Remote Learning Policy

Contents:

Statement of intent

At Canterbury Cross Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy and supported during periods of remote learning.

1. **Legal framework**

   1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

   - Equality Act 2010
   - Education Act 2004
   - The General Data Protection Regulation (GDPR)
   - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
   - Data Protection Act 2018

   1.2. This policy has due regard to national guidance including, but not limited to, the following:

   - DfE (2020) 'Keeping children safe in education'
   - DfE (2019) 'School attendance'
   - DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
   - DfE (2018) 'Health and safety: responsibilities and duties for schools'
   - DfE (2018) 'Health and safety for school children'
   - DfE (2016) 'Children missing education'

   1.3. This policy operates in conjunction with the following school policies:

   - **Safeguarding and Child Protection Policy**

   - **GDPR policy**

   - **Special Educational Needs and Disabilities (SEND) Policy**

   - **Behavioural Policy**

   - **Accessibility Policy**

   - **Marking Policy**

   - **Online Safety Policy**

   - **Health and Safety Policy**

   - **Attendance Policy**

   - **ICT Acceptable Use Policy**

   - **Staff Code of Conduct**

   - **Children Missing Education Policy**

   - **Acceptable use agreement for loan tablets and laptops**

   - **Protocols for Remote Learning and Virtual Live Lessons (Home School Agreement)**

2. Roles and responsibilities

2.1.   The head teacher, Mr Khalid Din, is responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on as required and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews on a weekly basis of the remote learning arrangements to ensure pupils' education does not suffer.

2.2.   The lead DSL, Mrs Clare James, is responsible for:

- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes, in collaboration with the head teacher.
- Putting procedures and safe systems of learning into practice, which are designed to eliminate or reduce the risks associated with remote learning.
- Ensuring that pupils identified as being at risk are provided with necessary information and instruction, as required.
- Managing the effectiveness of health and safety measures through a robust system of reporting, investigating, and recording incidents.
- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.
- Identifying vulnerable pupils who may be at risk if they are learning remotely.
- Ensuring that child protection plans are enforced while the pupil is learning remotely, and liaising with the head teacher and other organisations to make alternate arrangements for pupils who are at a high risk, where required.
- Identifying the level of support or intervention required while pupils learn remotely and ensuring appropriate measures are in place.
- Liaising with relevant individuals to ensure vulnerable pupils receive the support required during the period of remote working.
- Ensuring all safeguarding incidents are adequately recorded and reported.

2.3.   The school technician, and in partnership with Link2ICT, are responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
- Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

2.4.   The SENCO and Inclusion lead, Miss Victoria Smith, is responsible for:

- Liaising with the ICT technicians 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 head teacher and other organisations to make any alternate arrangements for pupils with EHC Plans, SPPs and ITPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

2.5. Staff members are responsible for:

- Adhering to this policy and the Protocols for Remote Learning and Live Virtual Lessons Home School Agreement (see appendix B) at all times during periods of remote learning.
- Adhering to our Acceptable Use Policy??
- Reporting any health and safety incidents to the health and safety officer, Alison King-Harmes, and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any dangers or potential dangers they identify, as well as any concerns they may have about remote learning to the DHTs.
- Reporting any defects on school-owned equipment used for remote learning to the ICT technician.
- Adhering to the Staff Code of Conduct and the Protocols for Remote Learning and Live Virtual Lessons (Home School Agreement) at all times.

2.6. Parents are responsible for:

- Adhering to this policy and the Protocols for Remote Learning and Live Virtual Lessons Home School Agreement (see appendix B) at all times during periods of remote learning.
- Ensuring their child adheres to the Acceptable Use Policy
- Ensuring their child is available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Reporting any absence in line with the terms set out in paragraph 9.6.
- Ensuring their child uses the equipment and technology used for remote learning as intended.
- Adhering to the Parent Code of Conduct and the Protocols for Remote Learning and Live Virtual Lessons (Home School Agreement) at all times.

2.7. Pupils are responsible for:

- Adhering to this policy and the Protocols for Remote Learning and Live Virtual Lessons Home School Agreement (see appendix B) at all times during periods of remote learning.
- Adhering to the Acceptable Use Policy.
- Ensuring they are available to learn remotely at the times set out in paragraphs 9.1 and 9.2 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Ensuring they use any equipment and technology for remote learning as intended.
- Adhering to the Behavioural Policy and the Protocols for Remote Learning and Live Virtual Lessons (Home School Agreement) at all times.

3. Resources

Learning materials

3.1.   The school will accept a range of different teaching methods during remote learning to help explain concepts and address misconceptions easily. For the purpose of providing remote learning, the school may make use of:

- Work booklets
- Teams/ YouTube
- Educational websites such as Times Table Rock Stars, Purple Mash, Charanga, Twinkl, BBC Bitiesize
- Past exam papers

3.2.   Teachers will review the DfE's list of online education resources and utilise these tools as necessary, in addition to existing resources (Oak National Academy)

3.3.   Reasonable adjustments will be made to ensure that all pupils have access to the resources needed for effective remote learning.

3.4.   Teachers will ensure the programmes chosen for online learning have a range of accessibility features

3.5.   Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.

3.6.   If needed, work packs will be made available for pupils who do not have access to a technology – these packs can be collected from school.

3.7.   Teaching staff will liaise with the SENCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.

3.8.   The SENCO will arrange additional support for pupils with SEND which will be unique to the individual's needs e.g. via weekly phone calls.

3.9. Any issues with remote learning resources will be reported as soon as possible to the class teacher or via the school office.

3.10. Pupils will be required to use their own or family-owned equipment to access remote learning resources, unless the school agrees to provide or loan equipment, e.g. tablets.

3.11. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.

3.12. Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work in line with section 7 of this policy.

3.13. The arrangements for any 'live' classes, e.g. live learning, will be clearly defined on the timetable, which will be set out by the school.

3.14. The ICT technician is not responsible for providing technical support for equipment that is not owned by the school.

Food provision

3.15. The school will signpost parents via letter/emails/school text towards additional support for ensuring their children continue to receive the food they need e.g. food banks.

3.16. Where applicable, the school will provide the following provision for pupils who receive FSM:

- Providing food vouchers and/or food hampers.

Costs and expenses

3.17. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting or council tax.

3.18. The school will not reimburse any costs for travel between pupils' homes and the school premises.

3.19. The school will not reimburse any costs for childcare.

3.20. If a pupil is provided with school-owned equipment, the parent will sign and adhere to the Acceptable Use Agreement prior to commencing remote learning. Devices will be numbered.

4. **Online safety**

4.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy and the Protocols for Remote Learning and Virtual Live Lessons (Home School Agreement)

4.2. Where possible, all interactions will be textual and public.

4.3. All staff and pupils using video communication on Microsoft Teams must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an adult in the room.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not photograph, print screen, store or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.
- The LIVE sessions will be recorded and stored in the class area on Teams as a safeguarding record.

4.4. All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

4.5. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

4.6. The school will risk assess any technology they provide used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

4.7. The school will inform parents about the delivering of remote teaching using Microsoft Teams – alternate arrangements will be made where necessary e.g. work packs.

4.8. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, and allows for audio and visual material to be recorded or downloaded, where required.

4.9. The school will communicate to parents via letter, email or text about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.

4.10. During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.

- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

4.11. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software on devices not owned by the school.

5. Safeguarding

5.1. This section of the policy will be enacted in conjunction with the school's Safeguarding and Child Protection Policy, which has been updated to include safeguarding procedures in relation to remote working.

5.2. The lead DSL, with the head teacher, will identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning.

5.3. The DSL will arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.

5.4. Phone calls made to vulnerable pupils will be made using school phones app or personal phones using the code 141/disable caller ID.

5.5. The DSL will arrange for regular contact with identified vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged when required.

5.6. All contact with identified vulnerable pupils will be recorded on CPOMS.

5.7. The DSL will keep in contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.

5.8. All home visits must:

- Be undertaken by no fewer than two members of staff.
- Be suitably recorded and the records stored so that the DSL has access to them.
- Actively involve the pupil.

5.9. The DSL will meet (in person or remotely) with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.

5.10. All members of staff will report any safeguarding concerns to the DSL immediately and record on CPOMS.

5.11. Pupils and their parents will be encouraged to contact the DSL if they wish to report safeguarding concerns, e.g. regarding harmful or upsetting content or incidents of online bullying. The school will also signpost families to the practical support that is available for reporting these concerns.

6. **Data protection**

6.1. Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times.

6.2. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching. The sharing of this data is to be password protected via BGFL.

6.3. Any data that is transferred between devices will be suitably encrypted or have other data protection measures in place so that if the data is lost, stolen, or subject to unauthorised access, it remains safe until recovered.

6.4. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.

6.5. All contact details will be stored in line with the Data Protection Policy and retained securely.

6.6. The school will make it clear to staff that they are responsible for maintaining confidentiality of contact details. Material needs to be stored in line with GDPR guidance.

6.7. Pupils are not permitted to let their family members or friends use any school-owned equipment which contains personal data.

6.8. Any intentional breach of confidentiality will be dealt with in accordance with the school's Behavioural Policy or the Disciplinary Policy and Procedure.

7. **Marking and feedback**

7.1. All schoolwork completed through remote learning must be:

- Finished when returned to the relevant member of teaching staff.
- Returned on or before the deadline set by the relevant member of teaching staff.
- Completed to the best of the pupil's ability.
- The pupil's own work.
- Marked in line with the Marking Policy.
- Returned to the pupil by the next session.

7.2. The school expects pupils and staff to maintain a good work ethic during the period of remote learning.

7.3. Pupils are accountable for the completion of their own schoolwork – teaching staff will contact parents via email or phone if their child is not completing their schoolwork or their standard of work has noticeably decreased.

7.4. Teaching staff will monitor the academic progress of pupils with and without access to the online learning resources and discuss additional support or provision with the DHTs as soon as possible.

7.5. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the SENCO as soon as possible.

7.6. The school accepts a variety of formative assessment and feedback methods, e.g. through quizzes and other digital tools from teachers, and will support them with implementing these measures for remote learning where possible.

8. Health and safety

8.1. Teaching staff will ensure pupils are shown how to use the necessary equipment and technology safely and correctly prior to the period of remote learning.

8.2. If using electronic devices during remote learning, pupils will be encouraged to take a screen break between learning sessions.

8.3. Screen breaks will frequency be adjusted for younger pupils or pupils with medical conditions who require more frequent screen breaks.

9. School day and absence

9.1. Pupils will be present for remote learning from Monday to Friday as timetabled by the school, with the exception of breaks and lunchtimes. No teacher will be available for messaging during these times.

9.2. Pupils with SEND or additional medical conditions, who require more regular breaks e.g. sensory breaks, are not expected to do schoolwork during their breaks.

9.3. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so. Parents should inform school of illnesses.

9.4. The school will monitor absence and lateness in line with the Attendance Policy.

10. Communication

10.1. The school will ensure adequate channels of communication are arranged in the event of an emergency.

10.2. The school will communicate with parents via email/letter/text message and the school website about remote learning arrangements as soon as possible.

10.3. The DHTs will communicate with staff as soon as possible via Teams about any remote learning arrangements.

10.4. Members of staff involved in remote teaching will ensure they have a working mobile device that is available to take phone calls during their agreed working hours.

10.5. The school understands that pupils learning remotely have the right to privacy out-of-hours and should be able to separate their school and home lives – communication is only permitted during school hours.

10.6. Members of staff will have contact with their line manager once per week.

10.7. As much as possible, all communication with pupils and their parents will take place within the school hours outlined in section 9.

10.8. Pupils will have verbal contact with a member of teaching staff at least once per day via phone.

10.9. Parents and pupils will inform the relevant member of staff as soon as possible if schoolwork cannot be completed.

10.10. Issues with remote learning or data protection will be communicated to the pupils' teacher as soon as possible so they can investigate and resolve the issue.

10.11. The pupils' teacher will keep parents and pupils informed of any changes to the remote learning arrangements or the schoolwork set.

10.12. The head teacher and DHTs will review the effectiveness of communication on a weekly basis and ensure measures are put in place to address gaps or weaknesses in communication.

11. Monitoring and review

11.1. This policy will be reviewed as required.

11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.

Appendix A - Parent Policy Summary

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local lockdowns. In the event of a local lockdown, the school will implement provision for remote learning to ensure pupils don't miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines how we will deliver remote education during the pandemic.

1. Contingency planning

1.1 The school will open to all pupils at the start of the Autumn term, in line with national and local guidance.

1.2 The school will ensure the premises is 'COVID-secure', in line with government guidance, and complete all necessary risk assessments.

1.3 The school will work closely with the local health protection team when entering into a local lockdown and implement the provisions set within their contingency plan.

1.4 The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

1.5 If there is **not** a local lockdown, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group.

2. Teaching and learning

2.1 All pupils will have access to high-quality education when remote working.

2.2 The school will use a range of teaching methods to cater for all different learning styles.

2.3 When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Plan a programme that is of equivalent length to the core and foundation subjects.

2.4 All provisions for remote learning will be subject to the class group's age, ability and/or any SEND EXCEPTION.

2.5 Inclusion Support

Children will continue to be supported by the SENCO throughout the period of the shutdown. This may take the form of 1:1 mentoring/contact (Teachers, TAs and Well-being Co-ordinator) or specific learning activities set. Where the child receives additional support, parents are encouraged to be mindful of the child's workload and take into consideration that they may not be able to access all the lesson content in any given day.

- Children will access their specific learning activities through Purple Mash (SEND EXCEPTION pupils).
- Teachers will provide feedback to children and parents with regards to the work they have submitted via Purple Mash and emails.
- The SENCO will work closely with the class teachers to ensure that misconceptions from classroom work can be addressed and additional activities and guidance can be provided.
- The school will provide their contact details for ongoing communication between children and families.

2.6 Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

2.7 The school will utilise the support available through the DfE's 'Get help with technology during coronavirus (COVID-19)' scheme.

2.8 Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

2.9 Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

Roles and Responsibilities - Children

Maintain your excellent progress at school by:
- Dedicating appropriate time to learning, your teacher will give you guidance to time expectations
- When you are working at home, make sure you choose a quiet space free from distractions (such as the TV) and be prepared for the lesson by having all your equipment ready e.g. pencil, remote learning working out book etc.
- Remember you should still do your own work! Parents/helpers can help, but not do the work for you.
- Keep healthy habits and take breaks away from devices between scheduled lessons
- No eating. You can have a drink at the table
- Be dressed in your clothes, not your pyjamas
- Be at the table where possible

Questions related to:	Contact:	Typical Response Time
Your learning	Class teacher – email	24 hours
Technology (school owed tablets and laptops)	Contact school	24 hours

Roles and Responsibilities - Parents

Support your child/ren in their learning by:
- Consider the age of their child - adjust home learning environment to suit their educational needs and provide a positive learning space
- Provide an environment conducive to learning (access to technology, safe and quiet space during daytime)
- Ensure they fully engage and follow expectations
- Monitor their access and online behaviour
- Engage in conversations on posted materials and assignments
- Monitor time spent engaging in online and offline learning
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation and play
- Respect that teachers will respond in a reasonable time frame, but will not be instantly available.

Questions related to:	Contact:	Typical Response Time
Your child's learning	Class teacher – email	24 hours
Technology (school owed tablets and laptops)	Contact school	24 hours
Any other issues related to remote learning	Contact school and the relevant staff members will get in touch	24 hours

Protocols for Remote Learning and Virtual Live Lessons
(Home School Agreement)

These protocols have been suggested to protect your child and the class teacher when they are teaching and learning together online. Please read the document carefully.

- If your child is joining late to the online lesson, there will be no review opportunities or catch up on the recorded lesson.

- During an online lesson, your child must wear suitable clothing (no pyjamas or offensive slogan T-shirts) as should anyone else in the household when webcams are switched on. It will be the parent's responsibility to immediately switch off any webcam.

- All digital devices must be used in appropriate areas of the house, for example, not in bedrooms. An adult needs to be in the room when the child is online.

- All live lessons are recorded. This is for safeguarding purposes, if any issues were to arise, the video could be reviewed. (The recorded lessons will be stored for one year).

- Live classes/sessions will be kept to a reasonable length of time. The live sessions will always fall within normal school hours. Live lessons will be recorded, and links shared within your child's MS TEAM area.

- All Language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will be reported and the Microsoft Teams accounts will be muted.

- Microsoft Teams and chat platforms are for learning purposes only. They are not to be used as a social media forum. This will be monitored and checked.

- Children are not permitted to eat during online lessons. Your child may have a drink.

- To recreate a suitable learning environment for your child, make sure they can sit at a table for the lesson (where possible). Ensure your child has a drink, pencil and their remote learning working out book that the school has provided.

- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.

- Let your child learn independently – do not sit next to them and coach them. You may support if there is a technical issue.

- If possible, provide your child with a set of headphones and have the microphone on.

- If a parent has questions or concerns, use the appropriate email address to contact the class teacher or the school enquiry@cantcros.bham.sch.uk

- Please be aware that the lesson could be for a class of 30 children not just for your child. It is an open forum; any distractions will disturb not only your child but 29 others.

- Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.

- Teachers will respond to your child's work once it has been returned via email to the appropriate class email address.

- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation and play. The teacher input will be online but most of the activities and learning should be completed away from the computer.

- Monitor your child's access to digital devices. Try and follow the structure of the timetable, which will be set by your child's school.

- Ensure your child is fully engaged and following expectations.