



Remote Learning Policy

Version 2 January 2021

This Remote Learning Policy reflects the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue learning. This policy does not introduce any new concepts, rather, it specifically outlines the various applications used for the delivery of online classes remotely. This new policy operates alongside all of our existing policies.

Introduction during the period of long-term closure, staff at Parklee Community Primary School may provide education and support to our children using remote learning. Learning will be conducted using Class Dojo and Microsoft Teams apps. The main resources will also be available to download on the school website. This will allow staff to keep in regular contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will prioritise the wellbeing of our children.

This policy covers any aspect of pupil remote learning as used by school staff. In all cases parents must access their child's learning using the Class Dojo platform. The secure account or password must not be shared with any other household. However, if a child lives in more than one household, both parents will need to have access to their child's Class dojo account. The list of applications that will be used for remote learning will primarily be:

- ✓ Class Story on Class Dojo App
- ✓ Microsoft Teams App
- ✓ Padlet
- ✓ Website and Parklee Class Blog
- ✓ Zoom calls may be used in an emergency situation however be very aware this may not be secure.



Flexibility of Learning

We realise that the circumstances that causes school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- ✓ Parents may be trying to work from home so access to technology as a family may be limited.
- ✓ Parents may have two or more children trying to access technology and need to prioritise the needs of young people studying towards GCSE/A Level accreditation.
- ✓ Teachers may be trying to manage their home situation and the learning of their own children.
- ✓ Systems may not always function as they should. An understanding of, and willingness to adapt to these difficulties on all sides is essential for success.
- ✓ Some families may have no access to the required technology. In this case, school will liaise with the families concerned and decide on the best a suitable arrangement to support home learning.
- ✓ Some families may be affected by illness directly and may not be able to access the remote learning.

Expectation Management:

We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability. The learning activities sent home will be part of our current planning, based on statutory National Curriculum requirements. Bearing in mind the need for flexibility, fewer deadlines will be set. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching Staff will:

- ✓ Use a Staff secure email address.
- ✓ Share teaching and activities with their class through the Class Dojo, Microsoft Teams, Website / Parklee Blogs, Padlet
- ✓ Monitor the use of Website / Parklee Blogs and Class Dojo



Portfolio where children are able to showcase learning on a wider platform and comment on other children's work.

- ✓ Continue teaching in line with current, extensive planning that is already in place throughout the school.
- ✓ Where possible, include answers or explanations to help.
- ✓ Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this.
- ✓ Accept the fact that many learners missed a large amount of time at school in the previous academic year and therefore will be behind the usual age related expectations for learning.
- ✓ Keep in frequent contact with children and parents through the Class Dojo app.
- ✓ Provide an English, Maths activity based on National Curriculum expectations for that year group for each day of the week.
- ✓ Provide a curriculum learning piece of work based on a project or current area of interest from the children once per week.
- ✓ Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways.
- ✓ Provide 'back up' physical resources for children (£250 per class) which are age appropriate.
- ✓ Online feedback and comments on Class dojo or Website / Parklee Blogs consisting on a positive comment and something to work on (fix it / practise).
- ✓ Take regular breaks away from the computer or iPad to engage in other area of professional duties as much as circumstances allow.
- ✓ If unwell themselves, school will endeavour to cover remote learning with another member of staff. However, cover may not always be possible and parents should access the planned online activities provided. Follow up of messages on the Class Dojo and Microsoft Teams apps during this time will not be undertaken until the teacher is fit to work. Where possible a member of SLT (Senior Leadership Team) and the Headteacher will have access to parental messages.

Children will:



- ✓ Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- ✓ Potentially work a day or two behind what has been shared through the Class Dojo and Microsoft Teams and **Padlet** apps.
- ✓ Be suitably dressed when learning at home and when using Microsoft Teams Apps and with a parent or guardian present.
- ✓ Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.
- ✓ Read daily, either independently or ideally with an adult.
- ✓ Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.
- ✓ Remember to tell an adult if anything worries them whilst working online.
- ✓ Never share any personal information with others online, including addresses, phone numbers, login information or passwords.

Parents will:

- ✓ Support their child's learning to the best of their ability.
- ✓ Where possible, share any work their child is proud of with the class teacher via Class Dojos or the Website / Parklee Blog.
- ✓ Encourage their child to access and engage with Class Dojo or Microsoft Teams apps if they require support of any kind.
- ✓ Refrain from screenshots or copying any information, messages or posts to share on social media or any other platform outside of the Class Dojo or Microsoft Teams apps in respect of privacy.
- ✓ Know they can continue to contact their class teacher during normal teaching hours (8:50am-3:10pm) through the Class Dojo app if they require support of any kind, and understand that the teacher may not be able to respond immediately.
- ✓ Check their child's completed work each day and encourage the progress that is being made.
- ✓ Talk to their child regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.
- ✓ Be mindful of mental well-being of both themselves and their child



and encourage their child to take regular breaks, play games, get fresh air and relax.

- ✓ Ensure that their children use the messaging service appropriately and for school purposes only. All messages will be screened and monitored by schools.

Live Lessons through Microsoft Teams

- ✓ A weekly social 'Microsoft Teams' session for each class is recommended as an opportunity to connect the children as a class, give rewards, share good work or a story etc.
- ✓ Parents and pupils will only use the online Microsoft Teams log in given by the teacher through Class Dojo. Parents and pupils will wait in holding room until the teacher is ready to begin the Microsoft Teams lesson.
- ✓ Pupils should be in a neutral that is safe and appropriate.
- ✓ Under no circumstances should lessons be accessed from a bedroom. There should be no inappropriate objects or information visible.
- ✓ Teachers streaming a live lessons will, where possible, ensure another adult is in the room. Lessons should never start without colleagues being aware.
- ✓ Teachers, whilst in school should introduce themselves and the accompanying staff member, who should be visible to the children, were possible. Live lessons will not be interrupted.
- ✓ Teachers will be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- ✓ Teachers will keep a log of any live lessons, recording what it was about, when it took place, the pupils and staff that were present and any issues that arose.
- ✓ Where possible, teachers will try to adapt/differentiate the lesson to suit the needs of different learners, however this may not always be possible.
- ✓ All online sessions will be recorded by staff for safeguarding and professional development purposes. Children are not permitted to record or screen shot any part of the live lesson. Live Lessons will be kept on file for 2 days at which point they will be deleted if no



- concerns have been raised.
- ✓ Staff will lock the room when the children are online and ensure that the correct children are present.
 - ✓ Children will not be able to contact each other when staff are not present in the online lesson.
 - ✓ Children will be given clear rules at the start of each session and will be given opportunities to respond appropriately. If there is any inappropriate or disruptive behaviour, the teacher will ask the child/parent to leave the session.
 - ✓ Children must always be civil and respectful to teachers and fellow students as they would be in a classroom session.
 - ✓ Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
 - ✓ Live lessons will only take place if teachers feel it is necessary or if it will enhance learning or well-being.
 - ✓ No eating is permitted by children/staff during the live lesson.
 - ✓ Appropriate clothing should be worn by staff, children and parents at all times.
 - ✓ Appropriate supervision of children during live Microsoft Teams learning sessions is a parental responsibility.
 - ✓ Teachers will make contact with pupils at least once a week in the event of a lockdown.

Safeguarding

All staff are reminded to follow safeguarding and child protection policy and procedures when delivering remote learning. They should be able to contact the designated safeguarding lead (DSL) and deputy if they have any concerns about a child for example if a staff member sees or hears something worrying during an online lesson or a child discloses abuse during a video call or via a message on Class Dojo or Microsoft Teams.

This policy is in written to run alongside other school policies including: GDPR, Safeguarding, Online Safety, Curriculum, Behaviour and others.