

Clipston Endowed VC Primary School

Remote Education Policy



Remote Education Policy

This policy has been created to support remote learning during the Covid 19 pandemic.

In this policy, the role of the governor states that they are responsible for ensuring the effective implementation, monitoring and evaluation of the policy. This - in practical terms - means that this is a day to day management responsibility usually overseen by the Head Teacher, and governors receive a report on the effectiveness of the policy when a policy is reviewed.

Disseminated to Governors: November 2020

Proposed Review: Autumn 2021

Signed

Mrs Helen Bellamy: Chair of Governors

AIMS OF CLIPSTON SCHOOL

Clipston Endowed Voluntary Controlled Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

The following Policy outlines how Clipston Primary School approaches remote learning when pupils are learning at home due to Covid 19. Home learning is built on and compliments learning at school.

We are committed to giving pupils access to learning activities which will meet their needs, and build on prior learning. Staff will use **Seesaw** to deliver online learning.

Our aims for remote learning are to fulfil the DfE Guidance to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by the teacher through high-quality curriculum resources or instructional videos
- gauge how well pupils are progressing through the curriculum, using questions, quizzes and other suitable tasks
- set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, including daily uploads to Seesaw by the teacher.

Resources

Pupils will have access to the following resources when learning at home:

- CGP books
- Daily work set by the class teacher on Seesaw
- Online safety advice
- Phonics Activities
- Oak National Academy
- BBC Bitesize
- White Rose Maths booklets, worksheets and online lessons
- News Round
- TT Rockstars / Numbots

For those children in the early stages of learning to read (i.e. EYFS and Year 1) scheme books and a weekly Library book will be provided (e.g. delivered to the house by school staff).

Reading books and stories will be provided for older children, particularly those who are vulnerable, if they have insufficient reading material at home.

Please refer to the 'Seesaw Factsheet' (Appendix 1) for more detailed information.

Teaching & Learning: Roles and Responsibilities

The role of staff:

- To provide new learning as well as reinforcement and consolidation of prior learning.
- To provide asynchronous learning (where learning happens independently).
- To ensure that cyber resilience and internet safety is taken into account when providing remote learning activities.
- To provide support and guidance for pupils to enable them to engage in the schools learning approach.
- To maintain the pathway of communication between the school and home where needed. This will usually be via the school office.

The role of the pupils:

- To engage in learning through our Seesaw platform.
- To try their best to complete the tasks.

The role of parents:

- To foster an open pathway of communication between the school and home where appropriate.
- To encourage and support their child to complete the work.

The role of the Governors:

- Monitoring the school's approach to providing remote learning to ensure education remains high quality.
- Providing support to the staff and their well-being.

Guidelines for Teaching and Learning

If a child is absent or if a Bubble has to close due to Covid 19 related issues, the following steps will be taken:

The Class Teacher will (if they remain well):

- Provide learning activities each day in accordance with the suggested timetable, including activities relating to PE and physical activity and Phonics in EYFS & KS1.
- Provide reminders to pupils about how to stay safe online.
- Feedback to pupils in response to questions or requests where required.

If the Class Teacher is absent from school and is unwell they will not be able to provide remote learning for absent pupils. Pupils will be expected to undertake Oak National Academy learning activities.

Day One of Absence Due to Covid

On a child's first day of absence, the child's class teacher will not have time to upload that day's learning activities to a child's journal on Seesaw. Children should access the Staying Safe Online Activity, and the English, Maths and One Other lesson from Oak National: <https://classroom.thenational.academy/schedule-by-year>

Day Two Onwards: Children should complete the lessons set by the class teacher on Seesaw. These lessons will be directly linked to the teaching and learning taking place in class.

Parents/Carers/Pupils will:

- Ensure their child logs in to their Seesaw account to access the remote learning materials which support, complement and consolidate school learning.
- Complete remote learning activities, **to the very best of their ability**, ensuring that all tasks are submitted daily, using the functions on Seesaw.
- Be mindful that if your child's teacher is absent due to Covid 19, they may be supervising their own children's remote learning, or caring for sick relatives.

If your child is unwell, we do not expect them to undertake any of the set work.

Guidance for Parents

The following are suggestions for parents:

- On the days that your child is engaging with remote learning, plan the day out in advance with your child, doing this will help to reduce pressure or anxiety.

- Not all activities should require direct adult support, therefore plan so that your child can undertake some activities independently in order to ensure that you can continue to work at home, if necessary.
- It is important to make sure that your child isn't working online all day. Factor in time for breaks, lunch, shared activities, time outdoors and fresh air. A variety of different activities such as board games, puzzles or outdoor games can help your child to further develop skills such as problem solving, turn taking, cooperating with others and resilience.

Safeguarding is a Priority

Teachers will:

- Avoid the use of a personal device that shares their personal contact details e.g. a private phone or email address. Communications should either use the secure Seesaw platform or the office email address. The Class Mobile Phone should be used with the "No ID" function activated.
- Take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:
 - ★ Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
 - ★ Making sure the device locks if left inactive for a period of time
 - ★ Not sharing the device among family or friends

The safety and wellbeing of our children and staff are a priority.

The DSL will be contacted if there are any concerns regarding any pupil working from home. Children identified as vulnerable will be telephoned at least once during any two week isolation period.

Live lessons will not be provided. Recorded, whole class teaching will not be provided. From a safeguarding, GDPR and privacy perspective, we believe that the information about individual children that would be available through live / recorded lessons would be inappropriate to share / send into other people's homes.

When a teacher is recording an instructional videos in their own home which is to be shared with children on the remote platform, backgrounds should be plain wherever possible. A professional stance must be maintained. Staff will be under no pressure to provide anything other than voice recordings only, or instructional videos showing their hands writing on the board.

Parents will:

- Be responsible for checking parental controls / firewalls and internet settings
- Encourage their child/ren to be safe online and to seek permission to access links.
- Ensure that their child/ren follows the instructions set by the teacher e.g. regarding Science Investigations.

Children will:

- Complete the online safety activity on Day One of their absence (see Appendix One)

- Follow the guidance in the online safety activity
- Follow the teacher's instructions e.g. regarding Science Investigations.

Copyright

Before recording the reading of whole story books, teachers will ensure that written permission has been granted by the author / publisher.

The usual rules apply when using excerpts from books and other publications.

Monitoring arrangements

This policy will be reviewed following the self-isolation of a bubble and occasionally during Staff Meetings. The Governing Body will review and approve it annually.

Appendix One

CHILDLINE: EYFS KEY STAGE 1 - TIPS TO STAY SAFE ONLINE

Remember how to keep yourself safe online.

- **Don't talk or play with strangers on your device**
Only play games with people you actually know in real life, like your friends from school.
- **Be nice**
Don't write things on your device that are unkind or rude. Only write things that you would say to someone's face in real life.
- **Stay private**
Don't put your personal information online – keep your name and address and your school name private – never share them.
- **Tell someone**
If you have that butterfly-worried feeling in your tummy, tell someone you trust like a grown-up who looks after you at home or at school.

<https://vimeo.com/29383001> - Watch this video and ask a grown up if you have any questions.



CHILDLINE: KEY STAGE 2 - TIPS TO STAY SAFE ONLINE

There are lots of things you can do to keep yourself safe online.

- **Think before you post**
Don't upload or share anything you wouldn't want your parents, carers, teachers or future employers seeing. Once you post something, you lose control of it, especially if someone else screenshots or shares it.
- **Don't share personal details**
Keep things like your address, phone number, full name, school and date of birth private, and check what people can see in your privacy settings. Remember that people can use small clues like a school logo in a photo to find out a lot about you.
- **Watch out for phishing and scams**
Phishing is when someone tries to trick you into giving them information, like your password. Someone might also try to trick you by saying they can make you famous or that they're from a talent agency. Never click links from emails or messages that ask you to log in or share your details, even if you think they might be genuine. If you're asked to log into a website, go to the app or site directly instead.
- **Think about who you're talking to**
There are lots of ways that people try to trick you into trusting them online. Even if you like and trust someone you've met online, never share personal information with them like your address, full name, or where you go to school.
- **Keep your device secure**
Make sure that you're keeping your device secure
- **Never give out your password**
You should never give out your password or log-in information. Make sure you pick strong, easy to remember passwords.
- **Cover your webcam**
Some viruses will let someone access your webcam without you knowing, so make sure you cover your webcam whenever you're not using it.

<https://vimeo.com/71807752> - Watch this video and ask a grown up if you have any questions.

