



## **REMOTE LEARNING POLICY - January 2021 (DRAFT)**

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**DATE OF REVIEW:** Ongoing

### **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.

The staff remote learning lead is **Ian Bartle** (*delegated to Felicity Griffith - Assistant Head*) and any concerns, questions or feedback can be communicated with him through the school's office email **head@sherbornepri.dorset.sch.uk**. 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 via our office (**office@sherbornepri.dorset.sch.uk**).

### **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. 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 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, class teachers will provide:

- A paper pack of activities- similar to those that have already been shared with pupils (*if safe to do so*)
- Logins and passwords for various online learning platforms.
- Class Dojo posts to keep children updated on what's going on in their year group
- Access to the home learning section on the school activities

We appreciate that some families won't be able to engage with every activity. In this case, we 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 students' work as they are able, while balancing their workload inside of school to support key workers and vulnerable children.

### **Remote Educational Provision for Whole Classes or Year Groups/Bubbles or School Closure**

In the event of a 'bubble' (i.e. class or year group) having to self-isolate due to COVID or an entire school closure, class teachers will provide:

- Access to sequences of learning for all core subjects via PDF's and websites such as White Rose, BBC Bitesize and Oak National Academy.
- A variety of pre-recorded and live lessons, suitable for the age of the students.
- Feedback will be provided via the ClassDojo Portfolio section. Year 5 and 6 will also make use of Google Classroom.
- A host of face-to-face video chat/presentation/story via Google Meet and Zoom.
- More individualised lessons for those children with specific needs.
- Weekly contact will be made with each student to keep us updated with their progress.

Again, 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.

### **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. We will use the Zoom Video Conferencing and Google Meet tool to do this. 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 Zoom and Google Meet.

Communication between staff and pupils / families must be through the authorised school systems above and not through personal email or 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 a photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. Staff should only use school provided equipment.

### **Use of Video Conferencing technologies (Zoom and Google Meet)**

If whole classes are self isolating or in the event of school closure, we will arrange 1-to-1 meetings if required and group meetings for children to connect and interact with their teacher and peers. These events will be detailed on 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 Zoom, Google Meet, the Children's Commissioner and the NSPCC. We will also send out our own 'child-friendly' video chat guidelines.

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

- Children and parents will access virtual learning via the links provided to Google Meet
- 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 on screen 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 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 suitably 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.
- 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 the class teacher. If you need to contact staff for any reason you will do so through year group emails.
- Screenshots, photos or recordings of Google Meets 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 Google Meet outside of any pre-arranged meetings.
- 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' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- In virtual meetings, two staff members will be present throughout the video call to help safeguard all participants and monitor appropriate use.
- Where only one member of staff is present on a video call, the call will be recorded.
- 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 make arrangements to schedule meetings and will be in touch with further information when/if necessary.

## **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:

Class Dojo is our primary method of communication between school and families and are used for posting daily links to activities and text, video and photo updates between staff and families.

You can find lots of useful resources on our Remote Learning page of the website:

<http://www.sherbornepri.dorset.sch.uk/home-learning>

## **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. All pupils receive regular e-safety lessons and they will be aware of many online dangers. However, children will benefit from more input at home particularly as they will be spending more time than normal online.

Please report any safety concerns that you have through the school office [office@sherbornepri.dorset.sch.uk](mailto:office@sherbornepri.dorset.sch.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
- London 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

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  
Online Safety Policy / Acceptable Use Agreements  
Behaviour Management Policy  
Guidance For Safer Working Practice For Those Working With

Children Data Protection / GDPR Policy

Google Meet Protocol for children

APPENDICES:

**Google Meet protocol for children**



## Parents guide to successful Home Learning

*The Parent's Guide to Successful Home Learning*

-  Focus on one thing at a time
- Establish a routine for your child 
- Schedule breaks ...  ... get outside!
- Celebrate their achievements! 
- Have fun! 
- Make a plan 
- Create a quiet workspace 