



BRIGSTOCK
PRIMARY SCHOOL

Brigstock Latham's CE Primary School

REMOTE LEARNING POLICY - SEPTEMBER 2020

DATE OF REVIEW: Ongoing

Every child is expected to attend school from September 1st 2020. In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- A continuous, dry cough
- A high temperature above 37.8 °C
- A loss of, or change to, their sense of smell or taste
- Have had access to a Covid-19 test and this has returned a positive result for Covid-19

This policy outlines the expectations for class group bubble or partial school closure, as well as individuals who are required to self-isolate for 14 days. Individual pupils who are isolating due to health issues (based on government advice) and choose not to return to school in September will be supported on a case by case basis.

Specific Aims

- To outline our approach for pupils who will not be attending school, as a result of government guidance relating to COVID-19 or the closure of a class bubble.
- To outline our expectations for staff that will not be attending school due to self-isolation but are otherwise fit and healthy and able to continue to support with the teaching, assessing and planning for pupils.

A flexible approach:

The governors and senior leadership team at Brigstock Latham's CE Primary School are fully aware that these are unprecedented times and each family is unique, and as such will need to approach remote learning in a way which suits their individual needs. We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning 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.

If families need further support or access to IT equipment, they are encouraged to contact their child's class teacher who will inform the Senior Leadership Team. A limited number of devices are available to loan out with a signed agreement in place with parents.

Remote learning for pupils

Brigstock Latham's CE Primary School will provide appropriate remote learning for pupils who are not able to attend school.

i) In the event of individuals needing to self-isolate

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. This will be shared through Microsoft Teams.

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. To do this, we will make use of a number of ready prepared high quality online materials (drawing on some units from the national Oak Academy that fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with.

As the teacher will still be in school with responsibility for the class, feedback will not be provided immediately although the class teacher email can be used if further clarification is required. Parents may also telephone the school and request a telephone appointment with the teacher.

ii) in the event of a class bubble or partial closure

Class Teachers will provide online resources in line with the learning that would have taken place in the classroom. This will ensure that children can continue to access the relevant curriculum for their year. Teachers will provide adapted learning resources for children with additional learning needs, just as they would in school. This information will be made available on Microsoft Teams and/or supplemented by paper copies of work.

This learning will be primarily delivered through Microsoft Teams which will enable teachers to set and feedback on work completed and submitted from home. We will also make use of online resources such as the Oak National Academy and White Rose Maths.

Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

Teacher expectations

If there is a **partial school closure**, teachers will work partly from home to plan lessons that link to the curriculum focus for their class, setting tasks and giving feedback through Microsoft Teams. The work for the day will be set by 9am and assignments will remain live for at least 24 hours.

The information will contain:

- English, maths and foundation lessons
- Links to the relevant websites along with clear information about the learning set through Microsoft Teams

- Staff will prepare resources for uploading to Microsoft Teams. It will be the responsibility of families to print/use these resources at home.
- Teachers will respond promptly, within reason, to requests for support from families at home. This should be done the Microsoft Teams general posts section or via the class teacher's email address.
- Teachers will make sure all children and parents have access to logins.
- Teachers will upload some pre-recorded instructional video clips, detailing the objectives and learning for some lessons - this may include modelling of some tasks.

If an **individual is isolating**, teachers will provide a 'paper pack' of work and signpost children to relevant online platforms. This work will be linked to the objectives taught in school to the remainder of the class.

Remote teaching for staff who are self-isolating

Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or if they have been told to shield and/or have received a letter to confirm this. If a member of staff is required to self-isolate, they are expected to:

- Follow normal report procedure for planned absence.
- It is expected that staff get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
- Whilst self-isolating, and if able to do so, non-teaching staff will be given directed tasks relevant to their role.
- If unwell themselves, teachers will be covered by another member of staff. Communication and planning during this time will not be undertaken until the teacher is fit to work.

Family (pupil/parents/carers):

Brigstock Latham's CE Primary School recommend that each 'school day' maintains structure and includes learning from different curriculum areas.

If a class bubble is isolated, the children will be sent home with their reading book and a home learning book; this is so that work children complete at home can be kept safe and brought back to school when safe to do so.

If anything is unclear in the work that is set, parents can communicate with class teachers via the class teacher's email address.

Use of Video Conferencing technologies (Zoom):

If whole classes are self-isolating, teachers will arrange some whole class meetings for children to connect and interact with their teacher and peers. The purpose of this will be to support pupil wellbeing and to talk through the days learning.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if parents/carers wish to take advantage of these opportunities for their children on Zoom, that they agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school Zoom meeting you will need to briefly need to be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and 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 suitable 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 'Reading for Enjoyment' sessions which will be arranged through DB Primary. If you need to contact staff for any reason you will do so through their email or DB Primary.
- Screenshots, photos or recordings of Zoom meetings must not be made and the links must not be shared with others.

Brigstock Latham's CE Primary School will ensure that:

- No staff member will contact parents or children using Zoom outside of any pre-arranged meetings and if they do need to make contact, they will arrange to do so by emailing parents directly.
- Teachers 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.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom 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 and they may be removed from the room if rules are not being followed.

- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

Parents are required to register their consent at www.parentpay.com under the trips tab, labelled 'Zoom'.

We will then make arrangements to schedule meetings and will be in touch with further information via Microsoft Teams. If we do not get consent your child will not be able to join in any Zoom meetings.

Use of Microsoft Teams:

Microsoft Teams is the digital learning platform that we will be using to share all of our remote learning. Teams calls and Zoom calls will be scheduled on Teams, assignments will be set on Teams, feedback will be given through Teams and resources will be uploaded to Teams.

When a child logs in to Teams for the first time, parents/carers will be agreeing to the following terms and expectations:

- Children should join every live lesson or watch the recording later in the day.
- Children must be dressed appropriately (no pyjamas or dressing gowns).
- Please ensure children are not eating their breakfast or lunch during this session so they are fully focused on the input
- Microphones should be switched off.
- Some lessons may be recorded to allow access at a later time, should you need to replay it or are unable to login at the designated time.
- You give permission for your child to be a part of any recorded sessions.
- To interact with the staff please use the hands up and chat functions rather than unmuting the microphone.
- Children will need to be ready for the lesson with pencil & paper.
- Our usual high standards of behaviour and learning expectations will apply.

Use of Loom video recording technology

If teachers choose to create their own video content, they will do this using Loom. Videos should be 5-10 minutes long and should aim to talk through an aspect of learning or model a task. Loom is completely GDPR compliant and details of this can be found at the link shown below:

<https://support.loom.com/hc/en-us/articles/360002228758-GDPR-compliance>

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 Designated Safeguarding Lead and Computing lead as normal. Parents can do this through DB Primary messaging or by emailing jgriggs@brigstockprimary.org.uk

APPENDIX: National Online Safety Agency Top Tips For Parents:



10 TOP TIPS REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

