



Remote Learning Policy

Please note: From 22 October 2020 until the end of the 2020/2021 academic year, schools have a legal duty to provide remote education to all pupils who require it. More details can be found in [Appendix A](#).

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Statement of intent

At Willaston Primary Academy 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.

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.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure.
- 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.

Aaron Perrin **Headteacher**

Toni Brookshaw **Chair of Governors**

Date: *October 2020*

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

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

- **Child Protection and Safeguarding Policy**
- **GDPR Policy**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Behaviour Policy**
- **Accessibility Policy**
- **Marking and Feedback Policy**
- **Online Safety Policy**
- **Health and Safety Policy**
- **Attendance and Punctuality Policy**
- **ICT Acceptable Use Policy**
- **Staff Code of Conduct**

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.

2.2. The headteacher 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 an termly basis 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.
- Ensuring that the relevant health and safety risk assessments are carried out within the agreed timeframes
- 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.

2.3. The Business Manager is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- 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.
- Arranging the procurement of any equipment or technology required for staff to teach remotely and for pupils to learn from home.
- Ensuring value for money when arranging the procurement of equipment or technology.
- Ensuring that the school has adequate insurance to cover all remote working arrangements.

2.4. The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings that occur during the remote learning period.

- Liaising with the **ICT technicians** to ensure that all technology used for remote learning is suitable for its purpose and will protect pupils online.
- 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 headteacher 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.

2.5. The SENDCO is responsible for:

- Liaising with the class teachers 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 alternate arrangements for pupils with EHC plans and IHPs.
- 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.

2.6. The ICT technicians are responsible for:

- Ensuring that all school-owned devices used for remote learning have suitable anti-virus software installed, have a secure connection, can recover lost work, and allow for audio and visual material to be recorded, where required.
- Ensuring that any programs or networks used for remote learning can effectively support a large number of users at one time, where required, e.g. undertaking 'stress' testing.
- Working with the **SENDCO** to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

2.7. Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL or Deputy 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 headteacher.
- Reporting any defects on school-owned equipment used for remote learning to an ICT technician.
- Adhering to the Staff Code of Conduct at all times
- Ensuring quality work across the curriculum is set and differentiated to meet the needs of all learners
- Maintaining contact with pupils and parents during working hours

2.8. Parents are responsible for:

- Support their child in accessing tasks during periods of remote learning.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child always has access to remote learning material and liaise with school where this is not possible
- Reporting any absence as usual
- Ensuring their child uses the equipment and technology used for remote learning as intended in a safe and parent controlled way.
- Communicating with class teachers and school via the correct channels set out in this policy

2.9. Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher through seesaw if this is possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not.
- Notifying a supervising adult at home 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 and in a safe way.
- Report to a trusted and responsible adult if they feel uncomfortable or unsafe or see something which is inappropriate
- Adhering to the Behaviour Policy at all times.

3. Resources

Learning materials

- 3.1. The school will utilise 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:

- Worksheets
- Email to parents
- Seesaw or Tapestry – lessons uploaded to
- Learning By Questions (for Key Stage 2)
- White Rose Maths hub
- Spelling shed, Timestable Rockstars
- Recommended Educational Websites
- Reading tasks
- Pre-recorded video or audio lessons
- Class pages on the School website

- 3.2. Teachers will review the DfE's list of [online education resources](#) and utilise these tools as necessary, in addition to existing resources.
- 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, e.g. voice-to-text conversion, to support pupils with SEND.
- 3.5. The school recognises that interactive lessons are most effective in aiding pupils' motivation and academic progression and, to this effect, teachers will ensure they regularly recreate aspects of interactivity, via pre recorded videos, uploaded lessons slides and chat/ voice recorded feedback through Tapestry or Seesaw
- 3.6. Lesson plans will be adapted to ensure that the curriculum remains fully accessible and inclusive via remote learning.
- 3.7. The school will review the resources pupils have access to and adapt learning to account for all pupils needs by using a range of different formats, e.g. providing work on PDFs which can easily be printed from a mobile device.
- 3.8. Work packs will be made available for pupils who do not have access to a printer or user-friendly device – these packs can be collected from school after parents have notified the class teacher and school

office of their difficulties. Packs will be ready after one school day notice period.

- 3.9. Teaching staff will liaise with the SENDCO and other relevant members of staff to ensure all pupils remain fully supported for the duration of the remote learning period.
- 3.10. The SENDCO and Teaching Assistants will liaise and arrange additional support for pupils with SEND which will be unique to the individual's needs, e.g. intervention bundles, weekly phone calls.
- 3.11. Any issues with remote learning resources will be reported as soon as possible to the relevant member of staff.
- 3.12. 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. laptops.
- 3.13. For pupils who cannot access digital devices at home, the school will, where possible, apply for technology support and additional funding
- 3.14. Pupils and parents will be required to maintain the upkeep of any equipment they use to access remote learning resources.
- 3.15. Teaching staff will oversee academic progression for the duration of the remote learning period and will provide feedback on work.
- 3.16. The ICT technicians are not responsible for providing technical support for equipment that is not owned by the school.

Food provision

- 3.17. The school will signpost parents via **letter** towards additional support for ensuring their children continue to receive the food they need, e.g. food banks.
- 3.18. Where applicable, the school may provide the following provision for pupils who receive FSM:
 - Keeping the school canteen open

- Making packed lunches available for delivery or collection
- Providing supplies to families

Costs and expenses

- 3.19. The school will not contribute to any household expenses incurred while pupils learn remotely, e.g. heating, lighting, or council tax.
- 3.20. The school will not reimburse any costs for travel between pupils' homes and the school premises.
- 3.21. The school will not reimburse any costs for childcare.
- 3.22. If a pupil is provided with school-owned equipment, the pupil and their parent will sign and adhere to the Technology Acceptable Use Agreement prior to commencing remote learning.

4. Online safety

- 4.1. This section of the policy will be enacted in conjunction with the school's Online Safety Policy.
- 4.2. Where possible, all interactions will be textual and public.
- 4.3. All staff and pupils using video communication 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 appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
 - 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 video material without permission.
 - Ensure where live video calls happen, a second responsible adult is included
 - Always remain aware that they are visible.
- 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. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENDCO.
- 4.6. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- 4.7. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 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, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 4.9. The school will communicate to parents via letter 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 Child Protection and Safeguarding Policy, which has been updated to include safeguarding procedures in relation to remote working.
- 5.2. The DSL and headteacher 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 and Deputy 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 where possible.
- 5.5. The DSL will arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- 5.6. All contact with vulnerable pupils will be recorded on paper and suitably stored in the safeguarding files
- 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. Vulnerable pupils will be provided with a means of contacting the **DSL**, their deputy, or any other relevant member of staff – this arrangement will be set up by the DSL prior to the period of remote learning.
- 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.

- 5.11. Pupils and their parents will be encouraged to contact the **DSL** or headteacher 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. This section of the policy will be enacted in conjunction with the school's GDPR Policy
- 6.2. 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.
- 6.3. Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- 6.4. 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.
- 6.5. Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- 6.6. The school will not permit paper copies of contact details to be taken off the school premises.
- 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 code of conduct and disciplinary procedures

7. Feedback

- 7.1. All schoolwork completed through remote learning must be:

- Finished uploaded or photographed to the relevant member of teaching staff via Seesaw, Tapestry or email if experiencing technical issues.
 - 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.
 - Acknowledged and given feedback in line with the Marking and Feedback Policy in a timely manner by the class teacher.
- 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** if their child is not completing their schoolwork or their standard of work has noticeably decreased. Seesaw and Tapestry Communication is for learning, encouragement, feedback and social contact between pupils and their teachers/ TAs or home learning support and informal updates between parents and teachers.
- 7.4. Formal contact between parents and teachers will be via email. Parents can contact staff during working hours 8:30 and 5:00pm and staff will respond.
- 7.5. 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 headteacher as soon as possible.
- 7.6. Teaching staff will monitor the academic progress of pupils with SEND and discuss additional support or provision with the **SENDCO** as soon as possible.
- 7.7. 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.
- 7.8. The school will log participation and pupil engagement with remote education, as well as motivation levels and progress, and this will be

reported to parents via formal regular updates or, if there is a concern, individually via phone.

- 7.9. The school will consider ways to use feedback to secure consistent engagement with remote materials, which display exemplary work and rewards engagement or outcomes.

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 ten-minute screen break every one hour.
- 8.3. Screen break frequency will be adjusted to for younger pupils or pupils with medical conditions who require more frequent screen breaks.
- 8.4. If any incidents or near-misses occur in a pupil's home, they or their parents are required to report these to the headteacher or other relevant member of staff immediately so that appropriate action can be taken.

9. School day and absence

- 9.1. Pupils will be active in remote learning between 9:00am and 3:30pm from Monday to Friday.
- 9.2. Pupils are not expected to do set tasks outside the times outlined unless their access to a learning support and appropriate adult is outside those stipulated times.
- 9.3. 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.
- 9.4. Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.

- 9.5. Parents will inform their child's teacher during the school day if their child is unwell.
- 9.6. The school will record and monitor absence from remote learning

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 letter and the school website about remote learning arrangements as soon as possible.
- 10.3. The headteacher will communicate with staff as soon as possible via email 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. School staff will not be asked or expected to respond to communication outside their working hours.
- 10.8. Pupils who are isolating will have contact with a member of teaching staff via messaging facility or pre-recorded video on Seesaw and pre-recorded video on Tapestry. Some will receive phone calls where necessary. When whole classes are isolating, the teaching team will continue communication via video messages and written messages via seesaw. For Infant children in Reception to Year 2, the

class teaching team will arrange for a Zoom video call once per week for a check in and catch up.

- 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 school office or class 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 headteacher 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 on an **termly** basis by the **headteacher**.
- 11.2. Any changes to this policy will be communicated to all members of staff and other stakeholders.
- 11.3. The next scheduled review date for this policy is **Spring Term 2021**.

Remote Learning During the Coronavirus (COVID-19) Pandemic

Within the ever-changing circumstances we are currently living through, we must be prepared for local restrictions. If local restrictions apply, the school will implement provision for remote learning to ensure pupils never miss out on education. We will ensure that our curriculum is inclusive and accessible to all. This policy annex outlines additional measures that will be implemented for delivering remote learning during the pandemic.

1. Legal framework

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

- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Adapting teaching practice for remote education'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Get help with technology during coronavirus (COVID-19)'
- DfE (2020) 'Get laptops and tablets for children who cannot attend school due to coronavirus (COVID-19)'
- DfE (2020) 'How schools can plan for tier 2 local restrictions'
- DfE (2020) 'Laptops, tablets and 4G wireless routers provided during coronavirus (COVID-19)'
- Department of Health & Social Care (2020) 'COVID-19 contain framework: a guide for local decision makers'
- **[New]** DfE (2020) 'Remote education good practice'
- **[New]** DfE (2020) The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction

1.2 **[New]** **[From 22 October 2020 to end of 2020/2021 academic year]**

The **headteacher**, in collaboration with the **governing board**, will ensure the school follows the legal obligations regarding remote education, as outlined in The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction. This includes:

- Providing remote education to all pupils of compulsory school age.
- **[EYFS]** Providing remote education to pupils below compulsory school age who would usually be taught in a class with pupils of compulsory school age, e.g. Reception children.
- Providing remote education where it would be unlawful, or contrary to guidance issued from public authorities, for a pupil to travel to or attend the school.

- Having regard to government guidance issued regarding the delivery of remote education, e.g. the DfE's 'Guidance for full opening: schools'.

2. Contingency planning

- 2.1 The school will work closely with the LA to ensure the premises is COVID-secure, and will complete all necessary risk assessments – results of the opening risk assessment will be published on the school's website.
- 2.2 The school will work closely with the local health protection team when local restrictions apply and implement the provisions set within the [Coronavirus \(COVID-19\): Contingency Plan](#).
- 2.3 [Updated] The school will communicate its contingency plans for local restrictions with parents, including which pupils it will remain open to and which pupils will receive remote education.
- 2.4 [New] The school will ensure that remote learning training is regularly refreshed for teachers, and that appropriate trouble-shooting support is available when needed, so the transition from in-person to remote teaching can be as seamless as possible if required.
- 2.5 If local restrictions are not applied, but a single class or 'bubble' needs to self-isolate, the school will immediately implement remote learning for that group as required.
- 2.6 The level of remote learning provision required will be based on the government's four tiers of local restrictions. Where there are no local restrictions in place, these tiers will not apply. The school will remain fully open to all those not required to self-isolate.

Tier 1 local restrictions

- 2.7 The school will remain open if tier 1 restrictions are in place, and remote learning will not be provided at this time.

Tier 2 local restrictions

- 2.8 **[Primary schools]** The school will remain open if tier 2 restrictions are in place, and remote learning will not be provided at this time.

Tier 3 local restrictions

- 2.9 **[Primary schools]** The school will remain open if tier 3 restrictions are in place, and remote learning will not be provided at this time.

Tier 4 local restrictions

- 2.10 The school will limit on-site attendance to just vulnerable pupils. All other pupils will receive remote education in line with home learning policy

3. Returning to school

- 3.1 The headteacher will work with the LA to ensure pupils who have been learning remotely only return to school when it is safe for them to do so.
- 3.2 After a period of self-isolation, or the lessening of local restriction rules, the headteacher will inform parents when their child will return to school.
- 3.3 The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

4. Monitoring and review

- 4.1 This policy annex will be reviewed in line with any updates to government guidance.
- 4.2 All changes to the policy will be communicated to relevant members of the school community.

