



## **BROOKLANDS PRIMARY SCHOOL**

### **REMOTE LEARNING POLICY JUNE 2020**

**AUTHOR:** Mike Waddell

**DATE OF REVIEW:** Ongoing

#### **Policy**

This remote learning policy has been written as guidance for staff and parents during the time that schools are closed due to COVID-19.

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 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.

Due to this we are providing 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 dip in and out and work their way through things as and when they are able.

The staff remote learning lead is Mike Waddell and any concerns, questions or feedback can be communicated with him 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:

Class Dojo 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.

[www.classdojo.com](http://www.classdojo.com)

Purple Mash (Whole School) and Mini Mash (EYFS) provide a full range of software for learning activities across the curriculum and allow staff to set 'To Dos' for children to complete. [www.purplemash.com/sch/brooklands-co11](http://www.purplemash.com/sch/brooklands-co11)

Differentiated maths activities can be assigned and completed through Mathletics (Whole School) [www.mathletics.com/](http://www.mathletics.com/), Times Tables Rock Stars (Year 2 to 6) <https://trockstars.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/)

Year 6 can continue their targeted SATs revision activities through SATs Companion

<https://app.satscompanion.com/login>

Children in KS2 who have finished their reading books can complete Accelerated Reader quizzes at home at <https://ukhosted75.renlearn.co.uk/2237511>. You can also search to see if your books from home are on their system.

Those children who access Nessy Reading and Spelling ([www.nessy.com/uk/](http://www.nessy.com/uk/)) and Dynamo Maths (<https://dynamomaths.co.uk/>) interventions can continue to access these at home using their individual logins.

Padlet boards (new for whole school) are used to provide limited interaction and collaboration between children. Posts require manual approval, profanity filtering is on and content is moderated by teachers.

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.

### **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 possible. We will also be arranging opportunities for pupils and families to compete, interact and collaborate, for example through daily challenges, Times Tables Rockstars Battles, Spelling Shed Hive Games, etc. We will 'broadcast' video via ClassDojo for pupils to watch at a time and pace that suits them and make use of vetted video links from elsewhere on the internet.

As this period of home learning continues further, we are keen to try to provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We are planning to trial use of the free Zoom Video Conferencing tool to do this. While teaching a primary-age class this way is not practical, we are hoping to use it to provide some

safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates. Please see the section further down regarding use of Zoom.

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.

Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding.

We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

### **Educational Provision:**

While we understand that remote learning may be easier for some families than others, we no doubt all agree that keeping regular learning going during the period that schools are closed is of important to reduce the impact on children's education.

Staff will post daily flexible timetables will be posted on Class Dojo for each class. This will outline a range of online and offline learning activities in a variety of subject areas and contain tasks and links to follow (in any order and at a time that suits). We appreciate that some families won't be able to engage with the full timetable, but starred 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 LIVE events will be highlighted in red, for example Read Write Inc Phonics Live Lessons, Times Tables Rockstars Class competitions, Mathematics Live Maths, Spelling Shed Hive Games, etc.

Throughout the day, further posts on Class Dojo will add extra detail or examples as necessary and sometimes a Class Dojo assignment will be set to 'collect in' a piece of work. Staff will approve portfolio 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 have also given three family project ideas to run across each week so that if you have more than one child they can work together on activities with you. These are just ideas and can be adapted to suit the resources / time you have available or replaced with projects of your own. Again the results of these projects can be shared through Class Dojo portfolios.

We still plan to have an assembly of some sort each day and other optional events and enrichment activity ideas such as outdoor learning 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 (Zoom):**

We hope to initially offer a 5-10 minute slot for those children who have not been in school to catch up with their teacher. We hope this will help to motivate your child this half term and help them to maintain their relationship after all this time apart. We will then arrange

opportunities for wider groups from each class to connect. Further details will follow through Class Dojo.

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>
- 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 meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through Class Dojo 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 Class Dojo.
- 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.
- 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.

To consent to the above, you must register by completing the survey here:

<https://www.surveymonkey.com/r/LW6T7SF>

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

### **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 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 the school's Online Safety Lead (Mike Waddell) as normal. Parents can do this through Class Dojo messaging or by emailing [safeguarding@brooklandsprimary.co.uk](mailto:safeguarding@brooklandsprimary.co.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 carers 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

If parents have any safeguarding concerns that need discussing, they can contact us on [safeguarding@brooklandsprimary.co.uk](mailto:safeguarding@brooklandsprimary.co.uk) and one of our Safeguarding Leads (Christine Davy or Mike Waddell) 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

**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. Teacher's 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.



