Remote Learning Policy – January 2021

Introduction

During the Covid-19 global pandemic, Wickham Church of England Primary School is likely to have individuals, groups or even whole classes who are unable to attend school due to the need to self-isolate or because of a local/national lockdown. In these instances, staff at Wickham Church of England Primary School will continue to provide education and support to our children using remote learning. All learning will be conducted using the Google Classroom platform and Tapestry in our Early Years Foundation Stage. This will allow staff to keep in contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, sequenced, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. We will teach the same curriculum as we do at school, making reasonable adjustments to fit the requirements of online learning.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- 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 and need to prioritise the needs of individual children;
- teachers may be trying to manage their home situation and the learning of their own children;
- teachers may themselves become unwell;
- systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

Google Classroom

We will use the Google Classroom platform as our learning platform, alongside Tapestry in our Early Years Foundation Stage. Children will have work posted and meetings arranged through the platforms.

We will provide regular live lessons and face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Google Classroom 'Meet' tool to do this. While teaching a primary-age class this way presents its challenges, we aim to use it to deliver high quality explanations and maintain enthusiasm and engagement through interaction with teachers 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 our Online Safety Policy and Acceptable Use Agreements.

Due consideration should be shown 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 only use school provided equipment.

The safety of both children and staff when using this technology is paramount. In order to protect both children and staff, we require that if parents and carers wish to take advantage of these opportunities on Google Classroom, they agree to the following:

- An appropriate adult must remain nearby during video calls to support with behaviour and engagement and ensure children are safe and using it appropriately.
- Children should take part in the Meet in a suitable communal environment and must be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers the 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.
- Parents and carers must make sure their child has 'logged off' the call correctly once it is finished - before turning off any devices.
- Parents/Carers and their child will not try to contact staff using these online tools outside of the pre-arranged Meets which will be arranged through Google Classroom.
- Screenshots, photos or recordings of Google Classroom meetings must not be made and meeting links must not be shared with others.

We will ensure that:

- Staff members will not contact you or your child using Google Classroom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do via email or a phone call.
- 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.
- There will always be two members of staff in any meeting with a single child.
- Staff will monitor appropriate use and users will be removed from the lesson 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 lesson on Google Classroom, you are demonstrating your consent to the above. If you have any questions or any concerns regarding live lessons then please get in touch.

Expectation Management

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, clear deadlines will be set. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Remote teaching times per year group

There is an expectation from the government that children engage with learning for a minimum amount of hours a day. This includes live teaching, meets with the class, worship and any activities completed that have been seen by the teacher. Parents are encouraged to contact school if this is not manageable for their child or if they need support in doing this. For Key Stage 1 this is 3 hours, for Key Stage 2 this is 4 hours.

Support with technology

Technology and support for how to use it is available from the school. Parents are encouraged to contact the school office if they need to borrow a Chromebook or devices that enable an internet connection (for

example, broadband routers or dongles). Teachers will also check in to offer support for anyone not engaging to see if they need support with technology and offer to loan equipment where this is needed. Where this is not possible or does not suit the learning style of the child, paper packs will be available. Arrangements will be made for these packs to be collected after learning and for feedback to be given. Regular contact will be kept with these families by phone calls.

Children Who Are Required to Self-Isolate

For children awaiting a test or a test results or who are self-isolating because they or those they live with have received a positive test result will have a home learning pack shared with them on Google Classroom.

Children with SEND

Children with SEND will require modifications to their learning as we would in school. We will keep in contact with these families regularly to check that the modifications are appropriate. Additional resources and support will be available as needed including photocopied packs and resources as appropriate.

Stake-Holders Responsibilities

Early Years Foundation Stage teachers will:

We understand that our youngest children will require more adult support to access remote learning. For this reason, we will be using Tapestry for our Early Years Foundation Stage children. Teachers will:

- Post resources which can be accessed whilst awaiting a test or test results (when not in lockdown);
- Post daily learning, including word of the day, phonics, maths and book share. Teacher videos and notes on tapestry will support this;
- We will continue Collective Worship sessions twice weekly;
- Teachers will reply to parent's comments and any remote learning shared.

Key Stage 1 and 2 teachers will:
- Share videos, models and activities with their class through the Google Classroom platform, in line with their current curriculum planning;
- Meet with children over Google Meet most days to do a mixture of live teaching, discussing tasks and feedback, dependent on the age and ability of the children;
- Set work so that pupils have meaningful and ambitious work each day in a number of different subjects in spelling/phonics, maths, writing, reading and a foundation subject;

- Ensure that work is progressive to develop knowledge and skills and appropriately matched to an individual's needs;
- Use high quality curriculum resources or videos to ensure that frequent, clear explanations are provided for new content. These will be delivered either through Google Meet, via a pre-recorded class teacher video or a high-quality on-line resource;
- Set up a class and whole school Collective Worship over Google Classroom each week;
- Keep in contact with children and their families through the Google Classroom platform or by phoning from the school number;
- Check pupils' work daily and provide appropriate feedback;
- Adjust future planning and delivery for groups and individuals based on work submitted;
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Recognise that different approaches may be needed for some children, including those on the SEND register and make adaptations where necessary;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Lack of engagement will be followed up with support from the class teacher to check what can be done to ensure the children are completing their work;
- If unwell themselves, teachers will be covered by another staff member for the sharing of activities and feedback on learning.

Senior Leaders will:

- Maintain an oversight of the curriculum being delivered;
- Oversee a tracking system for participation and actions undertaken for those not engaging;
- Monitor the effectiveness of remote learning and discuss in regular staff meetings, discussions with subject leads etc.;
- Record safeguarding issues on CPOMS and follow up any concerns

Subject Leaders will:

- Consider whether any aspects of the subject curriculum need to change to accommodate remote learning;
- Monitor the remote work set by teachers in their subject and offer support where necessary;
- Raise concern over children who are not accessing their learning or who are not contactable.
- Alert teachers to resources they can use to teach their subject remotely

Teaching Assistants will:

When assisting with remote learning, teaching assistants must be available between their normal school hours. If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure as set out in the staff handbook and code of conduct.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with their remote learning, with guidance from the teacher;
- Attending virtual meetings with teachers, parents and pupils where appropriate;
- Supporting children who are in school with their learning needs.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly;
- Complete learning and upload evidence of most tasks;
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Read daily, either independently or with an adult;
- Dress appropriately for live sessions.

Parents will:

- Support their child's learning to the best of their ability;
- Ensure their child/children are engaging with the communication from their teacher;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform outside of their child's Google Classroom/Tapestry account;
- Know they can continue to contact their class teacher as normal through the telephoning or emailing the school office or as a private message on Google Classroom. It is important to raise concerns you might have so we can adapt the learning and support you at home;
- Check their child's completed work each day, encourage the progress that is being made and learning has been uploaded or turned in or a parents comment is made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.

In order to comply with Copyright Law and regulations governing the use of photocopiable materials, parents must note that resources are for viewing online only on our secure learning platform. They must not be printed, photocopied or distributed. The school will not take responsibility for any breach of Copyright Law.

Designated Safeguarding Lead and DDSLs

The DSL is responsible for ensuring safeguarding continues to remain in place and is monitored through CPOMS. The Child Protection Policy should continue to be followed (see Addendum to the Child Protection Policy during Covid-19 Emergency Procedures).

Governing Body

The governing body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible;
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

Who to Contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work for pupils on the SEND register – SENCo
- Concerns over subject content – specific subject manager
- Issues with behaviour or mental health – member of the SLT
- Issues with IT – SchoolCare helpdesk or Computing lead
- Issues with their own workload or wellbeing – line manager
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – DSL OR DDSL