell them it's for school records only.

To record in Microsoft Teams:

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

Record live streams, so there's something to go back to later on if you need to, and keep a log of who's doing live streams and when. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.

St John's have decided to allow children to use the chat function in Microsoft Teams. This is a valuable resource for children to talk with their friends outside the formality of a lesson. It also

allows children to share ideas within a lesson and encourages engagement. The chat function will be monitored by staff to avoid any risk of bullying or distractions from learning.

Telephone calls (Staff)

- Use parents' phones only (unless this itself poses a safeguarding risk), and in all cases make sure parents are aware and agree
- Call in school hours as much as possible
- Make sure someone else at school is aware, and keep a record of the date and time of each call
- Have a parent there at the child's end, and have the phone on speaker phone
- Block your number. (Give parents a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up.)
- If possible, have another member of staff on the call. If this isn't possible, record the call, with parents' permission. Explain you're recording for school records only

For video calling, take the same steps as above.