

BROOMFIELDS JUNIOR SCHOOL



REMOTE LEARNING POLICY

2020-2021

DOCUMENT STATUS

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Broomfields Junior School

Remote Learning Policy

Intent

At Broomfields Junior School, we understand the need to continually deliver high quality education, including during periods of remote working – whether for an individual pupil or many pupils, due to covid-19. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the protocols and procedures we will need to follow as well as address the key concerns associated with remote working, such as online safety, access to educational resources, data protection, and safeguarding.

Implementation

At Broomfields Junior School, our remote learning will be delivered using Google Classroom as our online platform. Pupils and families are familiar with this resource as it is an intrinsic part of our educational offer. It is currently used as a platform to upload homework tasks and other forms of useful learning resources.

Surveys will have taken place to indicate those children who will require an electronic device at home to fully access the learning. Where a device is not available at home, school has a responsibility to provide paper copies of work at home.

It is important that there is a whole school approach that is consistent whilst meeting the needs of pupils. The approach we take for a full bubble isolation or lockdown will differ from the approach we take for a pupil self-isolation. We will also be mindful of the health of pupils and families when needing to isolate.

It is expected that if pupils are well, at home, then they will attend 'school' each day via Google Classroom. If pupils are unwell and therefore unable to access home learning that day, then the normal procedures for reporting absence will take place and parents will be expected to ring into school to report the reason. Teachers must ensure that pupils are clear about the expectations and procedures around what will happen if needing to self-isolate or lockdown by talking to the pupils. Senior leaders will ensure parents are aware of the procedures in place for remote learning.

Bubble isolation and local / national lockdown:

In the event of a bubble isolation / local or national lockdown all learning will move online for those pupils.

It is expected that:

- Staff and pupils will be present for remote learning by 9.00 and cease their remote learning by 3.00 from Monday to Friday. This is with the exception of breaks and lunchtimes. It is an expectation for all pupils to engage with the remote learning during these hours, although we appreciate that parents' working arrangements and device practicalities may impact on this.

- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- Parents will inform school no later than 8.30am if their child is unwell and unable to attend remote learning.
- The school will monitor absence and lateness in line with the Attendance Policy.
- The teacher will load a register to Google Classroom at 8.30 and the pupils in the class will respond by 9.15 so that the teacher knows they are present, this acts as a form of registration. Any absent pupils will be logged with the school office by 9.15.
- Staff will be available for online communication until 3.30 from Monday to Friday.
- In the event of the class teacher being ill, the delivery of the learning will be supported, wherever possible, by staff within the year group team and SLT.
- The structure of the school day will follow the agreed timetables (see appendix 1) as closely as possible.
- The online learning for subjects will follow the school's normal long term plan curriculum offer as closely as possible.
- Teachers will plan and deliver high quality learning which will allow for the acquisition of new knowledge and skills, the retrieval of prior knowledge and the development of existing skills.
- Teachers will continue to recall prior knowledge and build on new learning in their teaching and learning.
- Teachers will ensure lessons are inclusive for all pupils and they will be adapted to account for the needs of disadvantaged pupils and pupils with SEND, as well as providing challenges for higher attaining pupils. The school's Senior Leadership Team (SLT) will monitor this.
- Teachers will provide clear explanations of the tasks through delivering high quality lesson inputs and resources in a range of ways: pre-recorded lesson inputs by the class teacher, links to educational videos and tutorials, links to quality online teaching resources, workbook / worksheets resources, as well as utilising live Google Meet sessions to continue a sense of class community for some lessons. (See Appendix 2 for further clarification around this).
- Teachers will communicate live for Maths at 9.30 and for English at 11.15 daily via Google Meet to maintain class lessons. There could be additional sessions for a class assembly or a lesson such as PSHE.
- Pupils will be expected to upload some pieces of work for feedback and keep some in workbooks / on worksheets to bring back to school when it is safe to do so.
- Teachers will be expected to offer feedback on some pieces of work where appropriate.
- Teachers will be expected to offer encouragement and positive praise to help to maintain pupil engagement and positive work ethic, via the live teaching sessions, a general message to the class on the stream or by responding to children's questions.
- In exceptional circumstances, the school may reduce its curriculum offer to enable pupils to cope with the workload.
- Teachers will continue to make use of formative assessments throughout the isolation period through quizzes, posing questions for self-assessment and other low stakes retrieval tasks.
- It is expected that pupils limit screen time through the learning day, by accessing inputs via google classroom and then complete some tasks on paper / in books. This is to ensure frequent screen breaks.

Pupil self-isolation:

In the event of a pupil having to self-isolate due to testing positive for Covid-19 or a family member testing positive in the household, or as part of the track and trace system, the following will apply: (See Appendix 3)

- Online learning should commence as soon as the teacher is informed about the situation.
- It is an expectation for the pupil to engage with the learning offered each day.
- Pupils who are unwell are not expected to be present for remote working until they are well enough to do so.
- Younger pupils or pupils with SEND who are reliant on adult intervention for remote learning and whose adults within the family home are unwell, are not expected to engage with remote learning until they are able to do so.
- Learning will be uploaded to Google Classroom as closely aligned to the school's long term plan as possible.
- There will be instructions on the daily tasks accompanied by links to quality online teaching resources uploaded onto the Google Classroom to support the learning.
- The teacher will communicate with the pupil at the end of each school day.
- A welfare call to the child and family will be made each week by the school.

Online safety:

This section will run alongside the school's Online Safety Policy in order to ensure that pupils are safe whilst working remotely as well as to ensure that staff follow procedures and protocols when teaching online.

When conducting pre-recorded or live sessions staff must ensure that they:

- Communicate in groups – one-to-one sessions are not permitted.
- There is another school adult present at the live session.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of professional behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

When participating in live sessions pupils must ensure that they:

- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Have an adult in the vicinity.
- Use appropriate language – this includes others in their household.
- Maintain standards of behaviour expected in school.
- Not record, store, or distribute video material.
- Always remain aware that they are visible and can be heard.

School will:

- Consider whether one-to-one sessions are appropriate in some circumstances, eg. to provide support for pupils with SEND. This will be decided on by the SENDco and senior leaders.
- Communicate information around keeping safe online during remote learning to parents and pupils.
- Direct parents to resources around keeping children safe online.

The teachers will ensure all links posted on Google Classroom are safe and secure.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software on devices not owned by the school.

Roles and responsibilities

The Governors are responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Ensuring that the school has a business continuity plan in place, where required.
- Evaluating the effectiveness of the school's remote learning arrangements.

The Head Teacher and Deputy Head Teacher are responsible for:

- Ensuring that staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating, and managing the risks associated with remote learning.
- Ensuring that there are arrangements in place for monitoring incidents associated with remote learning.
- Overseeing that the school has the resources necessary to action the procedures in this policy.
- Reviewing the effectiveness of this policy on a regular basis and communicating any changes to staff, parents, and pupils.
- Arranging any additional training staff may require to support pupils during the period of remote learning.
- Conducting reviews of the remote learning arrangements to ensure pupils' education does not suffer.

The SENDCo is responsible for:

- Ensuring that pupils with EHC plans continue to have their needs met as effectively as possible while learning remotely, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND learn remotely.
- Ensuring that the provision put in place for pupils with SEND is monitored for effectiveness throughout the duration of the remote learning period.

The Computing Coordinator and ICT technician, alongside the Headteacher and Deputy Headteacher are responsible for:

- Working with staff to ensure that the equipment and technology used for learning remotely is accessible to all pupils and staff.

Staff members are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Reporting any health and safety incidents to the headteacher and asking for guidance as appropriate.
- Reporting any safeguarding incidents to the DSL and Safeguarding Team and asking for guidance as appropriate.
- Taking part in any training conducted to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any concerns they may have about remote learning, to the senior leaders.
- Reporting any defects on school-owned equipment used for remote learning to the computing coordinator and ICT technician.
- Adhering to the Staff Code of Conduct at all times.

Parents are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring their child is available to learn remotely between specific times as set out in Appendix 1 of this policy, and that the schoolwork set is completed on time and to the best of their child's ability.
- Reporting any technical issues to the school as soon as possible.
- Ensuring that their child has access to remote learning material for their school day, detailed in Appendix 1.
- Reporting any absence in line with the terms set out in the policy.
- Ensuring their child uses any school based equipment and technology used for remote learning as intended.
- Adhering to the Home School Agreement at all times.
- Ensuring they have access to their child's Google Classroom and School Ping to receive regular updates.

Pupils are responsible for:

- Adhering to this policy at all times during periods of remote learning.
- Ensuring they are available to learn remotely between specific times set out in Appendix 1 of this policy, and that their schoolwork is completed on time and to the best of their ability.
- Reporting any technical issues to their teacher as soon as possible.
- Ensuring they have access to remote learning material and notifying a responsible adult if they do not have access.
- Notifying a responsible adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
- Adhering to the Behaviour Policy at all times.

Impact

It is hoped that the continuation of curriculum teaching, albeit remotely, will ensure nominal disruption to children's learning. This will enable pupils to continue to make progress and for further gaps in knowledge and skills to be minimised. The use of some live sessions and daily engagement on Google Classroom will allow pupils to still feel part of the class community. The school is committed to ensuring that all pupils continue to receive quality education as we navigate through these challenging times.

This policy will be reviewed on a termly basis and in line with the current government guidance surrounding schools and remote learning due to Covid-19.

Appendix 1

Agreed Timetables for Remote Learning (agreed timetables to be attached)

There will be an expectation on staff and pupils to complete work set each day.

The learning will incorporate a mixture of live teaching, recorded lesson input / tutorials as well as links to online sites and references to any supplied worksheets. Pupils will be able to upload completed pieces of work for the teacher to offer feedback on where appropriate. It is intended that the child will limit screen time and dip in and out to receive input, guidance and instruction. The teacher will be available online for communication and lesson delivery from 9.00 - 3.30 excluding lunch and breaks.

Remote Learning Timetable for Key Stage 2 in the event of a bubble isolation or local / national lockdown

Morning	Morning Activity	Spellings, handwriting, times table activities
	Maths work	Live lesson at 9.30 - White Rose lesson and activities.
	English Activity	Live lesson at 11.15 with focusses on writing task, spelling games, grammar games, comprehension.
	Reading	Reading and activities
Lunch		Eat and play
Afternoon	Science Geography, History, RE, PSHE, Art, Music, Computing, PE, DT,	Work set related to the topics covered in school.
	Time for you	Relax, colour for mindfulness, exercise, play some board games, get active.

Appendix 2

Remote Learning Resources

Live Teaching:

By this we mean via a whole class Google Meet session where either a whole class, half class or groups can come together each day for Maths and English. Additional sessions could be for a class assembly, PSHE session, feedback on learning or teaching sessions. Daily Maths and English are set times, other sessions can be staggered through the week.

Pre-recorded Teaching:

Using Google Meet, PowerPoint voice recordings or by using a mobile device to video, teachers are able to pre-record inputs to lessons aligned to normal practice in a classroom situation. Stories can also be read to the children using these resources and inputs to PE sessions delivered also. These can then be uploaded to the Google Classroom for the pupils to access before embarking on the assigned task.

Tutorials and videos:

There are a vast amount of quality pre-made tutorials and educational videos which could support teaching. Using links to recognised resources such as Oak Academy and BBC Bitesize can also help to support the teaching and learning.

Online resource links:

The school has access to many educational websites: Classroom Secrets, White Rose Maths, Timestables Rockstars, IDL, to name but a few. These offer quality resources for the pupils to access remotely in order to support their learning. Use links to a specific slide, activity or worksheets on Google Classroom.

Workbooks and paper packs:

If there is the opportunity, pupils can be sent home with their exercise books, stationery and any relevant workbooks (such as Dactyl) to support the teaching and learning which will take place remotely. It is important that standards of handwriting and presentation continue to remain high whilst working at home.

Appendix 3

School's Procedures for Pupils who are Self-Isolating

Procedures for pupils who are self-isolating

Absence call comes into the school office. Office to establish the situation and confirm if the child is well enough to continue learning at home and informs parent that the child's learning is on Google Classroom in isolation section. Office to establish if child is FSM and act accordingly (see below)



Information is passed onto the child's class teacher by office following the phone call



Pupil to access learning on Google Classroom for that day if well enough to work from home / adult well enough to support younger child / SEND child



Class teacher ensures learning is loaded onto Google Classroom regularly for the period of the self-isolation

See school's Remote Learning Policy 2021 for further information

FSM: school to email schoolmealsmanagement and copy the kitchen in with the child's name, class, any special dietary requirements and date that the child is self-isolating from.
School meals will supply a food parcel for a two week period.

Appendix 4

Children's Code of Conduct for **the use of Google Meet**

Google Meet is a useful tool that school uses for pupils and staff to interact. As such, we would like you all to read the following codes of conduct with your parent/carer and discuss any questions you have. Your safety is our number one priority, so sometimes you may have to be a little bit patient.

Children

- When you join the meeting, two members of staff have already joined the meeting.
- You will need your parent/carer's permission to access the Google meeting.
- You will need to follow the link sent as a message on Google Classroom.
- Your username needs to be your full name – if your name isn't your full name (as it is on the school register) you won't be allowed into the meeting. This is important so that the teachers know who they are letting into the meeting room.
- You must wear suitable clothing (and you should check everyone else in the household is before you join the meeting).
- Your computers/devices used should be in communal areas so your parents/carers can see who you are talking to (i.e. not in a bedroom).
- Your language must be appropriate and we request that you tell any other adults or children nearby you are on the call so they are mindful of this.
- You are not allowed to take screenshots, photographs or videos of the meeting that is in progress. The teacher may do this to share with you after the meeting as he/she knows who has permission.
- Please be on time. If you join after the meeting has started, you may not be allowed in as the room will be locked for security.
- Only join meetings that have been sent by school on Google Classroom.
- Our expectation for behaviour is the same as we have in school – if school rules aren't followed you may be asked to leave the meeting.
- Correct English is to be used on any chat functions, if they are available, no text speak.
- Chat must be kept to work questions, it is not a social forum.

Appendix 5

Parent / Carers' Code of Conduct for the use of Google Classroom

Google Meet is a useful tool that facilitates online communication between home and school. As such, we will be using Google Meet to support with interaction between staff and pupils. We believe that this will have a significant impact in terms of the children's mental wellbeing and learning. As with everything we do at Broomfields Junior School, safety remains at the forefront of our planning. We would therefore like parents to read the following code of conduct and remain mindful of its contents at all times.

- Children will only be able to access the meeting via the invite sent via Google Classroom to them.
- If you are supporting your child in setting up the call, ensure their username on Google Meet is the same as on the class register – they won't be allowed in if it isn't, this is for security so we are aware of who we are allowing into the meeting room.
- Please ensure that all members of your household wear suitable clothing during the meeting (including children and adults not taking part in the meeting).
- Please ensure that you supervise all computers/devices that your child is using to access the Google Meet calls. Calls should only take place within communal areas of your home, such as the kitchen or the living room (ie. not in a bedroom)
- Please ensure that the language of all members of the household is appropriate during these meetings.
- Please do not record, take screenshots, photographs or videos of the meeting that is in progress.
- Please ensure that your child is on time for their meeting. If they are 5 minutes late, they may not be able to then access the virtual classroom.

Staff Code of Conduct for the use of Google Meet

Staff Code of Conduct

Google Meet is a useful tool that facilitates online communication between home and school. We believe that this will have a significant impact in terms of the children's mental wellbeing and learning. As with everything we do at Broomfields Junior School, safety remains at the forefront of our planning. We would therefore like all stakeholders to read the following codes of conduct and remain mindful of its contents at all times.

- Meetings will be set up via links on Google Classroom.
- No 1:1 meetings will be planned – only small group and whole class where appropriate.
- In order to safeguard our pupils and staff, all meetings will have 2 members of staff (on separate devices if necessary) present in the meeting. Do not admit children to the meeting until the two members of staff have already joined.
- Ensure you are logged on 5 minutes before the meeting is due to start.
- Staff should not take any screenshots of the meeting.
- All children need to set their name to the child's full name – as on the register. Do not allow anyone into the meeting for whom that is not the case. You must be certain of who you are permitting into the meeting.
- Settings need to be such that only the host (staff) is allowed to share their screen. Permission can be given to the other staff member during the meeting.
- Staff and children must wear suitable clothing (as should anyone else in the household).
- Any computers/devices used should be in communal areas/offices/classrooms (ie. not in a bedroom)
- Language must be appropriate and we request that any adults or children nearby are mindful of this.
- At the end of the meeting, the meeting will be ended by the host for all participants