Remote Learning Policy

This policy represents the agreed principles for Remote Learning.

This policy was written following direct feedback from parents on the Remote Learning we provided between March and October 2020.

This policy has been agreed by governors within the school and teachers representing the Early Years, Key Stage 1 and Key Stage 2.

School aims
Our school community (children, staff, parents and governors) aims to:
- Learn and grow together within a safe, caring and happy environment;
- Continually encourage achievement in all aspects of school life;
- Motivate all children with a broad and challenging curriculum;
- Treat everyone with honesty and respect;
- Ensure opportunities for all.

Introduction
We understand that there may be a number of different reasons why a child is absent from school due to the COVID-19 pandemic.

The purpose of this document is to ensure there is a clear, consistent approach to supporting children's remote education, where national or local restrictions require entire cohorts (or bubbles) to remain at home.

Our approach to Remote Learning takes into account the age of our primary school aged children and the nature of learning that occurs within the classroom. We are also mindful of the diversity among our families and that each household has different commitments and resources available. As well as engaging in learning, it is important that our children and their families feel connected and supported during a time of isolation.

Our Aim
During periods of remote learning we will teach the same curriculum remotely as we do in school, wherever possible and appropriate.

Our aim is to continue to deliver high quality education to all children during periods of remote learning, by:
- Minimising the disruption to children's education and the delivery of the curriculum
- Ensuring provision is in place so that children have access to high quality learning resources
- Supporting children's wellbeing so they remain happy and healthy.

Google Classroom

Google Classroom is the online learning platform that we are using to deliver Remote Learning.

All children have been provided with their Google Classroom login details.

In September 2020 children participated in a series of lessons delivered by class teachers, teaching the children how to successfully login and use Google Classroom. Since then, weekly Home Learning (homework) has been set on Google Classroom, enabling children to become more familiar with Google Classroom.

Google Meet Rules have been shared with children and parents (see Appendix 1).

Class teachers have posted a copy of our 'Pupil Acceptable Use Agreement - My online safety rules' on Google Classroom, to remind children how to keep safe when working online (from our Online Safety Policy – see Appendix 2).

Remote Learning Plan
- It is most likely that initially, children will be provided with a printed pack of home learning to complete for Day 1 and Day 2
- Online remote learning, delivered via Google Classroom, will then commence by Day 3
- Class teachers will provide a weekly timetable for Remote Learning – this will include all curriculum subjects**.** Time for physical activity and wellbeing activities will also be timetabled each day
- Alongside each timetabled lesson, class teachers will give an indication of how long each activity should take
- The class timetable will reflect learning for the following amounts of time each day:

Nursery	1.5 hours
Reception, Year 1, Year 2	3 hours
Year 3, Year 4, Year 5, Year 6	4 hours

  These hours include both teaching and time for children to complete tasks or activities
- By 9am each day, class teachers will upload the learning for that day, accompanied by a video clip from them, introducing the day
- Remote Learning will be delivered primarily through Google Classroom
- Pre-recorded teaching video clips, recorded by class teachers, will be uploaded to Google Classroom each day to support teaching and learning in English and maths (and phonics for Reception and Year 1 children), plus other areas of the curriculum if required
- Learning may also include teaching via BBC BiteSize and Oak National Academy
- Daily video clips of stories being read will also be uploaded by class teachers

- As well as activities set on Google Classroom, class teachers may also direct children to activities on: My Maths, Spag.com, Purple Mash and Serial Mash. Children have been provided for their own personal logins for these websites. If children need reminding of their login details, parents can email their child's class teacher at their class email address.
- Children will meet with their class teacher and class peers twice a week on Google Meet – dates and times will be set by class teachers and posted on Google Classroom
- Google Meets will be used to support children's wellbeing, for Show & Tell, to share and review work completed, address any learning misconceptions, answer questions about learning and to talk about what learning will take place the following week
- Children should complete work during normal school hours (i.e. 9am – 3.15pm). It is not recommended that children complete work outside of these hours
- Children should not work on an IT device for longer than 1 hour without at least a 15 minute break
- For children on the SEND register, our school SENCO will liaise with class teachers to ensure the learning that has been provided is suitably differentiated for the child
- Additional resources will be provided for both children with SEND and children in receipt of Pupil Premium funding.

Attendance and Engagement

Children will be expected to follow the class daily timetable and complete all work set during Remote Learning.

Class teachers will monitor the completion of work and engagement in Google Meets.

When class bubbles are self-isolating, class teachers will follow up with any child who does not engage with Remote Learning – a call will be made to the child's parents.

If a child is unwell, or family circumstances mean that a child is unable to take part in Remote Learning, then parents must inform the School Office by 9am. Children who are unwell are not expected to participate in Remote Learning until they are well enough to do so.

Feedback and Marking

Class teachers will mark work submitted on Google Classroom – this will include work uploaded, as well as photographs of completed work/activities. Where appropriate class teachers will set next steps and return the work to the child for them to complete the suggested next step. Children may also at times be asked to self-mark.

In Nursery and Reception, parents can upload completed work/activities to Tapestry for inclusion in their child's journal. Nursery and Reception class teachers will respond with next steps where appropriate

IT Devices

We offer to loan children who do not have a device to access Google Classroom at home, the loan of a laptop. School loan laptops are pre-loaded with Google Classroom and other programmes/links.

Parents have already been asked to let us know if they don't have an electronic device to use if their child has to learn remotely, so we are ready to loan laptops to those families.

In the event of children starting to learn remotely, we will seek to ascertain whether there are other families that would benefit from the loan of a school laptop to support remote learning.

Child-restricted security settings have also been installed on each laptop, along with the CEOP reporting button – this enables children to gain access to online safety advice, help and support, should they need it.

Parents will need to sign a Loan Agreement form, prior to a school laptop being loaned to their child.

Where families do not have access to the internet at home, we have two 4G data routers and SIM cards pre-loaded with data that we can loan to families along with the school laptop.

Where the loan of a 4G router/SIM card is not possible, and therefore the child cannot access Google Classroom, we will provide printed work for the child to complete.

Communication

The Headteacher will continue to communicate with parents via ParentMail regarding Remote Learning arrangements.

Parents can communicate directly with the Headteacher, either by calling the School Office (01923 773478) or by emailing: emergency@shepherd.herts.sch.uk

Families of children on the SEND register will be contacted by our school SENCO to ensure that they are able to access the learning provided.

When a whole class bubble is Remote Learning;
- Children will have contact with their class teacher/teaching assistant twice a week via a class chat on Google Meet – dates and times will be set by class teachers and posted on Google Classroom
- Year group email addresses will be used for families to send in learning and communicate directly with class teachers
- Class emails will be monitored by class teachers during normal school hours

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Class	Class Teacher	Class email address
Nursery Lambs	Mrs Holt	lambs@shepherd.herts.sch.uk
Reception Ryeland	Mrs Luts	ryeland@shepherd.herts.sch.uk
Year 1 Lonk	Miss Zanotto	lonk@shepherd.herts.sch.uk
Year 2 Balwen	Mr Charter	balwen@shepherd.herts.sch.uk
Year 3 Texel	Mrs Wood	texel@shepherd.herts.sch.uk
Year 3 Vendeen	Mrs Bryson	vendeen@shepherd.herts.sch.uk
Year 4 Herdwick	Mrs Batchford	herdwick@shepherd.herts.sch.uk
Year 4 Romney	Miss Douglas	romney@shepherd.herts.sch.uk
Year 5 Cheviot	Mrs Jull	cheviot@shepherd.herts.sch.uk
Year 5 Dorper	Mrs Kirkpatrick	dorper@shepherd.herts.sch.uk
Year 6 Merino	Mr Turton & Mrs Grace	merino@shepherd.herts.sch.uk

Provision of food for Families in receipt of Free School Meals (FSM)
When a child in receipt of FSM is learning remotely because they are self-isolating, we will provide them with a food parcels (put together by Herts Catering Ltd) - each food parcel will contain food for 5 school days).

In the event of wider school closure due to local or national restrictions being in place, the government may re-open the Edenred scheme for providing FSM families with supermarket vouchers instead of food parcels, giving parents greater flexibility in the meals they prepare for their children. In this instance, we will seek to provide FSM families with Edenred supermarket vouchers.

Appendix 1

<u>Shepherd Primary School Google Meet Rules</u>

Google ■ Meet **Rules**

1 Join

Using the link in your Google Classroom, please join the meeting on time. Ask your parents to help you find an appropriate place that is <u>not</u> your bedroom to join the meeting. Try to find a place that is as quiet a place as possible without distractions (e.g. brothers/sisters, pets, TV, etc).

2 Mute

As soon as you enter the meeting, please mute your microphone. Raise your hand when you have something to say just like you do in school. If you are called on to speak, you can unmute your microphone then mute your microphone again when you are finished.

3 Listen and Be Respectful

Listen when others are talking. Be respectful and kind. Try not to chew food when in front of the camera and wear appropriate clothes (e.g. not your pyjamas!).

4 At the end

When the meeting is finished, wave goodbye and click the red phone picture at the bottom of the screen to exit.

5 Enjoy!

Enjoy seeing you friends and your class teacher and sharing time together online.

Appendix 2

Pupil Online Safety Acceptable Use Agreement - My online safety rules

- I will only use school IT equipment for activities agreed by school staff
- I will not use my personal email address or other personal accounts in school
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school
- In school I will only open or delete my files when told by a member of staff
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.