

FARLEY HILL SCHOOL



REMOTE LEARNING OFFER AND POLICY

Governing Body Responsibility: Curriculum and Learning Committee	Approved: October 2021
	Reviewed: December 2021 Next review: April 2022 REVIEWED: May 2022 Reviewed: October 2024
	Next Review: October 2026

Policy:

This remote learning policy was 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 apply at this time but this policy is an addendum for unprecedented circumstances.

Our 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 hope to offer a variety of daily online and offline learning activities across the curriculum so that pupils can work their way through the curriculum when they are able to. The Curriculum we would normally follow will be delivered wherever possible and appropriate. However, in some subjects e.g. PE adaptations will be needed.

The children will be following the structure of the school day with playtime and lunchtime breaks built in. The children will access online learning through Zoom and the Frog Learning Platform, alongside learning packages the school has purchased to enhance their learning, e.g. TT Rockstars, Maths Whizz, Spelling Shed and Numbots, as well as, free resources e.g. White Rose Maths, Oak Academy and other available websites/video clips we can access.

Remote Educational Provision For Individuals Who Are Self-Isolating or Shielding:

Outside of lockdown when normal school is in session in the event that individual pupils are confirmed to be self-isolating or shielding due to a specific reason (e.g., COVID-19), Class Teachers will provide access to weekly timetable of remote learning activities. This will be shared on the class page of the Learning Platform.

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 heavily on 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 e.g. Spelling Shed, Maths Whizz and Numbots.

Staff will endeavour to view and feedback on as much of children's work as they are able, while balancing their workload inside of school. Children will be able to submit their learning on the Frog Learning Platform and they will receive feedback from their teachers.

Remote Educational Provision for Whole Classes:

In the event of a whole class, Key Stage or whole school having to isolate, Class Teachers will contact their class 3 times a day on the ZOOM platform. They will outline a range of learning activities across the curriculum and provide tasks and links to follow. We will use a variety of learning tools, e.g., Oak Academy, Phonics Play, Big Cat e-Books and many more.

The timetable will provide a broad, rich curriculum for all children.

Communication and 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 arrange Zoom lessons, opportunities for pupils to compete, interact and collaborate, for example through the learning platform, Times Tables Rockstars, Spelling Shed, etc.)

We will also provide some live contact opportunities for children, to maintain a sense of them being part of a class. We will use the Zoom Video Conferencing tool to do this. We are hoping to use this tool to provide some safe, supervised and structured opportunities for children to 'connect' with their teacher and classmates. For teachers to answer questions and discuss learning with the whole class. Please see the section below regarding use of Zoom.

Communication between staff and pupils / families must be through the authorised school systems. If classes are out of school, class emails will be set up to make communication between parents and teachers easier.

There is also a 'safeguarding' email for any safeguarding concerns as well as isolation notifications, along with the 'office@' email to communicate with school.

We use our Teachers2Parents email system to communicate important messages, e.g., notifications and our weekly newsletters all help support communicate.

Expectation and Engagement:

We expect all of our children; if well, to attend and engage in the Zoom calls and to complete the work set and submit their learning online.

Teachers will monitor attendance on online Zoom sessions and when marking work submitted, teachers will feedback on the quality and next steps.

Parents will be contacted by phone if there are concerns about their child's learning.

Feedback:

The Frog Learning Platform will be used to provide feedback to the children and feedback may also be given to the whole class on Zoom calls or in groups to older children.

SEND children:

Teachers will be differentiating work and EHCP children are welcome to attend school during a National Lockdown to support their needs.

Use of Video Conferencing technologies (Zoom):

The safety of both children and staff when using this technology is paramount. Rules must be followed; these have been sent out to all parents along with the Contract of Use.

User guidelines for video conferencing into pupils' homes - (Code of Conduct)

Aim: What to expect during a video conference class?

The aim at Farley Hill Primary School is to maintain our community approach. In times where our children and staff are not at school and home based. We want to provide an opportunity for our staff and children to stay in contact with each other. We will use video conference technology to provide a secure meeting place for each class to meet two or three times a day so the teachers can maintain some form of communication and outline the timetable for the day with children and to pick up any challenges the children may face with their online learning.

Pupils and Parents:

- Please be aware that everything is shown on camera and heard through the microphone!
- Please be aware of the background your child is seated in front of. Keep it simple and plain. No bedrooms.
- Do not sit your child in front of a window. This will cast a dark shadow.
- The area your child is seated in needs to be as quiet as possible so they can hear the audio clearly and see the image on the screen. There should be no other distractions.
- If possible, use a surface that allows paperwork next to the computer/device.
- Please make sure your child is appropriately dressed (smartly to attend the video conference).
- Positive language and the school behaviour policy is to be used at all times.
- The class will be recorded for monitoring and safeguarding.
- We do not allow virtual backgrounds (this drains bandwidth).
- The children must log in with their first names, if they are not, they will not be admitted into the room.
- The room will be locked at the start time, and pupils are to arrive 10 minutes before the start and wait to be admitted into the room.
- Late comers will not be admitted.
- If you lose internet connection during the Video Conferencing you will unfortunately not be allowed back into the room because it will be locked.
- If you lose your Identification code/Password access details to the classroom, please contact your class teacher 24 hours before your class is due to start and no later.

We are asking for your support and understanding in undertaking this new way of teaching and learning with video conference technology whilst your child is at home.

Please note that the school is not responsible for the quality of your video conference connection. The quality relies heavily on your internet connection at home and the device you are using.

1. Please abide to the code of conduct.
2. Any parent or child sharing the Identification code or Password with another adult or child will be removed from video conferencing classes.
3. Other than by the teacher, no videos, recording or photos of the video conferences will be allowed.
4. No images/recordings of the video conference are to be shared on social media.
5. The children must follow the behaviour policy of the school even though they are at home.
6. There will be zero tolerance against any verbal/ visual abuse towards staff or other pupils during the video conference.
7. Should you lose the Identification code or Password please contact the class teacher by email, giving 24 hr before the video conference. Less than 24 hr notice may mean that you are not able to connect into the lesson.
8. By signing this agreement, you are giving permission to the school to record your child during the video conference, for safeguarding and monitoring purposes only.
9. The school will do its best to give at least 24hr notice if there is a reason that class may need to cancel.
10. Parents are not to engage in conversation with teachers during the lesson – this can be done over email. This lesson is for the children only
11. When signing into zoom children must type use their first names to log in with
12. The video on the webcam must be switched on at all times.
13. There are to be no use of virtual backgrounds.
14. No other child or adult is to be seen on the screen. Child only.
15. The meeting will be locked at a set time after which any late comers will not be allowed into the meeting.

If any of the above rules are broken, you will be removed from all future video conferences immediately.

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:

Our learning platform is a key method of communication.

We use a range of software e.g. Maths Whizz, Numbots, Spelling Shed and TT Rockstars.

Safeguarding and 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. Whilst 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 (Mrs Jane Bateman). Parents can do this by emailing admin@farleyhill.wokingham.sch.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

If parents have any safeguarding concerns that need discussing, they can contact us on safeguarding@farleyhill.wokingham.sch.uk and one of our Safeguarding Lead (Mrs Jane Bateman and Mrs Karen Lewis) will get in touch.

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 by phone or in person where appropriate, or on the CPOMS system.

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. 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 every day might take its toll.

