

Principal: Anna Mansaray

Parkwood Hall
Co-operative Academy
Beechenlea Lane
Swanley
Kent
BR8 8DR

Telephone : 01322 664441

Fax: 01322 613163

PARKWOOD HALL CO-OPERATIVE ACADEMY

Parkwood Hall Co-operative Academy

"Growth through Personal and Social Learning"

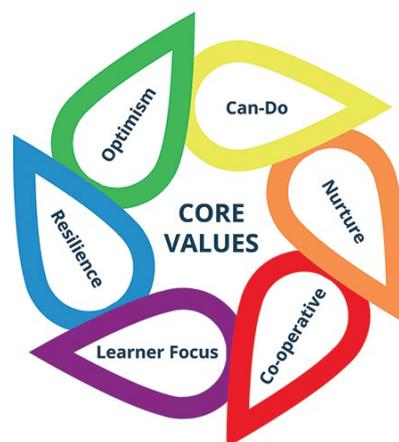
Non-Statutory Policy File

REMOTE LEARNING

Index No: 21 (v2.0)

Parkwood Hall Co-Operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Our Core Values



CONTENTS

1	Roles and Responsibilities.....	2
1.1	Teachers.....	2
1.2	Teaching Assistants	3
1.3	Senior leaders.....	3
1.4	Designated safeguarding lead (DSL).....	3
1.5	IT staff.....	3
1.6	Pupils and parents.....	4
2	Who to Contact.....	4
2.1	Parents	4
2.2	Teachers.....	4
2.3	HLTAs, STAs, TAs	4
2.4	Safeguarding	4
3	Data protection.....	5
4	Safeguarding.....	5
5	Monitoring arrangements.....	5
6	Links with other policies.....	5
	APPENDIX 1. Protocol for online education sessions at Parkwood Hall.....	6
	APPENDIX 2. Student home on parkwood intranet.....	8
	APPENDIX 3. Student and class intranet access.....	18

REMOTE LEARNING POLICY

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for students who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

1 ROLES AND RESPONSIBILITIES

- The Principal and Senior Leadership Team are responsible for ensuring that there is continuity of education for children who are unable to attend school.
- The Assistant Principals (APs) are responsible for ensuring that the learning on offer to children suits their needs in so far as it possible to provide learning at a distance.
- Remote learning provision may include the selective use of 'live' interactions / lessons Zoom (see Appendix 1 for *Remote Teacher Sessions Guidelines*). However, this will operate as part of a suite of online and offline provision and will not be the exclusive or default method of delivery in our school.

1.1 Teachers

When providing remote learning, teachers must be available to the children in their class between 9.00am and 3.15pm.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report absence using the school's normal absence reporting procedures.

When providing remote learning,

Teachers will:

Set work for their students each day:

- They will provide learning tasks in Literacy, Numeracy and one other topic each day taken from the relevant Scheme of Work.
- Learning activities will be uploaded to the class page on SharePoint in Student Home area.
- If it is for an individual student this will be uploaded to SharePoint in Student Home. Click on student folders, then onto your class then onto the names of individual students. (See Appendix 2 *Student Home on Parkwood Intranet*)
- Instructions will be given to students as to how the learning should be submitted – see user guide (See Appendix 3 *Student and Class Intranet Area*)

- APs will ensure consistency across the pathways to make sure students with limited access to devices can still complete the work.

Feedback

Where possible staff will provide feedback on the work that students submit to the school.

Keeping in touch with students who aren't in school because they are required to isolate, and their parents:

- If children are well, they are expected to participate in learning provided by the school.
- All reasonable steps will be made to respond to emails from parents and students during school hours. Teachers are not expected to answer emails outside of working hours.
- Complaints or concerns shared by parents or students should be sent by email to the school office in the first instance. Safeguarding concerns must be referred to the school's Designated Safeguarding Leads.

1.2 Teaching Assistants

- When assisting with remote learning, Teaching Assistants must be available during their contracted hours under the direction of the class teacher.
- If Teaching Assistants are unable to work for any reason during this time, for example, due to sickness or caring for a dependent, they should report absence using the school's normal sickness absence reporting procedure.

1.3 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Coordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning – through regular meetings with teachers in their learning pathway.
- Reviewing work set or reaching out for feedback from students and parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

1.4 Designated safeguarding lead (DSL)

- The DSL is responsible for all safeguarding concerns, arising from remote learning.

1.5 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work.
- Helping staff and parents with any technical issues they're experiencing.
- Reviewing the security of remote learning systems and flagging any data protection breaches to the DSL.
- Assisting students and parents with accessing the internet or devices.

1.6 Pupils and parents

Staff can expect students who are learning remotely to:

- Complete work set by teachers to the best of their ability.
- Seek help if they need it, from teachers or teaching assistants.

Staff can expect parents with children who are learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work.
- Seek help from the school if they need it.
- Be respectful when making any complaints or concerns known to staff.

2 WHO TO CONTACT

2.1 Parents

- In the first instance families should contact their child's class teacher.
- If they feel the need to speak to someone else, they can contact one of the Assistant Principals (Ms Freeman or Ms Parker).
- If families continue to experience issues with remote learning, they should contact Ms Kaur or Ms Mansaray

2.2 Teachers

- If teachers need to speak to someone about remote learning, they should speak to the relevant AP in the first instance.
- If teachers continue to experience issues with remote learning, they should contact Ms Kaur or Ms Mansaray
- For any technical issues staff should contact Mr Powis.

2.3 HLTAs, STAs, TAs

- If HLTAs, STAs, TAs need to speak to someone about remote learning they should speak to the class teacher in the first instance.
- If HLTAs, STAs, TAs still have an issue with remote learning they should contact the relevant AP
- Any further issues should be addressed with Ms Kaur or Ms Mansaray
- For any technical issues staff should contact Mr Powis

2.4 Safeguarding

- Any safeguarding issues should be immediately communicated to the Designated Safeguarding Lead.

3 DATA PROTECTION

- When Accessing personal data for remote learning purposes, all staff members will: access the data on a secure cloud service provided by Microsoft.
- Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this process is necessary for the school's official functions, individuals won't need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online.

4 SAFEGUARDING

- Please refer to our policy for Safeguarding and Child Protection with Covid amendments and additions

5 MONITORING ARRANGEMENTS

- This policy will be reviewed annually and managed by the Principal and SLT.
- At every review, it will be approved by the curriculum committee. It will be kept under informal review for the foreseeable future.

6 LINKS WITH OTHER POLICIES

This policy is linked to our:

- Safeguarding and Child Protection with Covid amendments and additions
- Data protection policy
- E-safety and social media policy

APPENDIX 1. PROTOCOL FOR ONLINE EDUCATION SESSIONS AT PARKWOOD HALL

Protocol for online Education sessions at Parkwood Hall

Parkwood Hall are offering online video meetings between staff and students as virtual activity/check-in sessions using the video platform Zoom.

The school will initially be offering 15-30 minute sessions face to face with two members of staff present for each session.

Responsibilities of the teacher, HLTA, STA, TAs

- All sessions with students are to be attended by two members of school staff. The sessions will take place at Parkwood Hall School.
- The teacher/HLTA/STA will arrange a convenient time each week for the child/young person's session.
- If the teacher/HLTA/STA is unavailable for any reason, s/he will notify you by email as soon as possible to rearrange another session time.
- To the best of his/her ability, the teacher/HLTA/STA will work to ensure the privacy and confidentiality of the sessions.
- If the internet connection is lost during the session, the teacher/HLTA/STA will make contact with the parent/carer and make arrangements to complete the session online or by phone
- Any work created on the computer shall be stored securely by the teacher/HLTA/STA.
- The teacher/HLTA/STA will never engage online with the child/young person outside of the agreed time and modality of the agreed sessions.
- Safeguarding protocol shall run the same as face-to-face sessions in school. If there is a safeguarding concern, the DSL at Parkwood Hall shall be notified via My Concern and the appropriate steps taken.
- Staff must lock the virtual classroom once the meeting has started so that others can't join the session.
- Staff actions and language used throughout any online session should be in accordance with the school's code of conduct.

Responsibilities of the parent/carer

- Sessions can only happen online if there is parent/carer consent
- The device that the child will use may well be the parent/carers own device. If the child is using an adults device, the adult shall turn off notifications and close all other applications and tabs, leaving just the video stream to communicate with the teacher, HLTA, STA
- Depending on the child's ability working with computers, the adult may have to support the child in setting up the video call for the session.
- If possible, the sessions should be the same room and to have some space to move freely if this is achievable.
- The adult will need to be available by phone during the whole session should the teacher, HLTA, STA need to communicate urgently with them.
- The adult may support the child in having a secure private storage facility to hold any work that is created in the sessions (a box, envelope, tray, draw etc.) This work should remain confidential as far as the child wishes and should only be shared with the child's consent.

Working Online:

- The platform chosen for this is the Zoom

- Zoom is recognised as a secure platform for video calling and is seen by many as appropriate to use for online education.
- Zoom offers end-to-end encryption for further security.
- Working online will always bring an extra element of risk, precautions have been taken to ensure this is minimised where possible.
- To begin a session the teacher, HLTA, STA will send a meeting invite. This shall be done via the designated email.
- At the agreed session time, click on the link to join the meeting. The meeting will then begin with audio and video link.
- The WiFi should be secure and password protected at the teacher, HLTA, STA end and in the home where the child/young person is accessing the session.
- Make sure that whatever device the child is using that the security software is up to date and parental controls are in place.
- Should the internet connection fail, the teacher, HLTA, STA will contact the parent/carer via email, text or call on the designated mobile phone and suggest the following:
 - 1) Everyone will come out of the Zoom meeting, close down Zoom and re-open. The teacher, HLTA, STA will send a new link and start a new meeting.
 - 2) If this does not address the internet connection issues the meeting can continue over the phone if appropriate, in which case the teacher, HLTA, STA will call the parent/carer on the designated phone number.

Given the circumstances and the nature of COVID-19, it is possible that the child or the teacher, HLTA, STA could become ill. If this happens, that person shall let the other know and the process shall be paused and will only continue when that person is feeling able to continue.

Parent/Carer: Please confirm the email address you wish to use to receive the meeting links and any other correspondence

Parent/Carer: Please confirm the phone number you wish to use for contact in case of connection failure or an emergency

If you are happy for your child/young person to receive these online sessions, please confirm this by completing the lines below.

Name of Child/young person:.....

Signature Parent/Carer.....

Date:

1. Signature teacher, HLTA, STA

2. Signature teacher, HLTA, STA

APPENDIX 2. STUDENT HOME ON PARKWOOD INTRANET



NOVEMBER 3 2020

Parkwood Hall Co Operative Academy

Authored by: Michael Powis



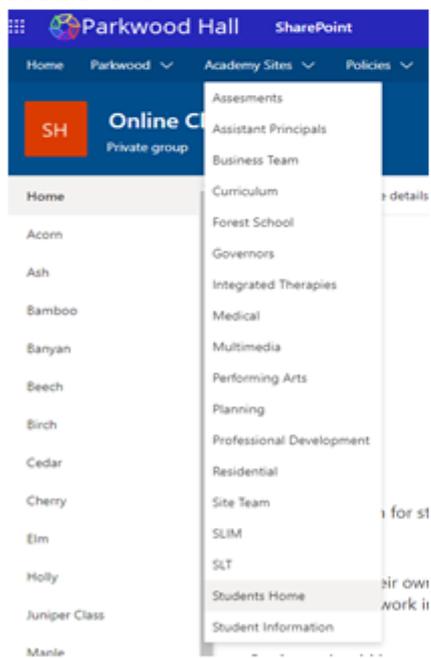
Students Home

Access

Within Parkwood the computers should have a shortcut named Parkwood Students Intranet.

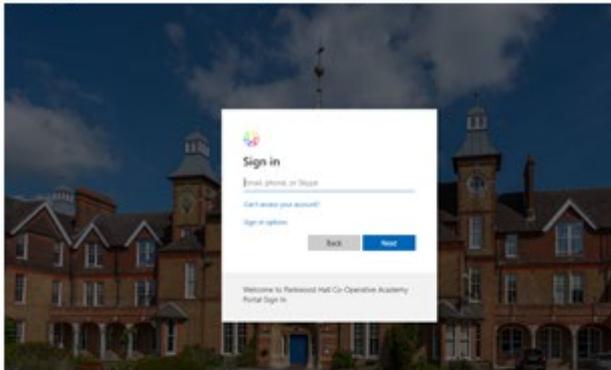


For staff you can also access it within Parkwood Intranet under Academy Sites > Students Home



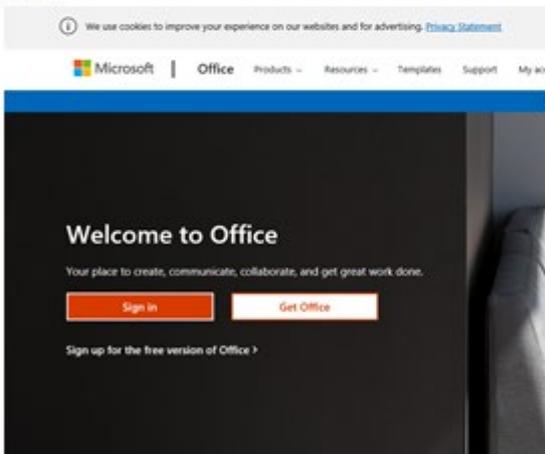
From outside Parkwood this is the URL:

<https://parkwoodhall.sharepoint.com/sites/StudentsHome>



Or

Students can login to <https://office.com> and go to SharePoint and then select Student Home.

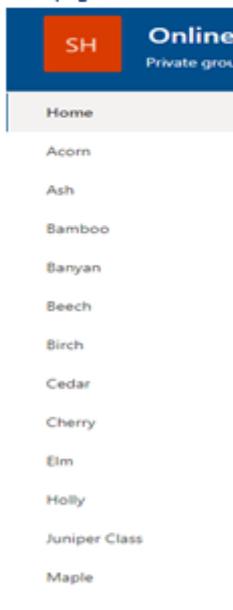


Class Pages

Overview

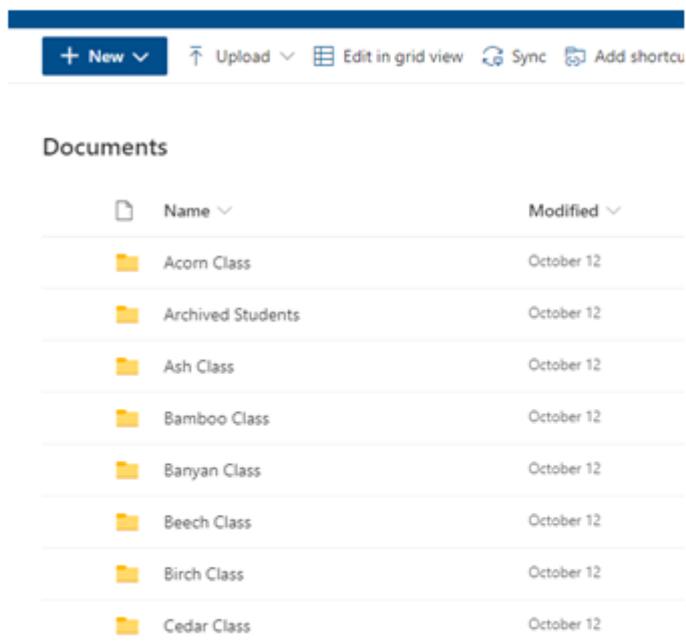
The first page you and the students will see is the Home Page, this is a space for student information and news for the whole school.

To the left is a navigation menu with the list of classes, the class names take you to a class page.



Your class page is your classes own page to show the work you are doing in class, this could be seen by parents using student logins from home so please be aware of what you post on your pages.

Further down the navigation menu you will see a link called Student Folder, this will take you to the student's home drives where they can store all their work.



The top-level folders are the class names and within them you will see the students within that class.

+ New ↑ Upload Edit in grid view Share Copy

Documents > Acorn Class

Name	Modified
davidm	October 12
kajeepanp	October 12
michaelc	October 12
noahb	October 12
shayang	October 12
tayj	October 12

Staff including teachers will only be able to see their own class and students, SLT can see them all.

Setting Work

Students

Within your student's folders they each have a folder called Work Folder.

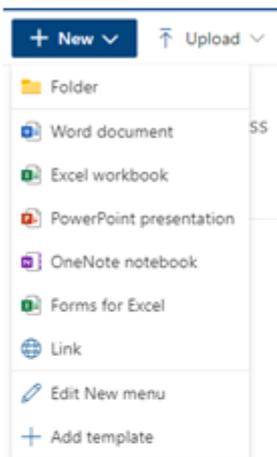


Documents > Acorn Class > **dauidm**

 Name
 Work Folder

This folder is setup so you can place work in there for them to complete and they cannot delete anything within this folder.

Using the New menu, you can add all sorts of office documents and links to other websites and videos they can use to complete their work.



You can also Drag N Drop files, folders, and videos straight to the folder or use the Upload menu option to do the same.



Upload

Drag files here

Files created by other applications like communicate in print require the computer they are opened on to have the software installed.

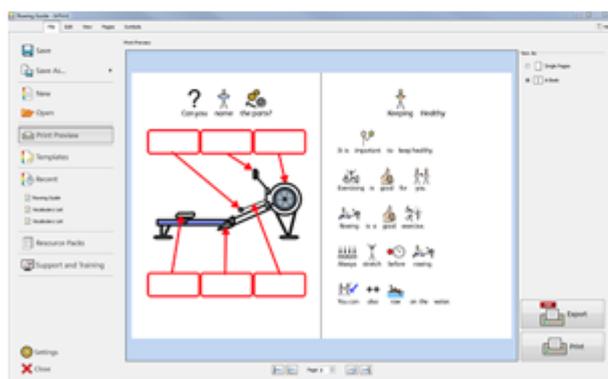
Setting Work

Communicate in Print

Students will not be able to open communicate in print files at home because they will not have the software.

You will need to export files from communicate in print as PDF's for the students to open. (they will not be able to edit PDF's)

1. Open Communicate in Print
2. Create or open the document
3. Click File
4. Click Print Preview
5. Export as PDF
6. Choose location to save the PDF
7. Save



Student Logins

Username and Passwords

To keep students' logins as simple as possible we have kept the same structure they are used to within Parkwood, first name + first letter of their surname for example Joe

Bloggs is ~~Bloggs~~ joeb

When logging into the intranet they will need to add the @parkwoodhall.co.uk to the end of their username joeb@parkwoodhall.co.uk

The passwords are the same as they use within Parkwood.

Student View

What can students see on the intranet

When student's login they will see the home page, but they will only see a cut down version of the navigation list.

For example, a student in Acorn class will only see the Acorn class page and Student folders listed.

Within student folders they will only see their class listed.

Within their class folder they will only see the folder with their name on it.

APPENDIX 3. STUDENT AND CLASS INTRANET ACCESS



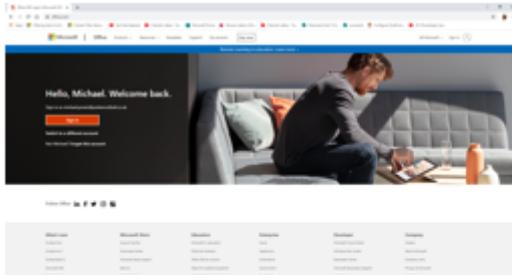
NOVEMBER 3 2020

Parkwood Hall Co Operative Academy
Authored by: Michael Powis



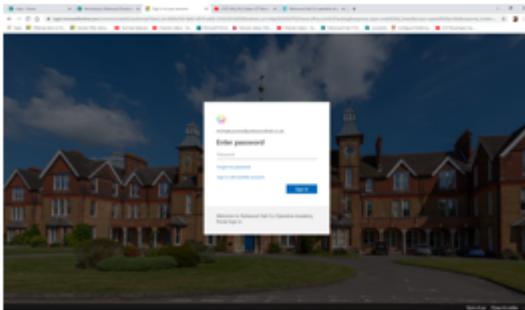
Accessing Parkwood Intranet **Office.com**

First step is to go to <https://office.com>



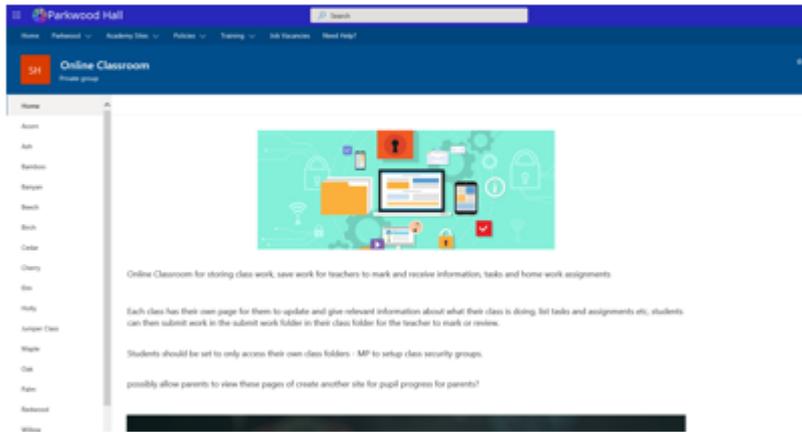
Click sign in and enter the details sent to you usually username will be username and then add @parkwoodhall.co.uk, for example joeb@parkwoodhall.co.uk

The screen will then change and you should see a picture of Parkwood in the background and a window asking for your password.



Next you will get another window asking if you want to stay signed in? I would suggest if you share this computer with other staff that you say no, if it's only a computer you use then you can say yes.

Student Home Page



Navigation Menu

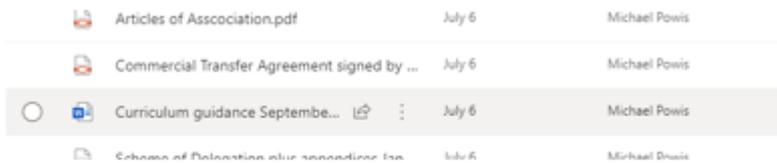
The top navigation menu is locked out for students they can click on the links, but access will be denied except for the Student Home link under Academy Sites.

The left Menu will give them access to their class pages and the student folders where they have a folder to save their work.

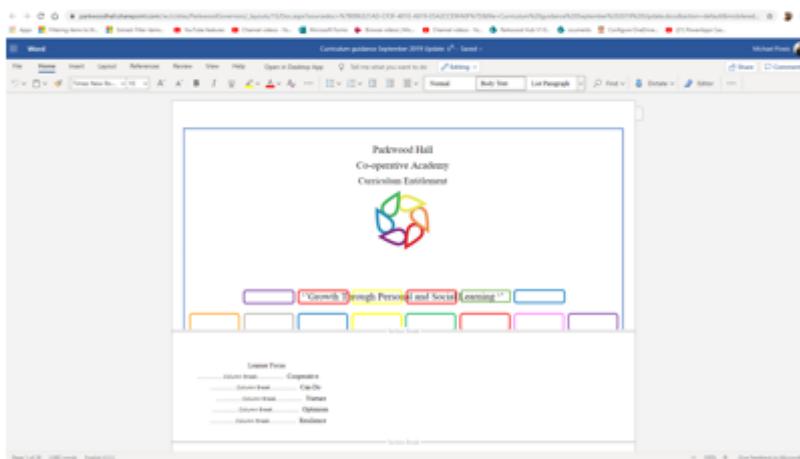
Accessing Parkwood Intranet

Editing Documents

SharePoint is part of office 365 and as such provides access to the complete lite versions of the office applications online, this means you can go to the document library click on a document you wish to read / edit and it will open online.



Click document name

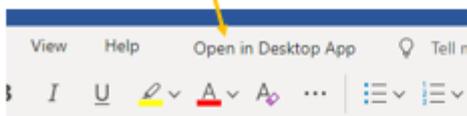


Document now open in word online

You cannot edit PDF's but you can view them online.

From here you can edit the document if you have permission to do so and every change is automatically saved as you type.

If there is an option you normally use in any office application but you cannot find it in the online version it is because not all options are available online but you can click Open in Desktop App if you have it installed on your computer and it will open and give you the full options.



When opening it in the desktop app the document should continue to auto save the document as you type but if you choose to download a document from the library to edit auto save may not be enabled.

To Download a document, you need to click the circle next to the document name to select it and the menu at the top changes.



(select document)



(Menu changes to this)

Now you have the option to download and delete among other options.

AUTOSAVE not always your friend....

If you plan to use a document like a template you must save a copy of it first either using the copy to as shown in the menu above or in your file explorer otherwise auto save will automatically save and make changes to the original document.

Accessing Parkwood Intranet

Saving, Creating or Adding Documents

Saving, creating, or adding documents to SharePoint is really easy, as simple as click and drag.

Open the document library on SharePoint where you want to Create, Save or Add a document.

Now at the top you have the New button, if you click this button it will give you a list of options for you to create something from a Word document to an internet / site link.

To save to this library you can create and edit / save the document online but if you create the document on your computer you will need to Sync the library with your computer (see syncing information further in guide)

A document created on your computer, create your document and then when it comes time to save it you have two options.

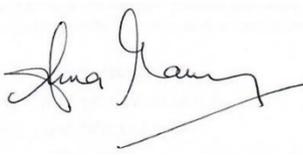
Option One you save the document to your computer and then open SharePoint to the document library where you want to add the document, open file explorer to the location you have the saved document and then click and drag it into the document library on SharePoint.

Or

Option Two save your document to your computer and then open SharePoint to the document library and click Upload on the menu and browse to the file you want to add to the library.

APPROVAL

This Policy was written for Parkwood Hall Co-operative Academy.

Date Policy Reviewed:	7/12/20
Date of Next Review:	6/12/22
Signature of Principal:	
	
Date: 28/1/21	

Version and Date		Action/Notes
1.0	2/10/20	New policy.
2.0	7/12/20	Review of policy