Welford on Avon Primary School

Policy on Remote Learning

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Review: Ongoing

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Introduction:

Welford on Avon's 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.

The school's usual Online Safety Policy and Acceptable Use Agreements still applies but this policy is an addendum in these unprecedented circumstances.

The staff remote learning team is made up of the following:

Julie Leeman	Headteacher	head2058@welearn365.com
Lucy Wretham	Deputy Head	wretham.l1@welearn365.com
Matt Tibbitts	Computer and Remote Learning Lead	tibbitts.m1@welearn365.com
Jo Burn	School Office Administrator	burn.j1@welearn365.com

Any concerns, questions or feedback can be communicated via email to any of the above.

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.

A flexible approach:

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. Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

Remote Educational Provision for Individuals Who Are Self-Isolating or Shielding

Individual pupils who are required to self-isolate or shield due to COVID **and are fit to learn**, will have access to a weekly timetable of remote learning. Older and more independent pupils will be able to access this work independently but some pupils may require a greater level of support from parent or carers to access this learning. While, during the school day, teachers and teaching assistants will be checking in, parental supervision and support will still be required. Please contact the school, if the needs for your household are not met through the suggestions below and we will try and seek a manageable solution.

TEAMS Platform

Learning will be shared through the pupils TEAMs year group on the TEAMS Platform. This will include a weekly overview timetable and a daily file of learning for each school day. This will, as much as practically possible, link to our class 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 as far a possible of the resources that are used in the classroom and supplement them with our existing subscription packages and some ready prepared online teaching materials which children are familiar with.

Class teachers will upload a message every morning to give an overview of the learning for the day. Pupils should register (using the thumbs up emoji) to let the teacher know that they are online.

Pupils will be provided (wherever possible) with copies of all of the class textbooks, as well as their own exercise books during their period of isolation. This applies to KS2 primarily as their learning transfers easily to method of teaching as their ability to work independently is greater.

Nursery, Reception and KS1 materials will be uploaded on the class teams page and other prepared resources will be used.

There are several ways pupils can access learning during a period of isolation.

1. Where practically possible, pupils will be able to join the classroom live through the Teams platform and hear the main teaching input from the class teacher. The teacher or teaching assistant will be able to check in with what the child is doing and help guide the pupil through the lesson. Pupils who are working online will be able to see the class teacher but will not be able to see into the classroom. There may be times when the remote pupils will be asked to switch off their camera or the class feed will need to be muted.
2. If the pupil is unable to join the lesson live, the class teacher will call the pupil through the chat function at several appointed times during the day. (see appendix 1). The teacher will talk through the main teaching points and answer any questions about the lessons.
3. If the pupil cannot access the chat function, then the pupil can follow the uploaded daily plans on the Team's platform and check with the class teacher at the end of the school day for a catch up.
4. 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 to try to reduce the impact on children's core Maths and English skills.

Pupil Support and Effective Feedback:

In line with our effective feedback policy pupils will be able to access feedback in several ways:

1. During the live teaching input, pupils may ask or answer questions, just like they would if they were in the classroom. The teacher can also direct questioning to the pupil to check understanding.
2. Independent work can be discussed with either the class teacher or the teaching assistant during the lesson.
3. Pupils can click the 'Hands Up Function' to ask for assistance. Pupils can receive feedback during the live lesson as part of the whole class feedback session.
4. The teacher can also provide feedback during scheduled teams call.
5. Completed work can be uploaded on the Teams platform and seen by the teachers during or after the lesson.
6. Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least once a day. This feedback may be completed in groups.
7. All books need to be returned after the period of isolation.

Remote Educational Provision for Whole Classes.

1. In the event of that a whole class, Key Stage or whole school have to self-isolate, Class Teachers will upload their weekly timetables and plans to their Class Teams page .
2. Teachers will post a morning message and children are asked to register using the thumbs up emoji.
3. As well as a weekly timetable there will be a daily file containing a range of learning activities in the full range of subject areas and contain tasks and links to follow (in any order and at a time that suits across the week).
4. 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 to try to reduce the impact on children's core Maths and English skills.
5. Opportunities to join in with time-scheduled LIVE teaching sessions will be highlighted in red, for example, English and Maths or any individual subjects' lessons, Phonics or spelling Live Lessons, Times Tables lessons, class assemblies etc.
6. The class or groups within the class will be sent invites to join these live sessions.
7. The teacher, teaching assistants and trainee teachers will be delivering live sessions.
8. Throughout the day, further posts will be uploaded on Teams platform to add extra detail

Pupil Support and Effective Feedback:

In line with our effective feedback policy pupils will be able to access feedback in several ways:

1. During the live teaching input, pupils may ask or answer questions, just like they would if they were in the classroom. The teacher cam also direct questioning to the pupil to check understanding. Please be aware that the bandwidth may affect how successful this method is.
2. Pupils may also type in questions for the teaching team to reply to by hitting the text box on their Teams page.

3. Independent work can be discussed with either the class teacher or the teaching assistant during the lesson.
4. Pupils can click the 'Hands Up Function' to ask for assistance. Pupils can receive feedback during the live lesson as part of the whole class feedback session.
5. The teacher can also provide feedback during scheduled teams call.
6. Completed work can be uploaded on the Teams platform and seen by the teachers after or during the lesson.
7. Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload. Students should receive feedback at least once a day. This may be completed in groups.

Interaction Using Teams:

We are keen to make remote learning an interactive experience through the teaching of live sessions, submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for pupils and families to compete, interact and collaborate.

It is almost impossible to replicate the classroom during periods of class or whole school lockdown but the Teams platform provides us with the best opportunity to provide high quality learning and an acceptable level of face to face live learning. We feel it will provide safe, supervised and structured opportunities for children to learn alongside their teacher and classmates.

Please read through our Remote learning acceptable users' policy. It follows the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements. All communication during a period of lockdown should be through the Teams platform. Any work shared or uploaded should be through this platform.

The Teams Classroom operates the same hours as school day. Teachers will only be available between 8.55am and 3.15pm. Please do not connect the teachers outside these hours. When, the school/classroom reopens all messages should be sent via school and not through the Teams APP. This is to request the work life balance and wellbeing of our school community.

Online Safety when accessing Whole Class Live Teaching Sessions and Assemblies:

If whole classes are self-isolating, we will arrange live teaching sessions and group meetings for children to connect and interact with their teacher and peers. If you would like to but are unable to due to technology restraints, please get in touch in case we can help. We will also be continuing to run our weekly school assemblies, although some adaptations may be necessary.

The safety of both children and staff when using Teams technology is paramount and we will be following relevant advice from Warwickshire ICT Department.

An appropriate adult should remain in the same room with your child during 1:1 sessions and ensure they are safe and using it appropriately.

1. Pupils should not use the Teams Platform to contact their peers outside of the school day and never for social purposes unless arranged by the school.
2. When joining any class 1:1 session you will need to briefly be onscreen with your child so we know that they have an appropriate adult nearby.
3. This will also give us a chance to talk with you if we need to.
4. 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).
5. 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.
6. Teams has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
7. You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
8. You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups
9. If you need to contact staff for any reason you may type a message through Teams during the school day. If you send a message outside these hours it will not be answered until the following school day.
10. If you have an emergency to report you must contact the Headteacher by email or phone the school office or mobile number.
11. Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.

We will ensure that:

1. No staff member will contact you or your child using Teams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Teams App during the school day.
2. Teachers will ensure appropriate security settings are in place for the meeting
3. 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.
4. Teachers will stay in the meeting until everyone has 'logged off'.
5. Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

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 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.

Maths	Oxford Reading
Spelling	Hamilton
SATs Practise	White Rose Maths
Reading	BBC iPlayer
My Maths	Primary Languages Network
Twinkl	Rising Stars
Letter and Sounds	Collins Connect
Plan Bee	Literacy Shed Plus
TT Rockstars	Kindle Stores (Amazon)
Phonics Play	Access Art
BBC Schools Radio	Pobble 365
BBC Bitesize	Top Marks
Charanga Music	

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

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 Online Safety Lead (Matt Tibbitts) or Julie Leeman (Headteacher) as normal. Parents can do this through TEAMS messaging or by emailing any of the Remote Safety Team named above. 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

https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-am-a-parent-carer/staying-safe-online _ information about how to stay cyber safe in Warwickshire.

UK Safer Internet Centre - advice for parents and carers If parents have any safeguarding concerns that need discussing, they can contact the Headteacher or Deputy Head and someone will get in touch.

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.

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