



## Remote Learning Policy

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however 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.

### Remote Educational Provision

In the event of a national lockdown or that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a daily/weekly timetable of remote learning activities. This will be shared through Tapestry for Nursery, Reception and Year 1 and Seesaw for Years 2 to 6.

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 daily/weekly workload.

To do this, teachers will plan and prepare a range of lessons and we will make use of a number of ready prepared high-quality online materials, drawing on units from White Rose for maths, Read Write Inc for phonics as well as things like the National Oak Academy for all subjects and Jane Considine for writing which fit with our school curriculum.

Class Teachers will post daily/weekly work using Tapestry and Seesaw for their class. This will outline a range of learning activities in the full range of subject areas and contain tasks and links to follow.

We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they **focus on key learning priorities of core Maths and English skills**.

Opportunities to join in with LIVE face-to-face sessions will be also be offered as and when they fit in with learning that is going on in the classroom, to maintain a sense for them of being part of a class. We will use the Zoom Video Conferencing tool to do this.

Please see the section further down regarding use of Zoom.

Work set on Seesaw will be archived each Monday, so that the workload for children is manageable. This means that children will only have to do the work set by their teachers each week and will not have to 'catch up' on activities that have built up that they may have been unable to do. Teachers will keep a record of all work done.

We understand that for families with more than one child, it may not be possible to engage in all live sessions, especially if sessions overlap with another year group. In this instance we would encourage the children to take turns and join in alternate sessions. Other optional 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.

### Feedback

Staff will aim to approve posts and give prompt feedback during the timetabled lessons when a lesson is being taught in class, for example during a maths lesson a member of staff will aim to answer questions about that maths lesson. They will help when someone is stuck, give direct feedback and answer questions on that maths lesson.

For other activities outside of the lesson time staff will aim to give regular feedback on a student's journals as soon as possible. Students can upload activities and work to their journals at any time but staff will only respond between 8am -4pm Monday to Friday.

Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload.

Communication between staff and pupils / families must be through the authorised school systems above and not through email or personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

If parents want to send a message to staff:

Tapestry – Make a new note/observation, or add a message onto a previous note/observation.

Seesaw – Use the Family announcements section, rather than the child's journal.

### Use of Video Conferencing technologies (Zoom)

We will aim to arrange regular group meetings for children to connect and interact with their teacher and peers. Further details will follow through Tapestry and Seesaw.

Like the rest of our online offer, these meetings are not compulsory, so your child does not need to attend and we appreciate that not all families will be able to. If you would like to but are unable to due to technology restraints, please get in touch in case we can help.

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 you wish to take advantage of these opportunities on Zoom, you 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>

### Zoom code of conduct

- 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 cameras should be switched on and you will need to briefly be on screen 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**, they should be fully dressed in clothing that covers top and bottom half of the body, (no pyjamas please.)
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably 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.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify your child by their **full 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.
- Headphones should not be worn to ensure that parents can overhear the content of the session
- 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 prearranged meet ups which will be arranged through Tapestry and Seesaw. If you need to contact staff for any reason you will do so through Tapestry and Seesaw as normal.
- Screenshots, photos or recordings of Zoom 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 Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Tapestry and Seesaw
- 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.
- In groups of more than one child, a teacher and one other 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.

Live lessons may be recorded by school staff and uploaded to Seesaw or Tapestry, so that children who have not been able to access the 'live lesson' can access the learning later on. Children's attendance and participation in the lessons will be recorded. Lessons will be stored on the school server and will only saved and used within the current academic year.

Any safeguarding concerns or general concerns from parents or school staff must be reported to the Designated Safeguarding Lead Mrs Barbara Brown or Deputy Designated Safeguarding Lead Mrs Kate McKenna immediately by contacting 0191 2746695.

To consent to the above, you must register by completing the relevant permission requests: If we do not get consent your child will not be able to join in.

### 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:

Tapestry and Seesaw is our main method of communication between school and families and is used for posting daily timetables and text, video and photo updates between staff and families.

Times Tables Rock Stars (Year 2 to 6) <https://ttrockstars.com/>

Spelling can be practised through Spelling Shed (Year 2+) [www.spellingshed.com/](http://www.spellingshed.com/)

We may try and make use of other subscriptions as time goes on. Further details will follow as necessary. If you require login details for any of these, please get in touch with your child's class teacher via Tapestry and Seesaw.

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

### 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 as normal. Parents can do this through Tapestry and Seesaw messaging or by emailing [admin@shprimary.org.uk](mailto:admin@shprimary.org.uk)

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
- ☐ London Grid for Learning - for support for parents and carers to keep their children safe online
- ☐ Net-aware - for support for parents and careers from the NSPCC
- ☐ Parent info - for support for parents and carers to keep their children safe online
- ☐ Thinkuknow - for advice from the National Crime Agency to stay safe online
- ☐ UK Safer Internet Centre - advice for parents and carers

Staff will 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.

Links to other policies (available on the website):

Safeguarding / Child Protection Policy

Online Safety Policy / Acceptable Use Agreements

Behaviour Management Policy

Guidance For Safer Working Practice For Those Working With Children

Data Protection / GDPR Policy

APPENDIX: National Online Safety Agency Top Tips For Parents:

Get poster

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. Any concerns, questions or feedback can be communicated to Mrs Brown Headteacher using the school email address [admin@shprimary.org.uk](mailto:admin@shprimary.org.uk)

If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.