



Remote Learning Policy at Mill Cottage Montessori School

At Mill Cottage Montessori School, we believe that it is the professional duty of a teacher to contribute towards the development of the whole child both inside and outside the classroom. This responsibility must be at the heart of our strategy for remote education.

Schools' duty to provide remote education:

Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to immediately offer them access to remote education. Schools should ensure remote education, where needed, is high quality and aligns as closely as possible with in-school provision.

The Secretary of State has given a temporary continuity direction in order to require schools to provide remote education for state-funded, school age children unable to attend school due to coronavirus (COVID- 19). This will come into effect from Thursday 22 October 2020. Please see the remote education temporary continuity direction explanatory note for more information. The direction poses no additional expectations on the quality of remote education for schools beyond those set out in the guidance for full opening: schools published in June.

In order for the school to maintain high standards of teaching, learning and pupil attainment, teachers need to be clear about the expectations of the school and others with regard to teaching and learning remotely.

Mill Cottage Montessori School asserts that learning should always be a positive experience for our pupils. It should be ordered and progressive and should take place in an atmosphere of security, shared purpose and enjoyment. Our strategy for remote learning continues this.

Aims:

This Remote Education Policy aims to:

- Continue to deliver and promote key elements of the Montessori ethos including practicing skills to refine their understanding of a concept.
- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of online and offline resources and teaching videos.
- Provide clear expectations for members of the school community, with regards to delivering remote learning.
- Include continuous delivery of the school curriculum and ethos, and provide support for motivation, health and well-being, and support for parents and families where needed.
- Support effective communication between the school and families to support attendance.
- Provide appropriate guidelines for data protection
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1. Who is this policy applicable to?



- A child (and their siblings if they are also attending Mill Cottage Montessori School) who is absent because they or someone in their household is awaiting test results, or has tested positive for Coronavirus and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as usual.
- A child's whole or part of a bubble is not permitted to attend school because they, or another member of their bubble, has tested positive for Covid-19.
- Any child who cannot attend school due to partial or full closures in normal term time.
- This policy is not applicable in a situation where a parent chooses to keep their child at home for any unauthorised absence.

2. Resources to deliver this Remote Education Plan include:

- Online tools for EYFS; KS1; KS2; For example:
BBC Bitesize, Oak Academy and links to other sites that maybe relevant at that given time
- Use of recorded, instructional videos and assemblies
- Phone calls home
- Printed learning packs
- Physical materials such as story books and writing tools/ Montessori apparatus (discretionary)
- Seesaw – learning platform
- Email
- Zoom

3. Home and School Partnership:

Mill Cottage Montessori School is committed to working in close partnership with families and recognises each family is unique and because of this, remote learning may look different for different families in order to suit individual needs. Many of the students attend Mill Cottage Montessori School on a part time basis, and therefore the provision of remote education is to cover the days of attendance in the setting. The education provided remotely by Mill Cottage Montessori School is to complement their existing home education programme and fulfil the missed school days they would have usually attended.

The following advice has been provided for parents/carers to follow when remote education is required:

- Ensure that children's work is submitted for feedback via the agreed channel such as email, Seesaw or on paper copy delivered to school and regular contact is maintained.
- Maintain good habits with routine, as this is what your child is used to at school. For example, eat breakfast at the same time each morning and make sure they're dressed before starting the 'school' day



- Designate a working space if possible, and at the end of the day have a clear cut-off to indicate when school time is over
- Distinguish between weekdays and weekends, to separate school life and home life
- Make time for exercise and breaks throughout the day to keep your child active

It is a parent's responsibility to ensure appropriate safety measures while working remotely online

4. Remote Educational Provision for Individuals Who Are Self-Isolating or Shielding:

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID-19, parents/carers will be provided with a weekly overview of learning activities to be completed. Those children that have been identified as not having access to technology will be provided with a hard copy.

Links will be provided to take children to online lessons with explanations and activities. To do this, we will make use of a number of high quality online materials. Teachers will direct parents to work through the online programs such as BBC Bitesize to enhance learning and provide children with alternative education provision.

Staff will endeavour to view and provide feedback on student's work as soon as they are able to do so.

Students at home will receive feedback for work that is submitted via Seesaw or email. For work submitted by other means, for example on their return to school, feedback will be provided as soon as possible. This may be written or verbal and will follow the school ethos.

5. Remote Educational Provision for Whole Classes:

If the Elementary class is requested to self-isolate, the work will be sent through Seesaw (or email on request) for the whole week. This work will reflect the work which was originally planned within school as closely as possible.

Zoom Lessons

Home Learning

Additional Learning Resources (if required)

Enrichment activities will be distributed throughout the week to help keep the children engaged and enthusiastic, as well as supporting their physical, social and emotional wellbeing.

- Children are expected to continue to access and fulfil work equivalent to their attendance at Mill Cottage as a supplement to their own home education plan.
- Teachers will set work for the pupils on an individual basis.
- Weekly work will be shared via Seesaw. This will be sent at the start of each week.
- If a teacher is self-isolating but well, they are expected to continue to deliver the 'remote teaching expectations' outlined above.



- Teachers who deliver Zoom lessons and remote learning from home, will do all they can to ensure their network is secure and they have access to a suitable device. This may be a laptop loaned from school for the duration of the self-isolation (subject to availability).

6. Providing feedback on work:

- Staff will endeavour to view and feedback on student's work via Seesaw or email. Feedback will be appropriate for the work submitted and will follow the Montessori ethos.

7. Keeping in touch with pupils who are not in school and their parents:

- If there is a concern around the level of engagement of a pupil, school staff should contact parents via telephone to assess whether school support engagement.
- All parent/carer emails should be sent through the elementary email.
- Any concerns should be recorded and reported to the School Principal.
- Safeguarding concerns must be referred immediately to the Designated Safeguarding Lead or a deputy Designated Safeguarding Lead.

8. Safeguarding & Remote Learning:

The safety of both children and staff when using technology is paramount.

- In order to protect both children and staff during online live lessons, we require that parents or carers agree to the following:
- An appropriate adult must remain in the same room as the child or nearby during live lessons (such as Zoom) to monitor and ensure they are accessing it appropriately.
- Children must take part in live lessons (Zoom) in a suitable, communal environment (not a bedroom) and be fully dressed in suitable clothing.
- No recordings or photography should be taken during meetings for any purpose.
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and behave, when nearby or in the background.
- You must make sure you and your child have 'logged off' the correctly at the end of the session.
- Screenshots, photos or recordings of Zoom sessions must not be made and the links to access these meetings must not be shared with others.

We will ensure that:



- Teachers will ensure appropriate security settings are in place for the meeting.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name. Renaming during the meeting will not be permitted. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- Children will be asked not to use the chat feature in the meeting.
- Teachers will stay in the meeting until everyone has 'logged off' or will end the meeting for all.
- Staff training is provided to ensure that the necessary security measures for the use of Zoom, are in place.
- The following settings are in place to ensure the security of online lessons:
 - Waiting room feature
 - Controlled screen sharing - so that children cannot share their screen
 - Removal of a participant if someone is there who shouldn't be
 - Meetings are not recorded for confidentiality and safeguarding purposes. If any rules are breached, the teacher may record the issue and it will then be sent securely to the School Principal and/or the designated safeguarding person.
 - Lessons will be delivered from a quiet room or area. When broadcasting a lesson or making a recording, staff must consider what will be in the background.
 - If any one to one meetings are required, a meeting will be arranged with the parent/ guardian in advance. An adult will need to be present during the meeting. A request for a one to one should be sent via email.
 - Staff must ensure that professionalism is maintained throughout.
 - Children must have the basic expectations explained to them, for example ensuring that they log on at the right time, and logging on in an appropriate space (not a bedroom). To consent to the above, parents and carers must agree with consent to the elementary email address. By logging on we assume that children are aware.
 - 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 make every effort to endeavour to ensure links shared are appropriate, there may be tailored advertising that 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 (Ailsa Neville) Parents can do this by emailing the school office.



The following websites offer useful support:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse
- Internet Matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- 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

The school's usual safeguarding procedures and staff code of conduct must be adhered to. If anything is seen or heard that would usually require a referral, report immediately to the DSL.

Roles and responsibilities

Teachers

To note: the suggested responsibilities below relate to where a whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.

- When providing remote learning, teachers must be available between their usual work hours.
- If they are unable to work for any reason during this time, for example due to sickness, they should report this using the normal absence procedure.
- When providing remote learning, teachers are responsible for setting work.
- Mill Cottage Montessori School will provide a refresher training session and induction for new staff on how to use the chosen remote platform, for example, Seesaw and Zoom.
- Work will be set weekly. The work will reflect the school's curriculum, ethos and individual needs. As many of the children attend Mill Cottage Montessori on a part time basis, the work set is to complement their home learning plan and will be equivalent to the days they would usually attend the school setting.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approaches across the school, including daily monitoring of engagement.



- Monitoring the effectiveness of remote learning through, for example, drop-ins to 'live' lessons, regular meetings with teachers and subject leaders, reviewing work set or reaching out for feedback from pupils and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations

Designated Safeguarding Lead

- The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy

The SENDCO

- The SENDCO is responsible for:
 - Liaising with the Teacher to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
 - Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the headteacher and other organisations to make any alternative arrangements for pupils with EHC plans and IHPs
 - Identifying the level of support

Pupils and Parents

Staff can expect pupils learning remotely to:

- Complete work and share with their teacher (with the help of their adult).
- Be contactable during the school day
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

Staff can expect parents/carers with children learning remotely to:

- Make the school aware if their child is sick and therefore cannot complete work
- Seek help from the school if they need it
- Follow the 'remote learning advice and expectations' sent to them (see above)
- Be respectful, if and when raising concerns or issues with staff

Links with other policies and development plans

This policy is linked to our:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Data Protection Policy



- Privacy Notices
- Online Safety Acceptable Use Policy
- Professional Code of Conduct for Staff
- Privacy Policy