

Roberts Primary School Remote Education Code of Conduct

General

Online teaching should follow the same principles as set out in the general code of conduct for schools.

Only use school channels to communicate (e.g. not using personal email or phone numbers).

When providing remote learning, teachers must be available between 8.45am and 3.15pm.

When providing remote learning, support staff must be available between 8.45am and 3.15pm.

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 procedures. If it affects the completion of any work required, ensure that arrangements have been made with year group leader/partners to ensure work is completed.

Setting Learning

Learning will only be set for pupils who have tested positive for COVID-19 or who are isolating because of COVID-19. Learning will not be set if pupils are expected in school, (e.g. parents choosing not to send because they cannot get their child into school because they are isolating due to track and trace).

Teachers are responsible for:

- Running their class Teams on Microsoft Teams.
- Create a timetable for the week (with year group partners) - similar to that taught in school. This must include subjects from across the curriculum.
- Liaising with year group partners to continue to produce weekly English and Maths plans
- The timetable must also include a mixture of resources, activities and live and pre-recorded lessons.
- Ensuring children have access to at least one Literacy, one Numeracy, one Guided Reading or Phonics and a Topic based lesson daily. Please do not allocate a whole week's worth of work in one go.
- Ensuring that children are able to access, complete and return work via Microsoft Teams.
- Ensuring children have continued interaction with the teacher and other pupils.
- Creating online resources to support lessons throughout the week on Microsoft Teams.
- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload.
- Marking and returning work to pupils via the comments feature option on Microsoft Teams. Feedback should be available before the next piece of work is set.

Work should be available for pupils by 8.45am of the day it is set.

Wherever possible, work set should follow that which would usually be completed in school to ensure consistency and continuity across the year group.

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Whole Class Isolating

If a class is isolating for 10 days, work should be set following the format set out below:

Day 1

Class teacher adds resources/worksheets to Microsoft Teams that are to be completed that same day. There should be at least one Literacy, one Numeracy, one Guided Reading or Phonics and a Topic based lesson set for this day and learning can be a worksheet format. Deadline for completing this should be the end of day 1. Teacher to prepare work for day 2. This should consist of at least one Literacy, one Numeracy, one Guided Reading or Phonics and a Topic based lesson daily. These lessons should follow normal planned class teaching wherever possible and be a mixture of recorded lessons (e.g. PowerPoint with teaching recorded over the top), resources, quizzes and activities to complete. Do not simply add worksheets. Work set to be completed from 9.00am on Day 2 and completed by the end of Day 2 (23.59). Day 1 work should be marked and feedback provided.

Days 2-10

Previous day's work to be marked and feedback provided on Microsoft Teams.

Teacher to prepare work for the following day using the above format.

Contact to be made with one group (between 4 and 10 children) via video conference meeting format on Microsoft Teams.

Individual Pupil Isolating

If an individual pupil is isolating, parents need to be informed individually that work will be set using their child's account on Microsoft Teams. Learning is to be set daily and should consist of at least one Literacy, one Numeracy, one Guided Reading or Phonics and a Topic based lesson daily. These lessons should follow normal planned class teaching wherever possible.

Any questions by parents with regard access/technical issues to be directed to the school info email address (info@roberts.dudley.sch.uk) or to the class teacher through Teams or their school email account.

If a child does not complete any of the online learning set for more than 2 days in a row, contact needs to be made with the child and/or parents/carers.

Teacher Isolating

If a teacher is isolating (and is well):

- Home learning to be set using Microsoft Teams.
- Weekly planning meeting joined via Microsoft Teams.
- Staff meeting joined via Microsoft Teams.
- Wherever possible, work to be completed as normal for any planned non-contact time during absence (e.g. subject coordinator time).

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Virtual Meetings

If a whole class is isolating, face-to-face contact needs to be made weekly using video conferencing through Microsoft Teams.

A date and time needs to be set with parents/carers for the video conference.

When making a video call, staff need to ensure that:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- There is nothing inappropriate in the background (or use the "blur background" option on Microsoft Teams).
- There are no avoidable interruptions (e.g. family members, telephone calls, email "pings", etc.).
- There are no other tabs open that would not be appropriate for a child to see if they are sharing their screen.
- Language and behaviour is professional and appropriate.

If a pupil is not available for the agreed video conference more than twice, phone calls need to be made to parents/carers to follow this up.

Video conferencing calls with children need to have between 4 and 10 pupils involved.

1:1 video conferencing between staff and pupils is strictly prohibited. In the event of only 1 pupil being present for the weekly scheduled meeting, staff are to reschedule the meeting.

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).
- 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.

Safeguarding

Any video conference meetings will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.