



Green Lea First School - Remote Learning Guidance

January 2021

Guidance

This remote learning guidance has been written 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 Online Safety Policy and Acceptable Use Policies still apply at this time but this information is an addendum in these unprecedented circumstances. The staff remote learning lead is Katy Wilson and any concerns, questions or feedback can be communicated with her through email headteacher@greenlea.staffs.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.

Our 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 and some children will be able to work more independently than others or need greater challenge. Due to this we will offer a variety of daily remote-learning activities as per Government guidelines but be understanding that pupils may not always be able to complete them all. 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. Please support your child as best you are able.

Remote Educational Provision For Whole Classes

In the event that a whole class, Key Stage or whole school have to self-isolate, Class Teachers will email weekly timetables for their class. This will outline a range of daily learning activities which will as much as possible, link to our long-term curriculum plans and the learning children would normally be doing in school, while being adapted to suit remote learning and make use of ready-prepared high-quality online materials.

The Government minimum expectation for remote learning is for schools to provide:-

- Key stage 1 children: 3 hours a day, on average, across the school cohort, with less for younger children
- Key stage 2 children: 4 hours a day

Our remote-learning curriculum will be delivered through a mix of live, pre-recorded video input, links to other website content and on and offline tasks (in any order and at a time that suits across the day). Opportunities to join in with time-scheduled LIVE events will be highlighted, for example Live Lessons and class get togethers. Extra challenges will also be provided across the week. Staff will give regular feedback, comments and encouragement on a student's work. Other optional events and enrichment activity ideas will be emailed to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time. Staff will monitor children's engagement with activities and they will contact parents of those children not engaging to discuss how we can help.

Interaction

We are keen to make remote learning an interactive experience through the use of live lessons, class meetings and delivery of feedback from teachers. 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 Zoom Video Conferencing tool and Microsoft Teams to do this. While teaching a primary-age class this way presents its challenges, we are hoping we can use it to deliver high quality explanations and maintain enthusiasm and engagement through interaction with teachers and classmates. Please see the section further down regarding use of Zoom/Teams.

Communication between staff and pupils/families must be through the authorised school systems and staff school systems and not through personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Policy. Due consideration should be put in by staff before sharing photos or videos as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding issues. We would strongly recommend that staff avoid using personal devices and only use school provided equipment.

Use of Video Conferencing technologies (Zoom/Teams)

Live lessons are not compulsory as we know that for some families they are not practical. If you would like to join but are unable to due to technology restraints, please get in touch as we may be able to help.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, Microsoft, the Children's Commissioner and the NSPCC. In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom or Teams, you agree to the following:

- An appropriate adult must remain in the same room during video or conference calls to support with behaviour and engagement and ensure children are safe and using it appropriately.

- Children should take part in the meet up in a suitable communal environment (not a bedroom) and must 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 suitably 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 the school email system. If you need to contact staff for any reason you will do so through school emails as normal.
- Screenshots, photos or recordings of Zoom/Teams meetings must not be made and meeting links must not be shared with others.

We will ensure that

- No staff member will contact you or your child using Zoom/Teams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using email.
- 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.
- Staff must not be alone with a child on a Zoom meeting. Either a parent or other children should be present.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom/Teams account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate.
- Staff will monitor appropriate use and users will be removed from the lesson if rules are not being followed. Staff will feedback to the headteacher 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 Zoom/Teams, you are demonstrating your consent to the above. If you have any questions or any concerns regarding live lessons and introductions then please get in touch.

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: Purple Mash and Education City are our main method of providing online work between school and families they are used to provide suitable curriculum

activities for the children. Charanga music is also being used for lessons both in school and at home. Children will have a log in for this to be used at the appropriate time.

If your child loses their login details at any time please contact the class teacher who will arrange for a replacement.

Additional support for pupils with particular needs

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils with differentiated tasks, lessons from other year group materials, alternative methods of recording, additional resources and advice and support. Online intervention resources and small group Zoom sessions will also be used where appropriate. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalised adaptations.

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. 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 the school's Online Safety Lead (Katy Wilson) as normal. Parents can do this via email (headteacher@greenlea.staffs.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 If parents have any safeguarding concerns that need discussing, they can contact us on 01889 505309 and one of our Safeguarding Leads (Katy Wilson or Eleanor Hart) will get in touch. 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.

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 access to a weekly timetable of remote learning activities shared via email. This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.

Support for families to access remote-learning

We encourage families to get in touch if they are struggling to access our remote-learning offer. We may be able to support with advice or technical support, adaptations to tasks, loan of school devices, help with internet access, etc. Please message via email office@greenlea.staffs.sch.uk or headteacher@greenlea.staffs.sch.uk or phone the school office on 01889 505309 to discuss this further.

Links to policies (available on the website):

Safeguarding/Child Protection Policy

Online Safety Policy / Acceptable Use Policy

Keeping Children Safe in Education 2020