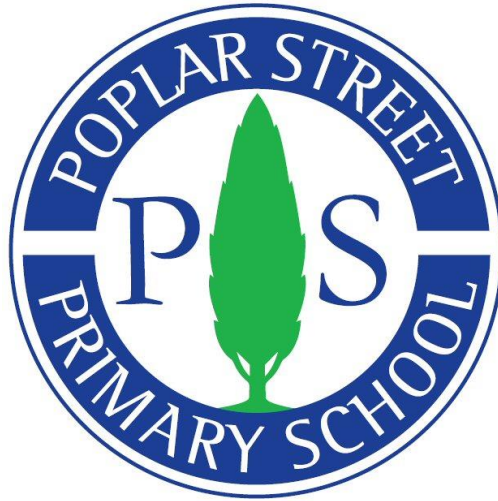


# Poplar Street Primary School



## Remoting Learning policy 2020/21

Implemented October 2020  
(updated January 21)  
Review date October 2021

### **Introduction:**

This remote learning policy has been written as guidance for staff and parents and sets out the systems and technology that staff will use to maintain an engaging and challenging learning experience for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

### **A flexible approach:**

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. We aim to provide a flexible approach to remote learning. The government's emergency legislation lifts curriculum requirements for schools, giving flexibility to provide support, activities and education in the way they see fit. We won't be providing a full school day of activities as this will be unmanageable for the majority of families - not to mention keeping children at a screen for far too long. We hope to offer a variety of daily online and offline learning activities across the curriculum so that pupils can work their way flexibly through things as and when they are able. Any questions and concerns you may have can be addressed to your child's teacher through Class Dojo.

### **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:

- Microsoft Teams (MSTeams) is our main method of delivery and engagement between classroom staff and children and is used for posting daily learning activities, timetables, essential texts, video and photo updates
- Differentiated maths activities can also be assigned and completed through: Times Tables Rock Stars (Year 2 to 6) <https://ttrockstars.com> and Numbots (new for EYFS and KS1) <https://play.numbots.com>
- Spelling can be practised through Spelling Shed (Year 2+) [www.spellingshed.com/](http://www.spellingshed.com/)

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. See our policies.

### **Interaction:**

We are keen to make remote learning an interactive experience through the submission of work by children and delivery of feedback from teachers where practicable and useful. We will also be arranging opportunities for pupils and families to compete, interact and collaborate, for example through daily challenges, Times Tables Rockstars Battles, IamLearning activities etc. We will upload video for pupils to watch at a time and pace that suits them and make use of vetted video links from elsewhere on the internet.

Communication between staff and pupils / families must be through the authorised school systems above and not through personal social media channels, such as Twitter/Facebook etc. It should follow the usual rules outlined in the E-Safety Policy and Acceptable Use Agreements. Staff should give due consideration before sharing photo or video as to whether

there are any issues regarding reputation, professional conduct, online safety or other safeguarding. Staff are instructed to only to use school-provided equipment, which offers them and the children encrypted and password-protected contact.

### **Educational Provision:**

Whilst we understand that remote learning may be easier for some families than others, we no doubt all agree that keeping regular learning going during this period is important in order to reduce the immediate and longer term impact on children's education. In the event of the need to implement remote learning, we will aim to send a plan of work home within 24 hours of first day of absence. The work in English and maths will be a blend of new and consolidatory in content, as much like our school approach as possible; the technical aspect of the work we routinely set for children may well be different than the approaches that their parents may have been taught. We believe that, to expect parents to support new learning during a child's absence could put undue pressure on adults at home who may well already be under pressure. Parents are encouraged to use Dojo to ask any questions about the work set for their children and staff will endeavour to direct you to advice and guidance to assist you in supporting your child effectively.

The government ambition is that primary-aged pupils should be studying for between 2 4 hours each day depending on your child's age. However, this does not mean that they need to be sat in front of a computer device for that entire time. We will set tasks that enable you and your child to engage in a wide variety of curriculum activities, which will include outdoor time, physical activity, artistic sessions and other social and creative experiences. We would encourage your child to engage in open-ended tasks which may link to home-life; these may be cooking or finance activities, debating current affairs or discussing emotional wellbeing. We recognise your role as potential principle educator and want to support you in giving your child a rich and varied day. Of course, we also understand that you may be working too, so we will make sure that the work we offer allows your child to routinely manage independently of you.

Staff will post a weekly timetable on MSTeams for each class. It will outline a range of online and offline learning activities in a variety of subject areas and contain tasks and links for the children to follow (in an order and at a time that best suits your circumstances). We appreciate that some families won't be able to engage with the full timetable, but some subjects / activities are the key learning priorities to try to reduce the impact on children's core Maths and English skills. Opportunities to join in with time-scheduled video events will be highlighted, for example Read Write Inc Phonics lessons, Times Tables Rockstars class competitions, Mathletics live maths. Throughout the day, further posts on will add extra detail or examples as necessary. Staff will approve posts as soon as possible and give feedback on some posts where appropriate and manageable. In English, we have tried to use a shared stimulus for writing so that families with more than one child can work and discuss ideas together. Different year groups will have different links to activities based around this stimulus.

We still plan to have an assembly at least once each week to celebrate children's effort and achievement and other optional events and enrichment activities, such as outdoor learning, which 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.

### Use of Video Conferencing Technologies (MSTeams):

Each day the teacher will host 2 live check-in sessions (one at 9.15am and one at 1.15pm). These will be via MSTeams and will take the form of both a registration and a chance for the classroom staff to discuss with the children what learning is expected for the sessions between check-ins, and to assess how well they managed learning from the last time of checking in. There will also be regular check-in points during the week for individual children who need additional support and challenge. These check-in times are strictly governed by our school values and key staff characteristics. Although staff members may undertake these check-ins from home, they will always use a school device and will always adhere to our codes of conduct and safeguarding policy.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from MS Teams, 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, you agree to the following:

- A free MS Teams account is already set up so that we can ensure only registered users can access meetings.
- An appropriate adult must remain in proximity to the child during video or conference calls to monitor and ensure they are safe and using it appropriately
- Children should take part in the check-in in a suitable communal location (ideally 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. MSTeams 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 check-ins. If you need to contact staff for any reason you will do so through Class Dojo as normal
- **Screenshots, photos or recordings of virtual meetings must not be made and the links must not be shared with others.**

We will ensure that:

- No staff member will contact you or your child using MSTeams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo or by phone
- 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 direct link. Screen-sharing, file-sharing, annotation and chat will be restricted
- Participants will be held in a virtual waiting room (the lobby) while their identity is confirmed. Your MSTeams account will clearly identify your child by name. Participants' audio or video may be muted until appropriate and they may be removed from the room if behaviour becomes disruptive or inappropriate
- In groups of more than one child, a teacher and/or another staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use
- 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.

## **Safeguarding & Remote Learning:**

With the increased use of digital technologies that come with remote learning, safeguarding implications need careful consideration. Parents are advised to spend some 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 your child's teacher via Dojo, to the [head teacher](#) or to our safeguarding lead [Mrs Ray](#). 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

□ [Net-aware](#) - for support for parents and careers from the NSPCC □ [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online. 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.

# 10 TOP TIPS

## REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

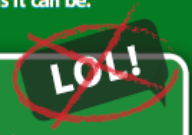
### 1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



### 2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



### 3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



### 4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a 'mock' classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



### 5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



### 6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



### 7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



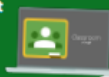
### 8) Don't share passwords or other sensitive information

In order begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



### 9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



### 10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.





# 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.

