



Remote Learning Guidance

Should any children be off school due to self-isolation, the school will provide remote learning via Microsoft We ask that parents please support their children in accessing the home learning and sticking to as normal a routine as possible.

Please refer to the school's safeguarding and child protection policy and the school's acceptable use policy alongside this guidance. In the event of a bubble closure (or a national lockdown where schools are closed) live sessions may be offered where appropriate. For any live home learning sessions the following guidelines will apply:

Safeguarding

- No 1:1s, groups only.
- Staff and children must wear suitable clothing, as should anyone
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be plain or blurred.
- Staff will record any live sessions so that if any issues were to arise, the video can be reviewed. (These recordings will be stored securely on the school's mircosoft Drive and will be deleted after 3 months)
- Parents and children must not record any sessions (video or audio) and also must not capture still images of the screen.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms approved by the school to communicate with children.
- Staff should record, the length, time, date and attendance of any sessions held.

Behaviour Whilst learning from home, children should always be kind and respectful to each other and respectful and obedient to staff. It is important that a professional relationship between teachers and children/ parents is maintained at all times. Children must adhere to the following rules when participating in any live sessions:

- Parents should be present during the meeting but do not need to participate (e.g. working in the same room)
- All children should join the meeting with their microphone muted until asked to unmute
- Only the teacher may admit people to the meeting
- Children and parents are not permitted to record these sessions (video or audio)



- Children and parents are not permitted to capture still images of the screen during these sessions
- Children must not write anything in the chat feature unless directed to by the teacher
- Only the teacher can mute or remove participants from the meeting
- Children must only use their school accounts to attend meetings to which they receive invitations directly from a teacher
- Children and parents must not share joining information with others (including other members of the class)

Children and parents should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments made online will be taken very seriously. Incidents of this will be reported directly to SLT and appropriate measures will be taken in line with our general behaviour policy. This is also the case for any incidents of online bullying towards other children or peer-on-peer abuse that is reported to the school during this time.

Online safety and security

When accessing live sessions, children must only use their @stfrancis.surrey.sch.uk email address and are reminded to keep their password private and secure.

With the increased use of digital technologies that comes with remote learning, online safety implications need careful consideration. We would like to remind parents to spend some 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 be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.