

Remote /Home Learning Policy



Lumley Infant and Nursery School

Remote learning is an approach to education that combines online educational materials and opportunities for interaction online with traditional place-based classroom methods.

Approved by:

Mrs. Tracey Wilson
Headteacher

Mrs. Gill
Stephenson

Chair of Governors

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Next review due by:

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Remote Learning: Information for Parents

Context

There is an expectation that every school has a robust home learning offer for all children should they have to self-isolate or should a year group, bubble or whole school have to be sent home. There is also an expectation that schools keep a tight track of what children are doing at home and how they are managing with this home-learning.

The following is guidance for parents/carers based on what we believe will be the most beneficial activities for your child to help them to “keep up” whilst also following our school curriculum as closely as possible. There is a strong focus on reading, writing and basic number work as well as learning activities for other curriculum areas.

Our School Offer

During the current COVID-19 pandemic, Lumley Infant and Nursery School will endeavour to:

- offer immediate remote education
- teach the same curriculum remotely as taught in school
- provide a curriculum sequence that allows access to high-quality online and offline resources and teaching videos that are linked to the school’s curriculum expectations
- provide access to high quality remote education resources
- work with families to deliver a broad and ambitious curriculum
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide at least 3 hours of remote/home education to pupils in Key Stage One
- provide at least 2 hours of remote/home education to pupils in the Early Years Foundation Stage.

Preparation by School

The school will ensure that the following actions are taken prior to any pupils needing to self-isolate or partial or full closure of the school:

- We will provide all children with an exercise book that they can use for their daily writing and any other paper-based activities that they do at home. Should you require pens / pencils or any other equipment please let us know.
- All children will be provided with a basic resource pack to support remote learning. These packs will be sent home and parents/carers asked to store these for any future needs. The pack includes:
 - Basic stationery items
 - Home Learning Exercise Book
 - White Rose Maths task booklet
 - Resources to support learning (phonics sound mats, ten frames, dienes and ones)
 - Pupil login sheet for all online learning platforms – Bug Club, Lexia, Oxford Owls, Letter-join, Discovery Education Espresso, Purple Mask and Charanga.
- Staff will ensure that all children understand how to access the school’s online learning platform (age appropriate) and support any parents/carers who struggle with this.

- School will provide login details for our communication system WEDUC and ensure all parents/carers are able to access it and login. School will provide parents/carers acceptable use guidelines for this.

Preparation at Home

Parents should endeavour to support pupils' remote learning by creating a positive environment for their child to learn, for example:

- Ensure they have set up their WEDUC account (School Communication System)
- Access the Home Learning Section on WEDUC to view home learning tasks.
- Distinguish between weekdays and weekends, to separate school life and home life.
- At the end of the day, have a clear cut-off to signal school time is over.
- Create and stick to a routine.
- Provide the correct equipment in order for your child to complete the work given.
- Designate a working space if possible.
- Make time for exercise and breaks throughout the day to keep your child active.
- Reinforce the importance of children staying safe online.
- Be aware of what your child is being asked to do, including: sites they will be asked to use and the school staff your child will interact with.
- Emphasise the importance of a safe online environment. Set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.
- Encourage your child to work to the best of their ability and praise their efforts.

Online Access

It is expected that children will access some remote learning through our online provision. If parents/carers do not have access to an electronic device, we expect them to inform school and we will endeavour to provide an iPad/laptop suitable device for the duration of their child's absence.

If they do not have access to the internet (including mobile phone data), school will remind parents/carers that:

- they should ask the school if a SIM for educational data is available
- they can continue to liaise with school staff who will provide paper-based activities
- pupils will submit work to their teachers and receive feedback through a WEDUC message or in person, following the period of isolation
- where possible, pupils will receive feedback on their work via a telephone call during a period of self-isolation.
- During a class bubble and whole school lock down, pupils will attend a Teams video call every Friday Nursery - 9:00-9:30am, Reception - 9:30-10:00am, Year One - 10:00-10:30am and Year Two - 11:30-12:00pm
- Parents and pupils may request a 1:1 tutorial session through Teams with a teacher or telephone call weekly during the period of bubble isolation or school closure.

Stage 1 - If an individual child or a small number of children need to isolate

The school will endeavour to:

- upload home learning activities weekly onto the Home Learning Section of WEDUC (School Communication System). This can also be accessed through the WEDUC icon on the school website or through the WEDUC app.
- provide immediate access to our online learning platforms: Bug Club, Lexia, Oxford Owls, Letter-join, Discovery Education Espresso, Purple Mash and Charanga
- provide individual login details for each of the learning platforms
- provide a home learning kit including exercise book, pencils, ruler and learning resources appropriate (phonic sounds cards, knowledge mats)
- provide online, high quality lessons, videos and resources daily
- ensure all resources and lessons provided, link to current curriculum objectives within their classroom
- ensure work for the following week is uploaded on a Friday afternoon
- monitor pupils' access to our online learning platforms and carryout welfare calls where there are concerns of a lack of engagement in home learning.
- provide access to a laptop/ iPad, if no access to a device at home
- provide paper-based resources for Maths and English and topic lessons if the child has no internet access at home

Parents/Carers are requested to:

- inform school as soon as the child needs to isolate
- inform school of any test results (by messaging through WEDUC)
- inform school on the first day of absence, if they need to loan a laptop / iPad
- inform school on the first day of absence, if they do not have any access to Wi-Fi or mobile data
- access remote learning resources immediately, on the first day of absence
- complete online/offline daily learning tasks for Maths, English and Foundation Stage subjects
- ensure work is completed according to the class timetable
- contact school if they have any concerns relating to the work provided
- submit / hand in the completed work in the agreed way
- inform school when the child will be returning

Stage 2 – If one or more class bubbles need to close

The school will endeavour to:

Fulfil all of the above criteria and in addition:

- inform parents that the bubble will close as soon as possible
- upload home learning activities on WEDUC
- provide a feedback and sharing session for pupils on a Friday afternoon: This session will review learning from the week and address any common misconceptions. It will also provide an opportunity for the pupils to come together and feel part of their class and school community. The session will end with a shared story and song time. Nursery: 9:00-9:30am, Reception: 9:30-10:00am, Year One 10:00-10:30am and Year Two 11:30 - 12:00pm.
- provide timely feedback to all children

- class teachers will be available from 8:30am – 4:00pm to support pupils and parents. Please message parents through WEDUC if you would like a Teams meeting / phone call to support your child's home learning.
- respond to parents' messages (through WEDUC) within school working hours 8:30am – 4:00pm
- contact parents/carers following no work submission or contact through messaging, after three consecutive days

Parents/Carers are requested to:

- inform school on the first day of closure (or before if possible), if they would like to loan a laptop /iPad device
- inform school on the first day of closure (or before if possible), if they do not have any access to Wi-Fi or mobile data
- encourage children to complete online/offline daily learning tasks for Maths, English and Foundation subjects
- access remote learning resources immediately, on the first full day of absence
- endeavour to complete work according to the class timetable
- endeavour to submit completed work
- send messages to teachers via WEDUC should they have any queries
- allow children to respond to any feedback, marking or improvement prompts, provided by the teacher
- encourage children to attend Teams meetings
- ensure pupils behave appropriately during Teams calls

Stage 3 – If the whole school closes or goes into local/national lockdown

Fulfil all of the above criteria and in addition:

The school will endeavour to:

- provide weekly welfare calls (if the closure exceeds more two school weeks) where necessary
- operate timely reward systems to celebrate home achievements
- regularly review the remote learning provision for core and foundation subjects

Engagement and Feedback

If an individual child or a small number of children need to isolate, the school will endeavour to:

- check children's engagement with remote education daily
- contact parents where there is a concern regarding engagement with remote education
- provide individual feedback regularly
- provide individual feedback via telephone call / WEDUC or on return to school
- provide access to digital learning platforms that provide automatic bespoke feedback
- assess children's understanding of remote education / key knowledge and skills covered on return to school. (This can be done using a variety of methods including written feedback on submitted work, using quizzes, meeting with teaching staff to discuss learning)

If one or more class bubbles need to close, or if the whole school closes or goes into local/national lockdown, the school will fulfil all of the above criteria and in addition:

- provide whole class 'live' feedback each week (Friday pm)

Parents/Carers are requested to:

- encourage and support children to access remote education daily
- encourage and support children to keep up with the work set by school each day
- ensure children join the class Teams meetings
- contact school if they are experiencing problems with accessing remote education
- support children, where possible, to consider feedback on work submitted

Additional Support for Pupils with Additional 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 in the following ways:

- our SEND Leader will make contact with individual families to discuss a bespoke approach for your child
- your child's class teacher / the teaching assistant who supports your child / school will make contact, via telephone in the first instance, to discuss a bespoke approach for your child
- your child will receive a bespoke home learning plan
- your child / family will receive daily / regular phone calls from their class teacher
- your child will be offered individual Teams tutorial session once per week this may be with the class teacher or their 1:1 support assistant.

Further Support Available

If parents have any questions or concerns about remote learning, they should contact the following:

Issues in setting work	contact the relevant class teacher WEDUC
Issues with behaviour	contact the relevant class teacher through WEDUC
Issues with IT	contact Mrs E Hunter through WEDUC or contact the school office
Concerns about data protection	contact the school office
SEND information	Mrs. L Phillips
Pupil emotional well-being and mental health	Mrs. L Phillips
Concerns about safeguarding	talk to the Designated Safeguarding Leaders, Tracey Wilson and Louise Phillips. If they are not available contact the Deputy Safeguarding Leader: Mrs L Brown.

While we will endeavour to implement the steps outlined above, there may be circumstances beyond the control of the school that could impact on provision. For example, levels of staff absence or temporary technical difficulties.

Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy

Appendix A

Dear parents and carers,

Update on Remote Learning for pupils working from home

This Guide to Home Learning, has been produced to give parents and carers the key information they require to support their children at home and as a reminder of our key procedures. Our Remote Learning Policy can be found in the hub section of WEDUC and on our school website.

The Department for Education recommends that remote education should be a minimum of three hours per day for Key Stage One pupils (Year One and Year Two). This will decrease for younger pupils and increase to four hours for pupils in Key Stage Two (Juniors).

Our Home Learning procedures have evolved over time and will continue to do so, to ensure we provide the best education for our pupils who are currently working from home. The children working remotely at home will follow the same curriculum taught in school.

Teachers are working on a two-week rota, one week they are working in school teaching key worker pupils and vulnerable pupils in their year group and the following week they are working from home to support home learning and communicate with parents and carers for their year group.

The class teacher leading the home learning each week will email you through WEDUC every Monday morning to explain they are the person to contact that week and to send completed work too.

This is to ensure we can respond to your messages quickly and provide pupils with feedback. We encourage you to send your child's completed tasks to the year group teacher who is working remotely at home. This may be as simple as a photograph of their work. Teachers will respond and provide feedback to all work sent.

Please be aware if you contact your child's class teacher there may be a delay in response if they are currently teaching in school.

Communicating with staff through WEDUC	Email name
General enquiries	R Ranasinghe C Bainbridge
Nursery	L Brown
Reception	G Will C O' Connor
Year One	C Nicholson M Cockburn
Year Two	E Hunter C Lower
Leadership	T Wilson L Phillips

General school updates and a celebration of children's home learning will be added to the newsfeed on WEDUC weekly.

The guide on the next page summarises the weekly procedure for home learning.

We openly welcome any feedback on our home learning procedures, so if you have any suggestions or helpful comments, please do not hesitate to contact myself or Mrs Phillips via WEDUC or through the school contact number.

Yours sincerely,



Head Teacher

A QUICK GUIDE TO HOME LEARNING JANUARY 2021

Where do I access Home Learning?

Home Learning will continue to be uploaded to WEDUC, in the Home Learning section, by 9am every Monday morning. WEDUC can be accessed through the WEDUC App or at www.weduc.com Home Learning will detail 3-5 tasks to be completed every day. Teachers will also upload any additional resources that maybe useful. If you are unable to print these out, pupils can use their home learning exercise book to record answers.

A list of online learning software log in details for your child will be emailed to parents through WEDUC. These programmes can be accessed through an internet browser on a computer or tablet and some programmes have an app version. Teachers will identify in the weekly planning, which online software pupils should use.

General school updates and a celebration of children's home learning will be added to the newsfeed on WEDUC.

Weekly procedures

<p><u>Friday 5:00pm</u></p>	<ul style="list-style-type: none"> • Home Learning is live in the home learning section of WEDUC in preparation for the following week. • The teacher who is responsible for managing and supporting home learning for a <u>year group</u>, will email parents to explain they are the person to contact that week. This is the contact for pupils in school also. • General enquiries can be emailed to R Ranasinghe and C Bainbridge in the school office.
<p><u>Friday morning – Teams meeting</u></p> <p>Nursery - 9:00-9:30</p> <p>Reception - 9:30-10:00</p> <p>Year One - 10:00-10:30</p> <p>Year Two - 11:30-12:00</p>	<ul style="list-style-type: none"> • Teams meeting with pupils. <p>All teachers whether they are in school or at home will hold a TEAMS meeting with their class to read a story and celebrate pupils' achievements that week. Pupils will have the opportunity to talk about their work and share any ideas and knowledge with their class. This will also provide a lovely opportunity for children at home and school to come together. Teachers will send an invitation to the meeting via Microsoft Teams using parent/carer email addresses, linked to WEDUC.</p>
<p><u>Weekly Contact</u></p> <ul style="list-style-type: none"> • Email through WEDUC • Phone call • TEAMS meeting 	<p>The teacher who is supporting home learning each week will be available, during the working hours of 8:30 – 4:00, to respond to any questions or queries you may have. Correspondence can be made by emailing the teacher via WEDUC. Parents can also request a telephone call or face to face TEAMS meeting with the teacher, if required. This could be to provide further information, for pupils to have a tutorial with their teacher or to share any work they have completed for instant feedback.</p>
<p><u>Sharing Work</u></p>	<p>Please continue to photograph and email examples of home learning to teachers who are monitoring home learning. By doing so you are consenting to the photographs being shared on the home page of the WEDUC app.</p>
<p><u>Additional Work</u></p>	<p>If you would like to complete any extra work that has not been set within home learning, please don't forget we have many safe, online subscriptions that your children can access at home. You will receive an email, which contains the login details for your child, for each subscription. Within the HUB section of WEDUC there is a list of other useful websites and information on how to keep children safe online.</p>

Appendix B

Lumley Infant and Nursery School – Online Learning Platforms

Online Software Information

Some of the activities will require you to use online software or Apps to support learning at home. For more information on how to download the software, please visit 'The Hub' section of the WEDUC app. Information about the software and apps we use and your child's login details are listed below:

	Information	Pupil login details
	Every day teachers will direct you to a home learning task which can be accessed freely using https://whiterosemaths.com/homelearning/ Your child will watch a lesson input using the task video and will then complete an activity or worksheet. The worksheets will be attached on the home learning section of the WEDUC app. If you are unable to print out the worksheets, please record answers in the exercise book provided in your home learning packs.	
	On your child's Guided Reading day, login to Bug Club using: https://www.activelearnprimary.co.uk/ Teacher's will assign your child a text to read at home. Teachers can track who is completing this activity and the progress they are making.	school code: username: password:
	Every day teachers will timetable a sound to <u>learn or to recap</u> with your child. RWI have reloaded model lessons for Set 1, Set 2 and Set 3 sounds on their YouTube Channel: https://www.youtube.com/channel/UCo7fbLgY2oA_cFCI9GdxtQ Use the phonics resources provided in your home learning pack for each sound and the guidance on the videos to teach the sound timetabled each day.	
	Lexia can be accessed via the App or by visiting: https://www.lexiacore5.com/register Lexia is a highly engaging web-based reading programme that provides targeted practise and instruction to pupils to help develop their reading skills. It is important that pupils use this programme without the input of an adult so that assessments are accurate. Of course, you can provide additional instruction if your child is struggling to understand.	Teacher email: username: password:
	We are part of the Letter-join handwriting scheme which encourages children to use a cursive style from an early age such as: m d t g r Once a week we encourage pupils to practice their handwriting at home. The Letter-join app makes learning the cursive style easy and fun. You could also use a multi-sensory approach outdoors using chalks, mud and even food colouring in water with paintbrushes.	username: password: swipe code:
	Charanga Yumu is a safe online platform that is used to support pupils' music-making and learning at home. Every week, teachers will assign you to a music module to complete at home. This can be accessed using the following website: https://charanga.com/yumu/login	username: password:
	Discovery Education have launched an exciting new platform called 'Discovery Experience'. This new platform enables teachers to set home learning tasks to complete at home and provide feedback. Pupils now have their own individual logins. Espresso also offers a breath of digital content including videos, stories and online activities that are highly engaging and brings the world into the classroom to give every child a chance to experience fascinating people, places and events. This can be accessed using the following link: https://app.discoveryeducation.co.uk/learn/signin	username: password:
	Purple Mash is the new creative online space from 2Simple. Purple Mash hosts an exciting mash-up of curriculum focused activities, creative tools, programs and games to support and inspire creative learning every day. The site can be accessed through the following website: https://www.purplemash.com/sch/lumleyin	username: password:

Appendix C

Staff Roles

Teachers

Class bubble isolation

When providing remote learning from home, teachers will be available between 8:30 – 4:00 pm.

(If they are 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:

• **Setting work:**

- For their class and if required to support planning for other year groups due to staff absence.
- Weekly plan to be uploaded to WEDUC on a Friday by 5pm for the following week.
- All resources to support tasks to be uploaded with the week's planning onto WEDUC.
- Weekly plan to be uploaded to Office 365 following your PPA session and before 5pm on a Friday.
- Resources to support tasks to be uploaded with the weeks planning on Office 365 following your PPA session and before 5pm on a Friday.
- Teachers to liaise with their partner teachers to ensure consistency across the year group/subject.
- Five maths lesson should be planned per week using White Rose Maths Home Learning Videos. A booklet of worksheets to complete tasks will be provided.
- Four English lessons and one reading session to be planned per week.
- Foundation subjects to be planned weekly based on the current class timetable.
- Planning needs to consider the range of abilities within the class. Teachers will need to differentiate some tasks.
- The Computing Lead will request the laptops/tablets from the DFE as required.

• **Providing feedback on work:**

- Teachers will hold a meeting on Friday morning to provide feedback to pupils based on the weeks learning (this will start the first full week of isolation). Pupils will have the opportunity to talk about their work and share their ideas and knowledge with their class. The teacher will also lead a story and song time session. Nursery: 9:00-9:30am, Reception: 9:30-10:00am, Year One 10:00-10:30am and Year Two 11:30 -12:00pm.
- Teachers will telephone parents (using no caller ID) and ask to speak to each child on a weekly basis to find out how they are managing their work, respond to questions, give verbal feedback and check on their wellbeing.

- Pupils can photograph and email their home learning to their teacher.
- Teachers to respond through email/telephone call to pupils' work sent in. No time limit has been set for teachers to respond to emails. However, it should be within the hours of 8:30 – 4:00 pm Monday to Friday.
- During a national lock down, class teachers will work a two week rota. One week they will teach vulnerable and critical worker pupils in school and the following week they will work at home supporting home learning for their year group. The teacher working at home will be available to respond quickly to messages from parents and carers.
- Teachers will **not** respond to parents' emails outside school hours and at weekends.
- If teachers are unsure how to respond to a parents' email, please forward it to Tracey Wilson and Louise Phillips who will advise on the appropriate action.
- Feedback with pupils in the main will be given verbally through Teams Meetings and a weekly phone call. Verbal feedback can also be given once the children are back in school.
- Teachers will respond to work that has been sent in. This may be through email on WEDUC or through discussion during the weekly feedback session or individual phone call.
- Pupils work to be celebrated through the news feed on WEDUC.

● **Keeping in touch with pupils who are not in school and their parents/carers:**

- Teachers will telephone pupils once a week. Teachers must use no caller ID if phoning from their own telephone. Teachers will be re-reimbursed for costs using their own telephone.
- Teacher will hold a Team Meeting with their class on a Friday morning to provide feedback for pupils following a full week of class/bubble isolation (this will start the first full week of a class/bubble isolation).
- Teachers must follow the school dress code when hosting Teams meetings and ensure they are situated in a quiet space with nothing inappropriate in the background.
- Teachers will telephone pupils and parents where there are concerns that home learning activities are not being completed. Pupils will be reminded that they are required to complete tasks and this will be monitored by teachers.
- Teachers will monitor pupil usage on Lexia, Bug Club and Discovery Education Espresso. Teachers to discuss with parents the reasons why their child/en are not completing set tasks if necessary.

Individual self-Isolation

Individual pupils who are self-isolating can access weekly home learning activities through the home learning section of the WEDUC App.

Teachers are responsible for:

- Uploading weekly home learning plan onto WEDUC by 5:00pm on a Friday in preparation for the following week.

- Weekly planning must be uploaded onto Office 365 following your PPA session and before 5:00pm on a Friday afternoon.
- Where necessary staff may telephone parents and pupils for a welfare check and to assist with any home learning queries and feedback.
- Parents should use the WEDUC App to contact teachers with queries during school hours 8:30 – 4:00pm.

Teaching Assistants

When assisting with remote learning, teaching assistants must be available during their contracted hours.

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 normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who are not in school with learning:
 - This may be 1:1 support for a pupil with SEND
 - Preparing additional support materials and activities
 - Planning intervention support and activities
 - Keeping in touch with parents and pupils through Teams and telephone calls
- Attending virtual meetings with teachers, parents and pupils:
 - Support staff must follow the school dress code when hosting Teams meetings and ensure they are situated in a quiet space with nothing inappropriate in the background.

Teaching Assistants will be deployed to either:

- Support pupils in school or
- Support class teachers in providing remote learning for groups of pupils or individuals.

Subject Leaders and SEND Leader

Alongside their teaching responsibilities, subject leads are responsible for:

- Considering whether any aspects of the curriculum need to change to accommodate remote learning and to meet the needs of individual children
- Consider how approaches to remote learning are integrated into the wider curriculum design
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are reasonable and age-appropriate

- Monitoring the remote work set by teachers in their subject – through regular meetings with teachers and reviewing work set
- Alerting teachers to resources they can use to teach their subject remotely

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school
- Understanding how approaches to remote learning are integrated into the wider curriculum design
- Monitoring the effectiveness of remote learning – through regular meetings with teachers and subject leaders, reviewing work set or using feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Leaders

The DSL is responsible for:

- Referring cases of suspected abuse to the local authority children's social care as required;
- Supporting staff when make referrals to local authority children's social care;
- Referring cases to the Channel programme where there is a radicalisation concern as required;
- Supporting staff who make referrals to the Channel programme;
- Referring cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Referring cases where a crime may have been committed to the Police as required.
- Keep weekly contact with vulnerable families.
- Liaise with external agencies and Durham County Council's Social Care Teams to support and protect vulnerable pupils and those at risk of harm.

Admin Staff / Computing Lead

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they may experience
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with accessing the internet or devices

Pupils, parents and carers

Staff can expect pupils learning remotely to:

- Be contactable during the school day
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they are unable to complete work

Staff can expect parents and carers with children 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 and timely when communicating with staff. This should be between the 8:30 am and 4:00pm.

The Governing Body

The governing body is responsible for:

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

Should schools choose to provide remote education using live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#) could help schools to set up video conferencing safely, if this is the chosen approach. In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.

Appendix D

Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access the data through Office 365 and CPOMs.
- Use school laptop/ iPad to device to access the data
- When telephoning parents from a personal mobile phone, staff MUST use no caller id.
- Please refer to the Acceptable Use Policy / Mobile Phone Policy

Processing personal data

Staff members may need to collect personal data, such as email addresses and telephone numbers, as part of the remote learning system.

Staff are reminded to collect as little personal data as possible online and to use school communication systems, not personal details or devices.

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)
- stored on the hard drive by attaching it to a new device
- 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 – always install the latest updates

Appendix D



Lumley Infant and Nursery School

Device loan agreement for pupils

- **1. This agreement is between:**

- 1) Lumley Infant and Nursery School
- 2) Parents / carers of:
- 3) Address:

Make of laptop:

Serial Number :

This agreement governs the use and care of devices assigned to the child/ren . This agreement covers the period from the date the device is issued through to the return date of the device to school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil(s) a laptop for the sole purpose of doing home learning.

2. This agreement sets the conditions for taking a Lumley Infant and Nursery School laptop home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil(s) will adhere to the terms of loan.

- **2. Damage/loss**

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil(s) and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil(s) are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Lumley Infant and Nursery School, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and return it to school when requested to do so, in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Do not leave the device in a car or on show at home
- Do not eat or drink around the device
- Do not lend the device to family or friends

- **3. Unacceptable use**

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our behaviour policy, if the pupil engages in any of the above **at any time**.

• **4. Personal use**

I agree that the pupil will only use this device for **educational purposes** and not for personal use and will not loan the equipment to any other person.

• **5. Data protection**

I agree to take the following measures to keep the data on the device protected.

- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact Lumley Infant and Nursery School

• **6. Return date**

I will return the device in its original condition to Lumley Infant and Nursery School within 5 working days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

• **7. Consent**

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Pupil's Full Name	
Parent's Full Name	
Parent's Signature	
Start of Loan Date:	