



GREENFIELD SCHOOL

Virtual Learning Policy

Introduction

Whether pupils are at school or at home, their safety remains top priority and the procedures set down in applicable policies, or in any new guidance, should be followed as far as is reasonably possible.

This policy is written in addition to and is aimed to compliment all of our current policies. The following policies are available via our website <https://www.greenfield.surrey.sch.uk/page/?title=Policies&pid=22>:

- Safeguarding
- Anti-Bullying
- Behaviour, Sanctions & Exclusion
- E-Safety
- Images of Children

Virtual learning may be offered as an alternative to in-person teaching should Greenfield be unable to conduct lessons on site for any reason.

Communication

The school is already well versed in using email for the purpose of internal and external communications. We continue to encourage staff and parents to use email for the purpose of sharing lesson invitations, pupil work, feedback and concerns.

The school will use Microsoft Teams or Zoom for the purpose of delivering lessons to all year groups. Other work and resources will be shared via a Microsoft Drive. The school will use parent/guardian email addresses it has on file.

Safeguarding

The school already has a comprehensive and detailed Safeguarding Policy, which is available via the school website. If you have any concerns regarding a child then you should speak with our Designated Safeguarding Lead Mr Will Gudgeon, Assistant Head immediately (wgudegeon@greenfield.surrey.sch.uk).

With the introduction of Virtual Learning, there is the potential for safeguarding issues to arise due to increased access to the internet and lessons taking place outside of the school site.

Due to the children using IT equipment outside of our secure network it is not possible to guarantee that unsuitable material will never appear on a child's computer. Therefore, there is increased responsibility on parents/guardians, which is highlighted in this policy.

The school cannot accept liability for the material accessed or any consequences of internet access outside of the scheduled lessons. However, the school will take all reasonable precautions to reduce the risk:

- Staff will teach to a timetable, which will be shared with families

- Virtual Learning will be delivered by Greenfield staff only who have all been subject to our safer recruitment procedures.
- Virtual Learning invitations will be sent directly to parents and not made public via our website. To be clear, lessons are for the purpose of Greenfield children and Greenfield Staff only.
- Lessons will always be delivered with the video on so that children and staff can be sure who they are speaking to.

Responsibility of the Senior Leadership Team

- To produce a safe and effective Virtual Learning experience that enables children to access the curriculum
- Ensure that all staff who will be delivering Virtual Learning receive training and regular updates when necessary (As and when required)
- Ensure all staff have access to IT Support should they come up against any issues
- Deliver online safety training to pupils (ongoing in curriculum time KS2 Spring term, KS1 Autumn term)
- Observe Virtual Learning lessons regularly
- Cover lessons where possible when staff are absent

Responsibility of Teachers

- Abide by our Remote Working Policy
- Check the suitability of educational resources that are being used during lessons or sent to pupils (e.g. watching videos in full)
- Lessons will be recorded for the purpose of sharing should a lesson be missed
- Disable chat during lessons and ensure no child is using a background display
- Only contact parents using a Greenfield School email account
- Provide children with weekly Form Time to ensure children have the chance to share their successes, views and concerns.

Responsibility Parents/Guardian

- Ensure you have installed the latest computer protection
- Ensure that parental controls are set
- Encourage children to follow the Greenfield Way and to adhere to our Behaviour Policy
- Encourage your child to stick to the timetable where possible
- Ensure your child's work is sent to the relevant teacher for marking and feedback, sticking to deadlines where possible
- Ensure you are in close proximity to your child in the event that they require your help when participating in Virtual Learning
- Ensure the school has your most up to date contact information
- Ensure children are not recording or photographing anything school-related in which they participate in or they view online

Special Educational Needs & Disability (SEND)

Provision for children with SEND will continue as directed by our SENCo, Lydia McRandal lmcrandal@greenfield.surrey.sch.uk. Due to their needs, these children may require particular specialist lessons or intervention, which will be delivered via zoom by our staff. This may include small group work or 1:1.

Parental Consent

All invitations to Virtual Learning are sent directly to the email addresses the school have on file for each child. It is understood that parents give consent for their child to participate in Virtual Learning by issuing that code to their child.

Recording

It is advisable for all live video lessons to be recorded – Zoom and Microsoft Teams allow for this. This is to ensure that there is a record of the lesson to protect staff and also to ensure that the lesson is available as a resource or for any student that had technology issues during the course of the lesson or who was unable to access it. It also allows us to keep a record of who participated in the online lesson. Teachers should be able to produce these records on request. The videos will be made available to parents via a link, which should not be shared outside of the Greenfield Community.

By participating in Virtual Learning parents are giving their consent to the visual and audio recording of their child and for this to be shared via the Google Drive. If parents do not wish for their child to be visually and/or audibly recorded then they should inform the David Brown, Deputy Head and turn off the video/audio settings. This may impact on the level of participation in lessons.

Parental Feedback

As we all adjust to the current situation one thing that remains is our 'open door' policy.

Parent Q&A sessions will be taking place to enable parents to share positives, give feedback on Virtual Learning and comment on any issues that may arise. In the meantime, key contacts are below should you have any questions:

Head	Mrs Tania Botting	tbotting@greenfield.surrey.sch.uk
Deputy Head	Mr David Brown	dbrown@greenfield.surrey.sch.uk
Assistant Head	Mr Will Gudgeon	wgudgeon@greenfield.surrey.sch.uk
Assistant Head	Miss Danielle Griffiths	dgriffiths@greenfield.surrey.sch.uk
Head of Pre Prep	Mrs Hannah Shaw	hshaw@greenfield.surrey.sch.uk
Bursar	Ms Meg Gardiner Boiling	mgardinerboiling@greenfield.surrey.sch.uk

To be reviewed January 2025