

Remote Learning Policy

Chalkhill Primary School



Approved by: Head of Chalkhill Primary School **Date:** 06/12/2020

Last reviewed on: 06/12/2020

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, Spelling Shed Hive Games, 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 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, we will arrange 1-to-1 and group meetings for children to connect and interact with their teacher and peers. Further details will follow through Class Dojo. Like the rest of our online offer, these meetings are not compulsory, so your child does not need to attend and we appreciate that not all families will be able to. 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.

Expectations for all Teaching staff

The class teacher will make contact with your child at least once per week, in the form of a phone call, class

video, marking or voice recordings.

- Daily morning greeting/video outlining the structure of the day activities
- Where possible, teachers must pre-record tutorials or use live teaching platforms to teach the lesson content
- A time frame should be given for each task as to when the work should be submitted
- Pupil work uploaded before 3pm in response to tasks, should be marked in yellow and pink on the same day.
- Feedback to pupils should be given. This can be written, a video or voice message
- Engagement with parents in response to queries and support with pupil learning
- Modelling of learning to support knowledge and understanding
- Teachers should use BBC Bitesize and Oak National Academy to enhance the pupils' learning already planned
- Pupils are expected to login daily. Any child who has not been online that week should be called to check on them and provided alternative work
- Share good examples of pupil work and provide opportunities where peers can suggest improvements to the final outcomes
- Monitor pupil activity, provide support and encourage further engagement
- You must ensure that the children are accessing Seesaw/Google Classroom/IXL (year 6 only) /Purple Mash
- Teachers should direct their TAs to support them in uploading materials to Seesaw.
- 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.

Expectations for all Teaching Assistants.

- Teaching Assistants should provide weekly materials to teachers in accordance with the children's learning. This could be a PowerPoint, a word document, a video/ pictures of you cooking, making crafts etc that the children can replicate at home.
- Teaching Assistants should be in contact with their class teachers at least once a week.

Expectations for all Pupils

- Children to log on and complete tasks daily. Maintaining a daily regular routine is important to support progress and wellbeing. Working for 3 hours daily will provide the equivalent hours working at school, minus playtimes, lunch breaks, music and PE lessons. Families may choose to do less or more, depending on their own personal circumstances.
- Complete the Home Learning Packs.

- Pupils to look at feedback provided by teachers and make corrections where possible.
- Pupils to ensure that the presentation of their work (handwritten pieces that are uploaded) is of the highest standard possible.
- Pupils to contact teachers if they have questions or need support with a piece of work. This needs to happen during the school hours to ensure that they get a response.
- Children to ensure they are doing practical activities during the day and not just sitting behind a screen. They should showcase the activities they have completed by uploading a picture onto the platforms.
- Take part in competitions, gardening, baking, drawing and science experiments.
- Follow the PE challenges, including skipping, fitness and jogging.

Year 4, 5 and 6 Teaching and Learning Expectations:

- Class teachers to teach Maths and English live lessons through Google Classroom.
- Pupils will be expected to complete 3 tasks per day: an English (reading/writing), Maths and Foundation subject task (Science OR History/Geography/RE/PE/Art/Spanish/DT/Music)
- Class teachers may wish to reduce this workload by sharing class teacher videos across both classes.
- Teachers need to set timeframe for pupils to complete and upload work on to Seesaw – by 3pm daily
- Teachers are expected to mark pupils' uploaded work– this can be through either a comment, voice note, or markings on the work (colour pencil writing tool on Seesaw)
- Pupils are encouraged to complete their 3 daily tasks – by 3pm.
- To clarify, all pupil work will be solely uploaded centrally on to Seesaw for easier access/reference. Google Meet will be used for class video communication, where **additional** teaching and modelling can take place **to support** the work that needs to be complete on Seesaw.
- To ensure that pupils are active online daily, class teachers are expected to contact parents from their class at least once a week and have the autonomy as to how to structure these calls e.g. 6 parents calls a day – it is imperative that class teachers contact/chase up those pupils least active online
- Class teachers need to feedback updates to their phase leader/AHT weekly – either through the weekly phase meeting via Zoom conference/Google Meet call OR via email.

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.