Remote Learning Policy

If you would like to see a signed copy of this policy please contact the School on 02380 774814 or on info@foundrylaneprimary.co.uk

This policy was adopted on: 01.10.20
This policy is to be reviewed on: January 2022
This policy will be reviewed by: Teaching and Learning Committee

CONTENTS

Policy	**3**
Aims	**3**
Sites and Services	**3**
Interaction	**4**
Educational Provision	**5**
Use of Video Conferencing technologies (Zoom)	**5**
Safeguarding and Remote Learning	**6**
Who to contact	**7**
Links to other policies (available on the website)	**7**
Appendix 1: National Online Safety Agency Top Tips For Parents	**8**
Appendix 2: Staged Approach to Remote Learning	**9**

Policy
This remote learning policy has been written to outline a staged approach for staff and parents during any time that classes / year groups or schools are closed due to COVID-19. The staged approach is shown in full as Appendix 2. 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.

Aims
This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

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:

- Google Classroom 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.
- Purple Mash (Whole School) provides a full range of software for learning activities across the curriculum and allow staff to set 'To Dos' for children to complete. Any '2 Do' task will be listed on Google Classroom.
- Times Tables Rock Stars (Year 2 to 6) https://ttrockstars.com/
- Numbots (new for EYFS and KS1) https://play.numbots.com/
- Oxford Reading Owl (Year R – Year 6) https://home.oxfordowl.co.uk/reading/free-ebooks/
- BBC Bitesize (KS2) https://www.bbc.co.uk/bitesize
- BBC iPlayer (KS2) https://www.bbc.co.uk/iplayer
- Newsround (KS2) https://www.bbc.co.uk/newsround
- Maths Frame (KS2) https://mathsframe.co.uk/en/resources/resource/116/telling-the-time

For the core sites that are used to support children's learning the school will provide, and manage, log-in details, and security, where appropriate.

Interaction:
Our intention is to make remote learning an interactive experience through the submission of work by children and delivery of feedback from teachers. We will also be arranging opportunities for pupils and families to compete, interact and collaborate, for example through daily challenges, Times Tables Rockstars Battles, Spelling Shed Hive Games, etc. We will use zoom to provide both live and recorded lessons to support the work that has been set daily.

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 should only use equipment provided by the school.

Educational Provision:
Staff will post daily flexible timetables on Google Classroom for each class or year group. This will outline a range of online and offline learning activities in a variety of subject areas and contain tasks and links to follow.

Throughout the day, further posts on Google classroom will add extra detail or examples as necessary and assignments will be set to 'collect in' a piece of work. Staff will provide feedback on assignments that have been 'Handed in' by pupils.

At stage 4 of our staged approach we will have regular Collective Worship. Other optional events and enrichment activity ideas such as outdoor learning 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.

Use of Video Conferencing technologies (Zoom):
Families who are unable to participate due to technology restraints, will be supported through the use of equipment provided by school. This will be subject to a signed agreement setting out terms and conditions for use. The safety of both children and staff when using any technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC. Sessions will be videoed for Safeguarding reasons and held on file during any lockdown / period of isolation.

In order to protect both children and staff, we require that parents / carers 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 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 Zoom meeting 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.
- The supporting adult will need to click on the 3 dots to re-name so just the child's first name is visible on the screen. Please do not have the adult name on display and please do not display surnames.
- 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. 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 Google Classroom. If you need to contact staff for any reason you will do so through Google Classroom as normal.
- Screenshots, photos or recordings of Zoom 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 Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Google Classroom.
- 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 Zoom account must clearly identify you by your child's first name 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.
- Teachers will end the meeting for all participants before leaving.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

To consent to the above, you must register by completing the survey here:
https://forms.gle/1FpVAPRJQv7EtNCz5

Any parent that does not complete the survey will be contacted in order to discuss any issues.
In the case that parent withholds permission, their child will only be permitted to view recorded lessons.

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 some 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 one of the school's DSL's (Sean Taylor, Helen Aldred, Cathy Baggott and Jacqui Dowdell). Parents can do this by emailing:
safeguarding@foundrylaneprimary.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
- 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.

Who to contact

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

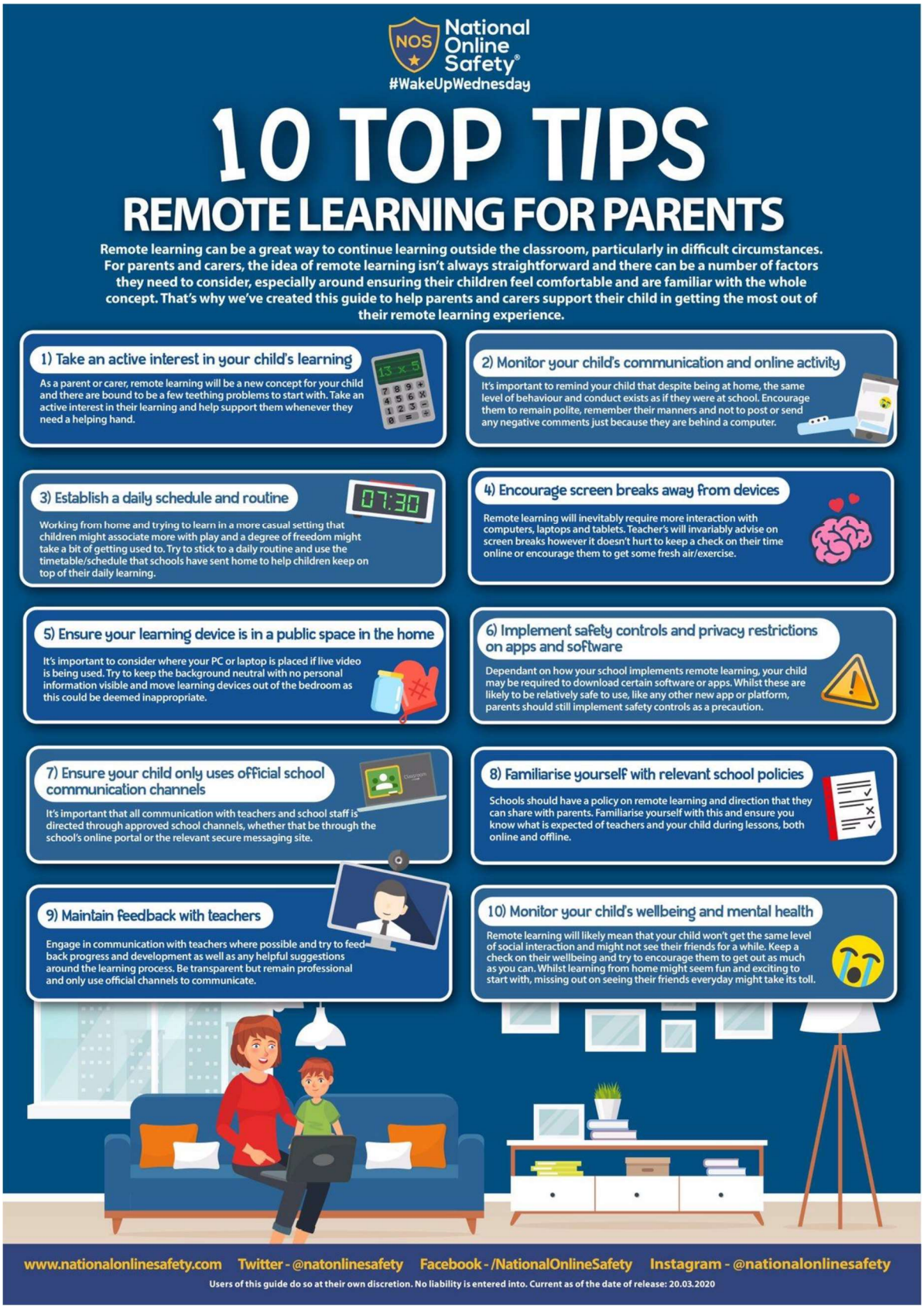
- Issues in setting work – contact the relevant subject lead/SENCO/Year leader / Member of SLT.
- Issues with behaviour – contact the SENCO or member of SLT.
- Issues with IT – contact IT support (James Petterson) who can contacted via email if needed.
- Issues with their own workload or wellbeing – contact their line manager or member of SLT.
- Concerns about data protection – contact the data protection officer (Business Manager).
- Concerns about safeguarding – contact a DSL.

All staff can be contacted via the school email addresses

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

Appendix 1: National Online Safety Agency Top Tips For Parents



Appendix 2: Staged Approach to Remote Learning

FLPS Staged approach to remote learning – November 2020

Stage	Triggers	Actions
Stage 1	Most pupils in school – attendance 95%+.	Recovery curriculum and focussed intervention implemented in order to close gaps in skills and knowledge caused by Spring lockdown.
Stage 2	Number of cases of Covid 19 rising either nationally or locally. Increasing numbers of pupils isolating with possible symptoms or in quarantine – attendance below 95%.	School begins to prepare for home learning by ensuring that remote learning platform (Google Classroom) is in place. Children given opportunities in school to practice using google classroom. KS2 Teachers put daily differentiated work packs on the system (T:\Teachers Only\COVID Home Learning) and on Google Classroom. Folders have been set up, on the system, for the next few weeks so please save in the relevant folders. EYFS / KS1 teachers to save a week's worth of work and save it on the system by 3pm Monday. Day 1: Office inform CT that a child is absent with 'X' code. CTs will differentiate work for individual children who are isolating. No work needs to be sent home on the first day. EYFS / KS1 families will have work emailed to them at home. Office to check if KS2 children isolating have access to computer and arrange a laptop if required. Days 2 and 3: KS2 teachers to post the classroom work onto Google classroom and save it on the system by 3pm Monday. The work set should reflect what is happening in school on that day, including lessons taught by cover staff. Day 4+: 1 'Live Lesson' to be offered per day, in addition to the work set on Google Classroom. Collective worship is recorded and children can watch this on the attached link sent to them. Class teachers will mark work on-line for completed tasks on Google Classroom, or, will mark paper copies and store in class folder. KS1 parents can either email work in to the CT or print at home to bring in to school. CT to follow this up.
Stage 3	Number of Covid cases continues to rise either locally or nationally. Reintroduction of staff shielding. Increased levels of staff absence.	Hybrid home / school teaching introduced in some classes. Teachers who are shielding teach remotely through zoom, pupils are supported in class by supply cover, HLTAs or LSAs. Increased support in classroom allows teachers to use a blend of class/remote teaching to give equality of opportunity to all pupils.
Stage 4	Either confirmed case of Covid 19 in school or high level of staff absence in a year group cause closure of a class following guidance from DfE or PHE	Remote learning via zoom (EYFS/KS1) Google classroom (KS2) implemented fully in closed classes within 36 hours of the notification of a positive case with agreed daily structure to include registration, video lessons, follow up activities and open zoom session to feedback and giving targeted support. Other classes in school to continue with stage 2 or 3 provision.

Stage 5	Multiple confirmed cases or significant staff absence make it necessary to close a year group.	Remote learning implemented across year group via Zoom (EYFS / KS1) or Google classroom (KS2) with agreed daily structure to include • Registration; • Agreed daily activities in line with the normal school day; • Video lessons to support the key learning activities; • Open zoom session to feedback and provide targeted support. Class teachers will follow up, via telephone, with any children who do not attend the live lessons.
Stage 6	School closure due to national or local lockdown or significant number of cases in school.	Key worker provision to continue in school if safe to do so. Stage 5 remote learning implemented across school via google classroom with agreed daily structure to include registration, video lessons, follow up activities and open zoom session to feedback and giving targeted support. Teachers based either in school or at home depending on Government guidelines being implemented regarding safe working practices.