

# West Haddon Endowed School

## Policy Document

### Remote Learning Policy

‘Where Happiness Promotes Success’

## OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

### Mission Statement

West Haddon Endowed C. of E. Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential; success for all.

### School Aims

To equip all children with attitudes, skills and knowledge to enable them to enjoy their childhood and serve as a foundation for further development

To place Christian values at the heart of everything we do

To provide a happy environment that is caring, nurturing and supportive for everyone involved in our school.

To treat the children as individuals and encourage them to reach their potential.

To maintain and strengthen our links with the wider community.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

The following Policy outlines how West Haddon Primary School approaches remote learning when pupils are learning at home due to Covid 19. Home learning is built on and compliments learning at school.

We are committed to giving pupils access to learning activities which will meet their needs and build on prior learning. Staff will use Google Classroom to deliver online learning. (see information in appendix 6)

Our aims for remote learning are to fulfil the DfE Guidance to:

<b>Prepared by:</b>	Jo Brinklow	<b>First Issued:</b>	January 2021
<b>Approved by:</b>	David Rosevear	<b>Last reviewed:</b>	
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- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by the teacher through high-quality curriculum resources or instructional videos
- gauge how well pupils are progressing through the curriculum, using questions, quizzes and other suitable tasks
- set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, including daily uploads to Google Classroom by the teacher.

### **Resources**

Pupils will have access to the following resources when learning at home:

- CGP books
- Daily work set by the class teacher on Google Classroom
- Live meet sessions through Google Classroom
- Online safety advice
- Phonics videos
- Oak National Academy
- BBC Bitesize
- White Rose Maths lessons, worksheets and online lessons
- News Round/ isingpop
- Purple mash
- Oxford Owls
- Reading books from school for all children. These can be changed once they have been read.
- Class reading for children from Year 1 to Year 6
- Chrome books. For those children without access to IT equipment. Parents will need to complete a digital agreement before taking a device. (see appendix 7)
- Workbook and pencil

### **Teaching & Learning: Roles and Responsibilities**

#### **The role of staff:**

- To provide new learning as well as reinforcement and consolidation of prior learning.
- To provide live sessions through Google Classroom meet function.
- To provide asynchronous learning (where learning happens independently).
- To ensure that cyber resilience and internet safety is taken into account when providing remote learning activities.
- To provide support and guidance for pupils to enable them to engage in the schools learning approach.
- To provide feedback to pupils regarding their work.
- To monitor pupils and engagement with remote learning.
- To inform SLT of any pupils whom are not engaging with remote learning or you are concerned about.
- To maintain the pathway of communication between the school and home where needed. This will usually be via Google Classroom, email or the school office.

**The role of the pupils:**

- To engage in learning through Google Classroom.
- To try their best to complete the tasks.
- To 'mark as done' once they have completed their work.
- To join in with live meet sessions through google classroom.

**The role of parents:**

- To foster an open pathway of communication between the school and home where appropriate.
- To encourage and support their child to complete the work.

**The role of the Governors:**

- Monitoring the school's approach to providing remote learning to ensure education remains high quality.
- Providing support to the staff and their well-being.

**Guidelines for Teaching and Learning**

If a child is absent or if a Bubble has to close due to Covid 19 related issues, the following steps will be taken:

**The Class Teacher will (if they remain well):**

- Through Google Classroom provide learning each day in accordance with the suggested timetable.
- Provide reminders to pupils about how to stay safe online.
- Feedback to pupils regarding their work.
- Provide reminders to pupils about how to stay safe online.
- Provide live lessons through Google Classroom meet.
- Feedback to pupils in response to questions or requests where required.

If the Class Teacher is absent from school and is unwell they will not be able to provide remote learning for absent pupils. Pupils will be expected to undertake Oak National Academy learning activities.

**Day One of Absence Due to Covid**

On a child's first day of absence, the child's class teacher will not have time to upload that day's learning activities to Google Classroom. Children should access the Staying Safe Online Activity, and the English, Maths and One Other lesson from Oak National Academy:

<https://classroom.thenational.academy/schedule-by-year>

**Day Two Onwards:**

Children should complete the lessons set by the class teacher on Google Classroom. These lessons will be directly linked to the teaching and learning taking place in class.

**Parents/Carers/Pupils will:**

- Ensure their child logs in to their Google Classroom account to access the remote learning materials which support, complement and consolidate school learning.
  - Complete remote learning activities, to the very best of their ability, ensuring that all tasks are submitted daily, using the 'mark as done' function on Google Classroom.
  - Be mindful that if your child's teacher is absent due to Covid 19, they may be supervising their own children's remote learning, or caring for sick relatives.
- If your child is unwell, we do not expect them to undertake any of the set work.

## **Guidance for Parents**

The following are suggestions for parents:

- On the days that your child is engaging with remote learning, plan the day out in advance with your child, doing this will help to reduce pressure or anxiety.
- Not all activities should require direct adult support, therefore plan so that your child can undertake some activities independently in order to ensure that you can continue to work at home, if necessary.
- It is important to make sure that your child isn't working online all day. Factor in time for breaks, lunch, shared activities, time outdoors and fresh air. A variety of different activities such as board games, puzzles or outdoor games can help your child to further develop skills such as problem solving, turn taking, cooperating with others and resilience.

## **Safeguarding**

Teachers will:

- Avoid the use of a personal device that shares their personal contact details e.g. a private phone or email address. Communications should be either through google classroom school email or the office email address. If personal mobiles are used, then the "No ID" function must be activated or 141 put before the number.
- Take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
  - Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
  - Making sure the device locks if left inactive for a period of time
  - Not sharing the device among family or friends

The safety and wellbeing of our children and staff are a priority. The DSL will be contacted if there are any concerns regarding any pupil working from home. Children identified as vulnerable will be telephoned at least once during any two-week isolation period.

## **Live Meets**

When a teacher is part of a live session backgrounds should be plain wherever possible and a professional stance must be maintained. Teachers will provide live meet sessions through Google Classroom. The link will be controlled by the teacher and they will open and close the link for each session. This link will not be copied to anyone. The live meet session will be recorded if two staff members are unable to join the meet. Children must follow the rules for the session. (Google meet information appendix 5) All the children need to access the live meet from their own logins. Anyone not known to the teacher running the meet session will not be allowed to enter the session.

## **Recorded videos**

When a teacher is recording a video in their own home which is to be shared with children on Google Classroom, backgrounds should be plain wherever possible. A professional stance must be maintained.

## **Parents will:**

- Remind their child/ren about how to stay safe online.
- Be responsible for checking parental controls / firewalls and internet settings.
- Encourage their child/ren to be safe online and to seek permission to access links.

- Ensure that their child/ren follows the instructions set by the teacher e.g. regarding Science Investigations.

**Children will:**

- follow the school's online safety agreement (see appendix 3 and 4)
- act appropriately whilst online
- alert an adult if they see or hear something online that is inappropriate.

**Monitoring arrangements**

This policy will be reviewed following the self-isolation of a bubble and occasionally during Staff Meetings. The Governing Body will review and approve it annually.

## Appendix 1

### CHILDLINE: EYFS KEY STAGE 1 - TIPS TO STAY SAFE ONLINE

Remember how to keep yourself safe online.

- Don't talk or play with strangers on your device. Only play games with people you actually know in real life, like your friends from school.

- Be nice

Don't write things on your device that are unkind or rude. Only write things that you would say to someone's face in real life.

- Stay private

Don't put your personal information online – keep your name and address and your school name private – never share them.

- Tell someone

If you have that butterfly-worried feeling in your tummy, tell someone you trust like a grown-up who looks after you at home or at school.

<https://vimeo.com/29383001> - Watch this video and ask a grown up if you have any questions.



## Appendix 2

### CHILDLINE: KEY STAGE 2 - TIPS TO STAY SAFE ONLINE

There are lots of things you can do to keep yourself safe online.

- Think before you post

Don't upload or share anything you wouldn't want your parents, carers, teachers or future employers seeing. Once you post something, you lose control of it, especially if someone else screenshots or shares it.

- Don't share personal details

Keep things like your address, phone number, full name, school and date of birth private, and check what people can see in your privacy settings. Remember that people can use small clues like a school logo in a photo to find out a lot about you.

- Watch out for phishing and scams

Phishing is when someone tries to trick you into giving them information, like your password. Someone might also try to trick you by saying they can make you famous or that they're from a talent agency. Never click links from emails or messages that ask you to log in or share your details, even if you think they might be genuine. If you're asked to log into a website, go to the app or site directly instead.

- Think about who you're talking to

There are lots of ways that people try to trick you into trusting them online. Even if you like and trust someone you've met online, never share personal information with them like your address, full name, or where you go to school.

- Keep your device secure

Make sure that you're keeping your device secure

- Never give out your password

You should never give out your password or log-in information. Make sure you pick strong, easy to remember passwords.

- Cover your webcam

Some viruses will let someone access your webcam without you knowing, so make sure you cover your webcam whenever you're not using it.

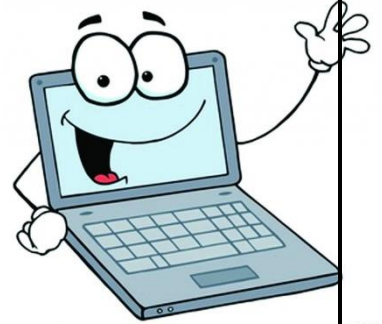
<https://vimeo.com/71807752> - Watch this video and ask a grown up if you have any questions.



## Appendix 3

### EYFS and Key Stage 1

These are our rules for using the internet safely.



## Our Internet and E-mail Rules

- We use the internet safely to help us learn.
- We learn how to use the internet.
- We can send and open messages with an adult.
- We can write polite and friendly e-mails or messages to people that we know.
- We only tell people our first name.
- We learn to keep our password a secret.
- We know who to ask for help.
- If we see something we do not like we know what to do.
- We know that it is important to follow the rules.
- We are able to look after each other by using our safe internet.
- We can go to [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for help.

We pledge to use computers, the internet and other devices safely:

## Appendix 4



## Key Stage 2

These are our rules for using the internet safely.



### Our On-line Rules

- We use the internet to help us learn and we will learn how to use the internet safely and responsibly.
- We send e-mails and messages that are polite and friendly.
- We will only e-mail, chat to or video-conference people an adult has approved.
- Adults are aware when we use on-line tools, such as video-conferencing.
- We never give out passwords or personal information (like our surname, address, phone number, school, age or social media handles).
- We never post photographs or video clips without permission and never include names with photographs.
- If we need help we know who to ask.
- If we see anything on the internet or in an e-mail that makes us uncomfortable, we know what to do.
- If we receive a message sent by someone we don't know we know what to do.
- We know we should follow the rules as part of the agreement with our parent/carer.
- We are able to look after each other by using our safe internet in a responsible way.
- We know that we can go to [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) for help.

We pledge to use computers, the internet and other devices safely:

## Appendix 5



# West Haddon Endowed C of E Primary School

The Green, West Haddon, Northampton, NN6 7AN  
Tel: (01788) 510318 Fax: (01788) 510938  
Email: [head@westhaddon.northants-ecl.gov.uk](mailto:head@westhaddon.northants-ecl.gov.uk)

Dear Parents

### Google Meet Function

We are in the process of trying to improve our remote learning provision and Mrs Green is planning to use 'Google Meet' function on Thursday 21<sup>st</sup> January at 11.00am for the children in Year 3, with a focus on sharing the children's Stone Age art work from their art lessons this term. Google Meet is an online facility that allows members of staff to video call the class in order to support with learning. Mrs Green proposes to try this function initially for allocated time of half an hour and will post details of this within her stream on Google Classroom. After the session, we will review the situation and consider how we can implement this function over the forthcoming weeks. As you know, we take pupil safety very seriously and have taken the following actions in order to protect your children:

- Up until recently, we have disabled this function so that the children could not access live support.
- Only children and staff with school emails and logins can access the Google Classroom platform for our school.
- The Google Meet feed is a private stream.
- The Google Meet function will be disabled by the classteacher when live sessions are not timetabled within the stream.
- Google Meet sessions are monitored by me and as Headteacher I have access to all classrooms so that I can check that everyone is using the function effectively. Some sessions will also be recorded for monitoring processes only.

We ask parents to support us by:

- Ensuring that your child is appropriately dressed when attending Google Meet sessions.
- Ensuring that Google Meet sessions do not take place within the child's bedroom. A shared area within the home is perfect for parents to monitor access.
- Ensuring that parents/other family members are available to support but not joining in within the session.
- Keep background noise to a minimum (some children may wish to wear headsets to help increase concentration but these are optional)

Finally, I would ask that if you do not want your child to take part in this activity that you let Mrs Green know via email so that she can be aware and monitor accordingly.

Thank you for your continued support.

Yours sincerely

David Rosevear  
Headteacher

## Appendix 6



### REMOTE LEARNING AT WEST HADDON ENDOWED CE PRIMARY SCHOOL



The DFE has asked all schools to review their remote learning procedures to ensure that there is a safe and consistent whole school approach to remote learning. With this in mind, we have mapped out our expectations so that parents are clear about what our school will provide in order to support learning during this tricky time.

During the summer months, we started to use Google Classroom as a learning platform for Key Stage 2 and this proved to be safe and accessible on most devices with an internet connection. Moving forward, we have therefore decided to use this method of communication to all families, enabling parents and/or older children to download learning as well as communicate safely with teachers. Nursery will continue to use Tapestry.

<p>What is Google Classroom?</p>	<p>Google Classroom is an online platform that enables teachers to create an online classroom area in which they can manage documents for the children in their class. Teachers are able to make announcements, share work and allow children or parents to interact with their teacher. Over the summer we have been using this system for our older children and teachers have been emailing directly to parents for younger children. Moving forward, to ensure that there is a consistent and safe system throughout our school, all information linked to learning will be uploaded on to Google Classroom.</p>
<p>Can my child access Google Classroom without support from parents?</p>	<p>Yes, if you are happy to allow this, the older children can do this. The younger children will continue to need support and parents can access learning and communicate with teachers using the interaction tools.</p>
<p>My child is absent from school because they are ill – what work do they need to complete?</p>	<p>When children are poorly we do not expect children to complete any work and it is not expected that children catch this up at a later stage.</p>
<p>My child is absent from school because we are in quarantine or self-isolating. They are not ill – what work do they need to do?</p>	<p>The government expects children to continue their learning whilst in self isolation or in quarantine. Unfortunately, we cannot always provide work at short notice although we will organise this for you by the second day of absence. We continue to expect your child to complete their weekly homework (reading, spelling and CGP books). In addition to this there will be a piece of Maths and English set each day. It is important that you set a regular routine for your child – this may be a chunk to suit your child and their levels of concentration. Evidence of work can then be returned to your class teacher regularly.</p>
<p>How much work do you expect my child to complete each day?</p>	<p>The government expects three hours per day for Key Stage 1 and Reception children and 4 hours per days for Key Stage 2 children. The activities set on Google Classroom</p>

	will range from practical tasks to written work in order to balance the type of work set. This will also vary from year group to year group in order to ensure that learning is age appropriate.
Does my child need to complete their normal homework as well?	Yes – if your child is self-isolating or in quarantine, we would expect your child to continue their learning whilst at home. During Lockdown we will continue to set homework using the CGP books.
My child is struggling to complete the work. What should I do?	In the first instance, your child may just need some support from an adult or older sibling to get them on the right track. If there is a more challenging issue, parents can message the teacher to discuss this further.
Will my child receive any feedback about the lessons they have completed?	Class teachers will try to respond to work returned using Google Classroom. Work can be marked as completed on the system and a quick photo is the best way to share the finished learning. It is, however, difficult when parents upload a week's worth of learning in one go. The purpose of the marking will be for the teacher to identify which aspects were tricky and to make a comment to encourage participation. Should your child be struggling with their work or finding it too easy, please message your child's class teacher using Google Classroom.
What happens if the teacher is absent from school, or if the whole Class Bubble is off school isolating?	If a teacher is self-isolating or the whole bubble has been closed down, the teacher will continue to produce home learning via Google Classroom. Unless your child's class teacher is poorly, they will still be available online during school hours. Teachers are not expected to answer questions during the evening and weekends so responses may not always be immediate.
How will the lessons and communications be monitored for consistency?	Mr Rosevear is a member of each Google Classroom and is able to access any of the child's work or comments. From time to time the leadership team will check to ensure that teachers, parents and children are using the system safely and regularly. This is a requirement from the Department for Education.
We don't have a computer at home – what should we do?	Google Classroom can be accessed by mobile phone devices, tablets and desktop computers which means that most families will be able to see the learning easily. If a family has none of these options, we can loan you a machine but a device agreement will need to be completed. In order to adhere to lockdown requirements, I request that parents only ask for a paper option where absolutely necessary.
I have lost my child's login.	Your electrical devices can remember log ins and passwords so I would strongly recommend that you save these to avoid having to re-input this information. When you first log in it can cause some extra work for you, especially if you already have a Google log in or Gmail account. This can be easily remedied by logging out of this. Class teachers also have a list of each child's Google Classroom account so they will include this in your child's homework file.
There is an outbreak of COVID in school with multiple staff absences as well as bubble closures. Will my child still have	We will do our best to ensure children have learning on Google Classroom, however, it is not fair to expect adults to work if they are ill. This means that partner teachers may have to help with other classrooms or work may be set from the National Oak Academy, which is the DFE's response to

access to home learning?	home learning.
How do I share completed work with the class teacher?	For sharing completed work the easiest method is to take a quick photo with your phone/device and then 'turn-in'. This can be of a picture or a practical task, some writing or an example/page of the maths work.
My child has completed all the work on Google Classroom and would like some more home learning. Where can we access more home learning?	<p>I would recommend a number of tasks to support your child's learning:</p> <ul style="list-style-type: none"> <li>• There are lots of new activities on Purple Mash for children to complete. These can be linked to their topic work or Maths and English.</li> <li>• The National Oak Academy has loads of pre-prepared lessons to children and families to access.</li> <li>• Reading is a key skill which makes a huge difference to children's learning. If you are struggling for some books, just let us know and we will lend a hanf or you could access Oxford Owls Online Reading Books.</li> </ul>
Will my school provide live lessons when there is a regional or national lockdown?	We have reviewed the best way to support families from home and believe that live lessons are not best way for us all. Some families access learning at varied times in the day and week in order to support their children. We will however try to include regular video updates and occasional live 'Google Meets' to support the children. This enables families to access learning when it fits into their schedule.

## Appendix 7

### DIGITAL DEVICE AGREEMENT

Child's Name	
Child's Year Group	
Child's Class Teacher	
Date Device Received	
Date Returned	
Serial number of Device: (barcode located on the back of the device.)	

**As parent/carer of \_\_\_\_\_, I have read and fully understand the following terms and conditions:**

- 1) The Chromebook is provided by West Haddon Endowed CE Primary and will be returned to school as soon as Lockdown terminated.
- 2) I agree that the device will:
  - i. be used for educational purposes only
  - ii. not be used for any illegal and/or anti-social purpose, i.e. inappropriate internet sites and chat rooms
  - iii. not leave it unattended in a public space or loaned to others;
  - iv. be stored in the device bag provided and we will ensure that it is protected from possible damage
  - v. will immediately be my responsibility upon receipt of the device and that internet connectivity/line rental is my responsibility.
- 3) I will contact school if my child or I have any concerns about e-Safety.
- 4) I agree that I will:
  - i. ensure that the internet setting on my WIFI are set to safe mode in order to minimise the risk of my child accessing inappropriate websites.
  - ii. support my young person by sharing responsibility and role modelling safe and positive online behaviour.
  - iii. discuss online safety with my child when they access technology at home.
  - iv. manage the amount of screen time my child has per day.
  - v. take responsibility for all maintenance of the device and it will immediately be my responsibility upon receipt of the device.
  - vi. keep the device in a family space and avoid unsupervised use of the device.
  - vii. return the device when requested by the school.
  - viii. be wholly responsible for costs associated with subscription services that your child or family subscribes to.
  - ix. not receive a replacement device if the device is wilfully or negligently damaged, lost or stolen.
  - x. not sell, give away or destroy the device.
  - xi. commit to fully engaging with remote learning that is set by class teachers and understand that if this is not the case the device will be returned to school.

Parent Name	
Parent's Contact Telephone number	
Address	
Parent's Signature	