Lingdale Primary School

'Working together to be the best we can be'

Remote Learning Policy

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Contents

1. Aims

The aims of this document are to:

- Ensure our approach to remote learning is consistent across the whole of school to provide children, who are not in school due to Covid-19, with a platform to continue their learning.
- Provide expectations for all members of the school with regards to remote learning.
- Have specific guidelines with relation to GDPR requirements.
- Continue to have high expectations for all learners and provide each pupil with the tools to continue learning.

Lingdale Primary School's approach to remote learning

The impact of the current pandemic to pupils across school cannot be underestimated. The role of educators is constantly evolving with new and different ways of delivering a curriculum the pupils of the school need and deserve required to ensure high quality learning.

From the first day of absence, our aim is to continue to provide pupils with the same teaching and learning opportunities they would have if they were in school. We appreciate that this isn't the same as being in the classroom environment but it ensures children continue to receive high quality teaching and learning opportunities. As a school, we are actively trying to reduce unnecessary screen time so, to this end, remote learning will be a mixture of video conferences with the children, computer based activities and independent learning away from the screen.

Closure of a bubble

In the event of a positive case of Covid-19, the school will close the bubble where the infected pupil has been working. The teacher and teaching assistant(s) working within that bubble will continue to provide an education to the pupils through the use of Google Classroom and other supporting Google apps* within Years 1-6 and the use of Marvellous Me in EYFS and our 2YO provision.

We have an expectation that every child attends the remote sessions in the same way we would expect them to attend school every day.

Hybrid learning

In the event of only one child or a group of children self-isolating but are still well enough to attend lessons, hybrid learning will be provided where they will continue to be given activities simultaneously to those in the classroom.

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* Google apps: drive, forms, sheets, draw, meet and docs.

How will remote learning be delivered?

<u>KS1 & 2</u>

As stated above, the use of Google Classroom will be the primary 'hub' for children to receive their education for those in Years 1-6.

Teachers will provide a mixture of 'live' sessions and breakout activities throughout each day of isolation to ensure maximum engagement from the pupils. It is important to stress that no teacher or teaching assistant will be expected to be seen on screen unless they choose to but there is an expectation that they available during school hours.

Teachers will be expected to provide written examples or modelling of skills to support pupils learning at home. This will be achieved through the following ways:

- Pre-recorded videos allowing children to view a method or strategy repeated times.
- Screen casting – where a teacher will show their own screen to the pupils for them to see the methods live.

For those children who require extra instruction or support, an additional classroom may need to be set up so they can have more focussed learning opportunities. Teaching assistants can be deployed to work with small groups in another classroom allowing them to have the necessary support when needed.

All members of staff involved in remote learning, particularly if they are on screen, should be dressed appropriately for work and be in an environment conducive to learning (i.e. not in a bedroom). The same applies to pupils – they must not be in a private environment such as their bedroom when attending remote learning sessions.

All teaching staff have already received training on the use of Google Classroom and the technology was used throughout the nationwide lockdown period. Mr Fairbridge will provide additional training and support for additional features alongside training videos as a reference point for all staff. Teaching assistants will also have the videos available and have the opportunity to work with the teacher they support to develop their own understanding of the different apps provided.

For those families who do not have access to hardware to support remote learning, additional support will be provided by the Department for Education in the form of laptops.

The role of the parent

Children will need to attend as if they were at school and parents should not be participating in lessons. Where younger students are concerned, parents should be encouraged to support children with using the technology but still allow them to do any independent work in the way the teacher has requested.

We will provide a timetable for parents to know what lessons the children will be covering at different points in the day and will include break points including lunch. It is important that times for breaks are adhered to. This will ensure all pupils are ready for the next lesson promptly and on time.

Instructional videos will be sent to parents so they will understand how to use the technology and to support children in submitting work electronically.

Remote learning in EYFS and 2YO provision

As Google Classroom doesn't have the facility to support our youngest learners, Lingdale Primary School has invested in Marvellous Me – an app based learning platform to enable the EYFS and 2YO provision pupils to access work set. This will be used in conjunction with email communication with parents.

The app provides an easy to use platform for staff to send remote learning challenges that can be monitored with ease.

Parents will be familiar with the app as it is currently used to share pupils' learning experiences whilst attending school. As the children in these age groups are reliant on adult support and practical learning opportunities, the app allows them to access suggested web based links alongside teacher set work.

In the event of these bubbles having to self-isolate, a set of challenges (linked to current curriculum aims) will be sent home via email to the parents. The Marvellous Me app will then be used to send further activities and monitor engagement across the bubble.

2. Roles and Responsibilities

All teaching staff are required to create Google Classroom(s) as a 'hub' for their class. They should be available during school hours. If pupils do not attend, a phone call will be made by the teacher or teaching assistant to ensure maximum attendance. Where a child cannot be reached, this must be reported to school in line with the school's safeguarding policy.

Training

All staff should be trained in the use of Google Classroom and be confident setting up their own classrooms. Where staff are unsure of how to use particular features this should be referred to the computing lead for additional support.

Senior Leadership Team

The leadership team are responsible for:

- All staff understanding the expectations around remote learning.
- Ensuring all classes are given adequate training on the use of Google Classroom.
- Checking with computing lead that all children and staff have log in details to access Google Classroom.
- Ensuring the Acceptable Usage Policy is shared with parents and signed.
- Ensuring that additional hardware is only given to those who have signed the Acceptable Usage Policy and have a need for additional support.

Computing Lead

The computing lead is responsible for:

- Ensuring all children and staff have log in details which work.
- Additional add-ons for taking the register and raising hands are functioning correctly.
- Ensuring any training staff require is delivered and all staff are confident using the apps.
- Ensuring an understanding of all additional apps is in place for staff to use.
- Sending instructional videos to parents and staff to support pupils and their families.
- Being an administrator for all remote learning from EYFS through to Y6.
- Creating questionnaires to check families' ability to access remote learning.

Teachers

Teachers will be responsible for:

- Checking attendance
- Delivering remote lessons
- Providing access to teaching resources including inputs and additional resources required to complete work.
- Grading all work and providing feedback to learners.
- Dressing appropriately
- Positioning themselves in a neutral area of their home.
- Communicating with parents about any concerns.

Teaching assistants

Teaching assistants will be responsible for:

- Contacting families when there is non-attendance
- Support pupils within Google Classroom
- Be able to work with small groups in another classroom.
- Lead a session where appropriate.

3. <u>Safeguarding</u>

Safeguarding of children still remains the most important element of education and remote learning is no different.

To ensure children remain safe whilst accessing their learning remotely, they will only be able to access their classes through their Lingdale Primary School account and not a personal account. These details will be sent directly to parents to support their children in logging on to the system.

All families will have signed and agreed to the school's Acceptable Usage Policy and all activity will be monitored by the staff supporting those pupils in self-isolation. The designated safeguard lead (DSL) must be notified of any activity that is against the school's policies and further action may need to be taken.

Clearly, there are considerations when using webcams. In the event of hybrid teaching and learning, the webcam must be turned off to ensure that those children in the class cannot be seen. Computers should also be in appropriate places with a neutral background. As mentioned previously, screen time will be reduced with a mixture of face to face and offline (or unplugged) activities.

4. Links with other policies

Under no circumstances should this policy be considered to supersede any other policy. This policy should be used in line with the policies listed below all of which can be found on the school website.

- Safeguarding Policy
- E-safety Policy
- Acceptable Usage Policy
- GDPR Policy