



Remote learning Policy – Teachers to maintain contact with children through Class Dojo (REC-Y6) and Tapestry (REC).

As restrictions and rules regarding COVID-19 continue, we recognise the need to provide high quality remote learning opportunities for our children in the event of self-isolation. This may be for an individual child, several children or whole classes. The period of self-isolation will be dependent on the situation and can range from one day to ten or more days. This guide explains what families can expect from school with regard to remote education and what is expected of parents/carers and the children.

We may use a range of methods to communicate the work to parents/carers and their families. These methods include:

- Class Dojo
- Tapestry
- Zoom
- Paper resources
- Emails

All work communicated will be work that can be completed on paper at home so there should be no need to have access to a printer. No work will need to be done electronically. We will ensure that enough work is set to fulfil the minimum that has been set by the Government. These minimums are:

- KS1 – 3 hours per day
- KS2 – 4 hours per day

Individual children/family groups are self-isolating for 1-2 days whilst awaiting test results or up to 10 days if need to isolate:

Teachers set work online via Class Dojo/ Tapestry linked to the work the rest of the class are completing in school where possible e.g. If class are working on place value in maths, home learning tasks will reflect this. In English, children could work on the same learning objectives as the class using texts/extracts posted online.

The work can be returned to school as it is completed (photographs or screenshots uploaded onto portfolios on Class Dojo) or when the child returns to school.

If children have limited access to online learning, school will provide paper-based tasks to be completed at home. These will be available to pick up or if not possible, school will arrange to have these delivered.

Whole classes are self-isolating for 10 days:

Teachers set work online via Class Dojo/ Tapestry along with a planned timetable for the week. We will teach the same curriculum remotely as we do in school however some adaptations may be needed for example for PE or science experiments. Children will have reading books at home for

daily reading and will be sent useful links for accessing eBooks online. Spellings and times table practise to be accessed online via Spelling Shed and Times Table Rock stars.

The work can be returned to school as it is completed (photographs or screenshots uploaded onto portfolios on Class Dojo). Teachers will monitor portfolios online regularly throughout the day, giving feedback when appropriate.

All returned work will be recorded and tracked and welfare calls made if a family does not engage with the provided learning. Welfare calls will be made weekly to all families to see how things are going and offer support/ advice. If we cannot contact families, referrals will be made to our EWO (Education Welfare Officer).

If children have limited access to online learning, school will provide paper-based tasks to be completed at home. These will be available to pick up or if not possible, school will arrange to have these delivered.

Longer term local/national lockdown:

Teachers set work online via Class Dojo/ Tapestry along with a planned timetable for the week. A weekly pack containing all work for the week will be uploaded onto Class Dojo no later than 9am on Monday morning. This will include all resources needed to complete all weekly tasks and links to teaching videos/ recordings. We will follow the same curriculum and sequencing remotely as we do in school however some adaptations may be needed for example for PE or science experiments. Children will have reading books at home for daily reading and will be sent useful links for accessing eBooks online. Spellings and times table practise to be accessed online via Spelling Shed and Times Table Rock stars. Any other useful links or resources will be shared via Class Dojo.

The work can be returned to school as it is completed (photographs or screenshots uploaded onto portfolios on Class Dojo). Teachers will monitor portfolios online regularly throughout the day, giving feedback when appropriate.

All returned work will be recorded and tracked and welfare calls made if a family does not engage with the provided learning. Welfare calls will be made weekly to all families to see how things are going and to offer support/ advice. If we cannot contact families or repeat welfare calls are needed due to work not being uploaded onto portfolios, referrals will be made to our EWO (Education Welfare Officer).

If children have limited access to online learning, school will provide paper-based tasks to be completed at home. These will be available to pick up or if not possible, school will arrange to have these delivered.

We will also hold daily virtual sessions via Zoom, where children will have the opportunity for face to face contact with their familiar teachers.

Use of Video Conferencing technologies (Zoom):

Live sessions are not compulsory as we know that for some families they are not practical. If you would like to join but are unable to due to technology restraints, please get in touch as we may be able to help.

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

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- An appropriate adult must remain nearby during video or conference calls to support with behaviour and engagement and ensure children are safe and using it appropriately.
- Children should take part in the meet up in a suitable communal environment (not a bedroom) and must 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. Zoom 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 meet ups which will be arranged through Class Dojo/ Parent Pay. If you need to contact staff for any reason you will do so through Class Dojo as normal.
- Screenshots, photos or recordings of Zoom meetings must not be made and meeting links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo.
- Staff 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.
- Staff must not be alone with a child on a Zoom meeting. Either a parent or other children should be present.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom 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.
- Staff will monitor appropriate use and users will be removed from the session if rules are not being followed. Staff will feedback to Senior Leaders and parents if there are any concerns.
- Staff will stay in the meeting until everyone has 'logged off'.

- Staff and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

By choosing to join a live session on Zoom, you are demonstrating your consent to the above. If you have any questions or any concerns regarding live lessons then please get in touch.

Illness:

There is no expectation that children complete this work if they are ill however they must contact school to report their illness.

If teachers are ill, the school leadership team will set work for the class (based on medium term plans) and monitor children's portfolios.

If your child does not have access to devices or internet at home:

We recognise that some pupils may not have suitable online access at home, we will regularly monitor our family's situations and work to identify those who may require devices or internet access and help to ensure individuals quickly have access to these if needed.

Additional support for pupils with particular needs:

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, adapting home-learning when/if needed.

Expectations

What you can expect from school:

- Work that is considerate of the age and abilities of the pupils concerned.
- Work that can be completed on paper.
- The loan of technology to help access learning if available.
- For data protection procedures to be adhered to.
- For safeguarding and child protection procedures to be adhered to.
- That school will keep a full record of which pupils engage in and complete the tasks provided.
- Welfare calls to be made weekly to all families and more regularly to those families that are not engaging with the learning provided.

What you can expect from teachers:

- Teachers will plan lessons that are relevant to the curriculum focus for that year group and endeavour to supply resources to support tasks for home learners. Work for the week will be posted on Class Dojo/Tapestry pages by 9.00am on a Monday morning:
 - A class Dojo post containing all website links needed to access home learning resources along with clear information about the learning for that week. This will include a weekly timetable.

- Links to daily English lessons
- Links to daily Maths lessons
- Worksheets to accompany lessons
- Any resources used, including websites and worksheets, should, where possible, be shared with home learners via Class Dojo and it will be the responsibility of families to print/use these resources at home (or contact the school to ask for a 'paper pack')
- Teachers will respond promptly, within reason, to requests for support from families at home. This should be done via Class Dojo. Staff and parents should communicate via Class Dojo.
- Teachers will acknowledge and track all completed work uploaded and give feedback when appropriate.

What school expects from parents/carers:

- Ensure your child is available for learning and that they engage and complete the work provided. Where possible, it is beneficial for young people to maintain a regular and familiar routine.
- We would encourage parents to support their children's work, by viewing the work set together, and then making appropriate plans to complete the work. This can include finding an appropriate place to work and, to the best of their ability, supporting pupils with work encouraging them to work with good levels of concentration.
- Ensure completed work is returned to school by uploading to Class Dojo.
- Communicate appropriately with teachers via Class Dojo
- Report any technical issues as soon as possible.
- Adhere to any acceptable use policies.
- Ensure any loaned equipment is used solely for the purpose intended and that it is returned to school when requested.

What school expects from pupils:

- That they always try their best, the same as they would in school.
- That they engage with any work that has been set by the teacher and complete it to the best of their ability.
- That they report any technical issues to their parent/carer as soon as possible.
- That they notify their parent/carer if they are unable to complete the work set or if they are feeling ill.
- That they look after any equipment loaned by the school and use it only for the purpose intended.

We are fully aware that these are exceptional times and that each family is unique and because of this, should approach home learning in way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways:

- Parents may be trying to work from home so access to technology as a family may be limited
- Parents may have two or more children trying to access technology
- Teachers may be trying to manage their home situation and the learning of their own children
- Systems may not always function as they should.

In our planning and expectations, we are aware of the need for flexibility from all sides. We will offer a variety of daily remote-learning activities as per government guidelines but be understanding that pupils may not always be able to complete them all. 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 Maths and English skills. Please support your child as best you are able.

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 as normal.

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
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers 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

Links to other policies (available on our School website):

Safeguarding / Child Protection Policy

Online Safety Policy / Acceptable Use Agreements

Behaviour Management Policy

Data Protection / GDPR Policy

SEND Policy

10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

