

Remote Learning Policy

Chalkhill Primary School



Approved by: Head of Chalkhill Primary School **Date:** 06/10/2020

Last reviewed on: 08/10/2020

Next review due by: 20/03/2021

Policy

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances. Any concerns, questions or feedback can be communicated with the class teacher through Class Dojo.

A Flexible Approach

Keeping regular learning going, when children cannot attend school or during school/class closure, is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge. Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

Remote Education Provision for children who are self-isolating or shielding

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a weekly timetable of remote learning activities. This will be shared through one of the following platforms Seesaw/G-Suite/Class Dojo. This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready prepared high quality online materials (drawing heavily on units from the National Oak Academy and BBC Bitesize that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with like Purple Mash. We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Pupils at home should receive feedback at least twice a week.

Remote Education Provision for whole classes

In the event of that a whole class, Key Stage or whole school have to self-isolate, Class Teachers will post weekly timetables on one of the following platforms Seesaw/G-Suite/Class Dojo for their class. This will outline a range of learning activities in the full range of subject areas and contain tasks and links to follow (in any order and at a time that suits across the week). We appreciate that some families will not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills. Opportunities to join in with time-scheduled LIVE events will be highlighted in red, for example Google Meet, Read Write Inc Phonics Live Lessons, Times Tables Rockstars Class competitions, etc. In EYFS, posts on Class Dojo will add extra detail or examples as necessary and Class Dojo assignments will be set to 'collect in' a piece of work. Staff will approve portfolio posts as soon as possible and give regular feedback on a student's portfolio. Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

Interaction

We are keen to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles etc. We will also provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. For Key Stage 1 and 2 we will use the Google Meet tool within G-Suite Education as well as Seesaw to do this. For EYFS, we will use Class Dojo to do this. While teaching a primary-age class this way is not practical, we are hoping to use it to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates. Please see the section further down regarding use of G-Suite. Communication between staff and pupils / families must be through the authorised school systems above and not through personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements. Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. Staff should avoid using personal devices and only use school provided equipment for school's remote learning provision.

Use of Video-conferencing/Online Learning Technologies

Use of Video Conferencing technologies (Google Meet/ Class Dojo/ Seesaw): If whole classes are self-isolating, children will have an opportunity to connect and interact with their teacher and peers. Further details will follow through ClassDojo. If you would like to but are unable to due to technology restraints, please get in touch in case we can help. The safety of both children and staff when using this technology is paramount and we will be following relevant advice from G-Suite, the Children's Commissioner and the NSPCC. Please check the following link regarding Privacy and Settings o Data on G-Suite for Education

https://edu.google.com/why-google/privacy-security/?modal_active=none

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Google Meet/ Class Dojo/ Seesaw, you agree to the following:

- Only registered users can access meetings. Only to be used by pupils when supervised by an adult.
- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school Google Meet you will need to briefly need to be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.

Pupils are expected to:

- Check Seesaw/ Purple Mash/ Google Classroom* to see the posts/resources.
- Complete all set work and, if requested, to hand in work on respective platforms.
- Use Seesaw/G-Suite for Education to communicate with their teachers and ask questions if they do not understand/require help.
- Pupils must click upload/'mark as done' when they have completed a task.

Teaching Staff are expected to:

- Regularly upload teaching materials/lessons/activities to Seesaw/ ClassDojo/Google Classroom.
- Set tasks on Seesaw/ ClassDojo/G-Suite for Education that includes lesson activities and resources, as well as any prep/homework that would normally be set.
- Mark and feedback including personalised comments at least twice a week.
- Set work that reflects the ability of the pupils.
- Issue rewards and sanctions as they normally would if they were in school.
- For live and recorded lessons sit against a neutral background.
- Dress like they would for school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
- Use professional language.
- Live stream to be recorded so that if there is something to go back to later on if you need to, and keep a log of who's doing live streams and when.
- In 'view-only' Google live streams, pupils will be automatically muted and will not be visible or teachers might ask for pupils to be on mute with webcams off.

Phase Leaders are expected to:

- Communicate with teachers/TAs once a week to check on issues arising from home learning.
- Along with PSA liaise with parents of pupils to check on progress.
- Regularly check in with their teams to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Provide support to colleagues in their teams to ensure that work is provided as required.

Parents are expected to:

- Encourage and support their children's work - including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible.
- Contact the class teacher if there are any concerns or reasons why work cannot be completed.

Safeguarding

- Personal email accounts or alternative forms of communication such as social media/messaging services must not be used as a line of communication between staff and pupils.
- Staff should follow the online video lessons etiquette
- All staff will be expected to adhere to the School's GDPR policies and procedures.
- Staff are to ensure that computer access to personal information is password protected and written information is kept safe and secure.
- All staff to comply with the statutory guidance [keeping children safe in education](#) which provides with information on what they should be doing to protect their pupils online. The new guidance now includes additional links for schools to access support on delivering online remote education safely and is available below:
 - [safe remote learning](#), published by SWGfL
 - [online safety and safeguarding](#) which covers safe remote learning
 - the National Cyber Security Centre, which includes [which video conference service is right for you](#) and [using video conferencing services securely](#)
 - [safeguarding and remote education during coronavirus \(COVID-19\)](#)
 - Annex C of [keeping children safe in education](#)

