

## **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 e-Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

The staff remote learning lead is Jane Barker-Doe and any concerns, questions or feedback can be communicated with her. If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

## **A flexible approach**

Keeping regular learning going during the period that schools are closed 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 as much as possible a flexible approach to remote learning. We will offer a variety of weekly learning activities and live lessons across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

## **Remote Educational Provision For Individuals Who Are Self-Isolating or Shielding**

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, a weekly timetable of remote learning activities are available for each class on their eSchools page.

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, we may make use of a number of ready prepared high quality online materials and supplement these with our existing subscription packages which children are familiar with.

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.

## **Remote Educational Provision For Whole Classes**

In the event that a whole class, Key Stage or whole school have to self-isolate, year groups will post weekly timetables on eSchools for their year. 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 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.

In addition to the home learning provided on eSchools, if a class bubble or the whole school goes into lockdown, there will be an opportunity for children to join a 30 minute live session with their class teacher on Microsoft Teams each week. The link to access this meeting will be made available on eSchools. The date and time will be advertised at the beginning of the week.

This will be an opportunity for children to reconnect with their class teacher, discuss any learning misconceptions that may have arisen through the week, share stories and see each other face-to-face.

### **If my child does not have digital or online access at home, how will you support them to access remote education?**

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- We have researched the virtual platforms which can be accessed by a mobile phone, as all of our families have access to a mobile phone
- An ICT questionnaire will determine the level of digital devices in the family home – this needs to be completed by the parent/carer
- Laptops will be available for loan by the school, with the expectation that if this given then online learning to happen
- No live lesson will clash with another year group
- Where parents have technical difficulties we will help in any way we can through our school technical support
- Parents can request printed materials if needed with the expectation that the pack is returned completed for marking
- Parents/pupils can take photographs of the work and email into the year group email

### **How will my child be taught remotely?**

We use a combination of the following approaches to teach pupils remotely:

- We use Powerpoint and Sway as our learning platform – these can be accessed through eschools and class pages. Both of these are very good for all devices and configure well to mobile phones
- All our learning will have recorded voice overs – so it is like having the teacher in the room, demonstrating the learning!
- All children will have access to a daily live lessons as a bare minimum
- Printed paper packs produced by teachers
- Commercially available websites supporting the teaching of specific subjects or areas if the need arises

### **Additional support for pupils with particular needs**

#### **How will you work with me to help my child who needs additional support from adults at home to access remote education?**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils in the following ways:

- Direct contact with parent/carers
- 1:1 live lessons more frequently through the day
- Differentiated work to meet the needs of the child
- Work which can be accessed online and in pack form

### **Interaction:**

We will provide live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Microsoft Teams tool 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.

Communication between staff and pupils / families must be through the authorised school systems above and not through email or 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. We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

Where whole class bubbles have closed, there will be a short daily feedback form which will confirm to your child's class teacher that your child has engaged with homelearning for that day. The content of the feedback may vary and include quiz questions to identify any concepts the class may have found difficult. This may be covered during the Live Feedback Session or feature in the following week's learning.

### **Use of Video Conferencing technologies (Microsoft Teams):**

If whole classes or individual children, or the school closes we will arrange meetings and or phone calls to connect with your child and or class.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require parents/carers to follow these expectations:

- An appropriate adult, where possible 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. The adult must not be in view.
- When joining any school Teams meeting, where possible you will need to briefly 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
- Teams accounts must be set up with the child's name only. This will help us admit children into the Teams meeting
- Once the Teams meeting has started, all members of the household must not interfere with the meeting. The Teams meeting is to communicate and provide feedback with your child only.
- Children must take part in the meeting 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 suitably dressed and use appropriate language and behaviour when nearby or in the background. Teams has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meeting which will be arranged through eSchools. If you need to contact staff for any reason you will do so through the year group email address as normal
- Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Teams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using eSchools.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Teams account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- In groups of more than one child, a teacher and one other staff member may be present throughout the video call to help safeguard all participants and monitor appropriate use.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

We will then make arrangements to schedule meetings and will be in touch with further information via eSchools.

### **How will you check whether my child is engaging with their work and how will I be informed if there are concerns and how will you assess my child's work and progress?**

All our learning can be accessed through eschools under the class page.

There will English, Maths, Reading, Phonics and Quest lessons for each day of the week. In addition to this there will be a daily timed live lesson with your child's class teacher.

For each lesson we expect children to complete the feedback form. This will be checked and monitored by the class teacher. It is these forms which support the daily live lessons and help us monitor your child's learning and progress.

Where packs have been provided by school, we expect the packs to be returned for marking the following week.

Throughout the course of the pandemic we will also provide reading, maths and phonic assessments by a qualified member of staff.

We check engagement daily – it is expected that all children working from home attend all live lessons and complete feedback forms for the lessons attended. We appreciate that from time to time, this may not always be possible and that parents inform the school through the year group email if they are unable to attend any lesson.

We will continue to make contact with all parents on how learning is going and whether we can support in any way. We will do this by phone in the first instance. If we are unable to make contact a text will be sent. Where we have concerns due to non-engagement a home visit may be conducted.

### **Sites and services:**

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

eSchools is our main method of communication between school and families and is used for posting daily timetables and text, video and photo updates between staff and families.

Differentiated maths and English activities can be assigned and completed through DoodleMaths and DoodleEnglish. <https://www.doodlemaths.com/> and <https://www.doodleenglish.com/>. Using the logins provided by the school.

Spellings can be practised through Oxford Owl. <https://www.oxfordowl.co.uk/>. Using the logins provided by the school.

Padlet boards may be used to provide limited interaction and collaboration between children. Posts require manual approval, profanity filtering is on and content is moderated by teachers.

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. See our policies.

### **Safeguarding & Remote Learning:**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school eSafety lead Mrs Kirsty Thomas via the school office [admin@calttonprimary.co.uk](mailto:admin@calttonprimary.co.uk). The following websites offer useful support:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [South West Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on [admin@calttonprimary.co.uk](mailto:admin@calttonprimary.co.uk) and one of our Safeguarding Leads (Mrs S Bunce, Mrs J Barker Doe, Mrs S Smithson or Mr M Holton) will get in touch.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

Links to other policies (available on the website):

- Safeguarding / Child Protection Policy
- E-Safety Policy / Acceptable Use Agreements
- Behaviour Management Policy
- Guidance For Safer Working Practice For Those Working With Children
- Data Protection / GDPR Policy