Remote Learning Agreement including Acceptable User Policy

Hester's Way Primary School has been asked by The Department for Education (DFE) to provide compulsory remote learning for all pupils who are due to self-isolate or shield from Covid-19.

In response to this provision, we would like to work together to keep the children learning, as much as possible whilst at home.

School will:
- Set up every child with their own private RMUNIFY email and TEAMs account
- Conduct a survey of at home provisions to enable full home learning to be accessed
- Make contact with all children who are absent from school awaiting test results and provide them with basic home learning support (See Remote Education Info for Parents on the website)
- Make contact with all children who are absent from school after receiving positive COVID results or have been told to self-isolate by NHS Test and Trace
- Provide children with a paper work pack for blended home learning
- Children/parents can email the class " homelearning" email address for any queries or questions and share their work
- Support children who are remotely learning with their mental wellbeing
- Notify you of any changes with communication via email or text

Parents/carers will:
- Google or Download and log in to TEAMs and inform the school if there are any difficulties in this
- Ensure your child is able to access their work set on a secure home device or use a paper work pack – please tell us if you do not have any device at home as we may be-able to help!
- Ensure your child is up and ready every day to complete their assigned work and that it is submitted in an appropriate time scale by email or returned to school, when the next pack is collected
- Communicate with the school immediately if you or your child shows any symptoms of illness that requires remote learning to be paused
- Communicate with the teachers via weekly phone calls, email or your child's private TEAMs meeting about any additional information, concerns or support you require
- Use lines of communication in an appropriate manner

Children will:
- Parents will share the work emailed through each day or use the paper work pack
- Log in to TEAMs every day to check for instructions for new work, communication with staff and feedback in the afternoon session
- Access and complete the work assigned within an appropriate timescale
- Complete all work assigned to the best of their ability
- Use the private TEAMs channel to talk to staff in a polite and respectful way
- Listen to the adult conducting remote sessions and follow their instructions
- Always follow our school rules: Be Ready, Be Respectful, Be Safe
- Remember and use our school values in all that you do:

Perseverance, Confidence, Resilience, Determination, Pride and Independence.

Acceptable User Policy

At Hester's Way Primary School, we expect everyone to be respectful and do their best to follow guidance to stay safe online. Please see our "One Line Safety" page under Home Learning https://hesterswayprimaryschool.co.uk/home-learning/#OnlineSafety and use our E-Safety Policy https://hesterswayprimaryschool.co.uk/wp-content/uploads/2020/12/E-Safety-Policy-HWPS-July-2020.pdf Please report any concerns immediately to the school leader/designated safeguarding lead. Everyone must know and understand that safeguarding everyone online is vital to protect our pupils.

It is extremely important to have positive relationships, communicate and receive feedback from our stakeholders, in order to work together effectively and continuously improve. This is done is various ways at our school.

Teaching staff with use phone calls, emails and online meetings to communicate with you and your child at home. Everyone's well-being should be considered and staff are expected to communicate only in their contractual hours, unless there is an agreement with the Head Teacher regarding staff cover, work-life balance or time management during this challenging time.

The Behaviour Policy will be followed and if pupils do not follow school rules online they will be asked not to join the meetings. https://hesterswayprimaryschool.co.uk/wp-content/uploads/2020/12/Behaviour-Policy-Sept-2020-1.pdf

Children and Parent/carers will:

- Set up new passwords when prompted and under their new account when needed; not share these with anyone. Contact school immediately if you think that someone else has access to the pupil account.
- Be aware of the Safeguarding and GDPR implications for sharing information and communicating online and report any errors or concerns immediately to the Head Teacher. See Child Protection, E-Safety and GDPR policies on the school website.
- Pupil initials should be used where possible to communicate online, please do not you're your full name then have your image on the scree – children can be traced online using this personal information.
- Use TEAMs to connect with teaching staff each other in virtual meetings; we expect everyone to use this platform sensibly and with respect for others.
- Our email system is on RMUnify.com and pupils have their own account; please do not use the pupil email for personal use.
- Classes have their own home learning emails; teaching staff use these to communicate with parents during normal school hours, this includes sending and receiving home learning, as well as answering queries.
- Any communications not related to the class and learning are forwarded to the relevant SLT, SENDCo, PST or office staff. See the school website for contact details.
- If parents/carers, or the same parents/carers overuse the communication system this will be reported to SLT to be addressed, as this could affect the well-being of staff.
- Home learning will be emailed out daily or weekly (in separate emails for each day), including power-points, links to visuals and support on Oak National Academy.

- If using websites like YouTube for Kids, parents/carers must be mindful that children can be two clicks away from inappropriate content and people, so try to use only the school approved sites. Parents/carers may wish to use other sites to support their child's learning and will be responsible for monitoring their child's safety online.
- Staff will only recommend our Home Learning Offer sites for specific learning, although other resources available to parent/carers may be shared on our school social media.
- School reserves the right to check these pupil email accounts, as per our E-safety Policy. If parent/carers receive emails from others not related to school they should report this to school immediately for safeguarding purposes.
- Class virtual meetings should have two members of staff (Teacher and TA); when teachers are in Critical Key Worker and Vulnerable groups and staffing is limited teachers will invite members of the Senior Leadership Team or Pastoral Support Team.
- Only join the meeting using camera and mic when there are two or more in the meeting (safeguarding). Pupils must leave the meeting before the staff – say goodbye and leave immediately at the end of a session. Report any concerns to SLT.
- Please use a screen background or turn the camera off for additional security – your home is a private place.
- There may be safeguarding issues seen during virtual meetings – these must be reported these immediately to the DSL via phone or email.
- Please contact your child's class teacher or the Leadership Team at school if you have any queries or concerns.