'We can and we will'

GLEBE PRIMARY SCHOOL

REMOTE LEARNING POLICY
an Addendum to E-Safety

Mission Statement

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

Introduction:

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, which staff will use to keep the learning progressing for children and details of how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual E-Safety Policy still applies at this time but this policy is an addendum in these unprecedented circumstances.

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who are not in school;
- Set out expectations for all members of the school community with regards to remote learning;
- Provide appropriate guidelines for data protection.

A Flexible Approach:

Keeping regular learning operating during the period that bubbles are closed, or children are isolating, is of great importance to reduce the impact on the 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 learning is only available to those who are self-isolating due to a potential case outside of the school setting; those who have been asked to self-isolate by the school or a registered medical professional or those within "bubbles" which have to close.

Remote Educational Provision For Individuals Who Are Self-Isolating

In the event that individual pupils are confirmed to be self-isolating due to COVID-19, class teachers will provide access to a weekly timetable of remote learning activities. This will be shared through Class Dojo and through email - Paper copies can be given if requested by parents.

This timetable will link to the learning happening within the classroom itself, 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 which fit with our school curriculum) and supplement these with our existing subscription packages which children are familiar with.

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 twice a week.

Remote Educational Provision For Whole Classes

In the event that a whole class, or a year group bubble, has to self-isolate, class teachers will post each day's learning on Class Dojo, on the previous day by 4:30pm. Each day maths, English, reading and an additional foundation subject (such as science, RE, art etc) will be given for the children to undertake remotely. The guidance from the DfE in the document "Restricting attendance during the national lockdown: schools Guidance for all schools in England" https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/fil e/950510/School_national_restrictions_guidance.pdf gives the daily hours, expected for each Key Stage, that the children should be engaging with Remote Learning:

- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
- Key Stage 2: 4 hours a day

Class Dojo can also be used to 'collect in' a piece of work. Staff will approve portfolio posts, as soon as possible, and give regular feedback on a student's portfolio. Please see our "Providing remote Education Information For Parents" for more information.

Other optional events and 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.

Interaction:

We are keen to make remote learning an interactive experience through the 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, for example through Doodlemaths, and TT Blast on J2E.

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 E- Safety Policy and the Parents' Code of Conduct.

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 remind staff that they should avoid using personal devices and should only use school provided equipment. This maybe different if/when isolating at home but this is the only exception to this rule. Please see the "Safeguarding Addendum" for more Information.

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 remote learning activities and text, video/ photo updates between staff and families. www.classdojo.com This can be accessed both on desktops and through their app on phones and tablets.

TT Blast- for spellings and times tables practice can be accessed on https://www.j2e.com/. The children all have log on details to be able to access their year group blogs and whole school blog – if needed.

Differentiated maths activities can be assigned and completed through Doodle Maths (Whole School) https://www.doodlemaths.com/#! . We have removed the ability for children to be able to message each other. There are pre-set messages the children are allowed to send such as "Well Done" and there is a button the children can click to ask the teacher for help with particular questions.

Phonics Play https://www.phonicsplay.co.uk/login is an excellent resource we use in school that provides different activities for the different phases the children maybe working at. Again, a logon is required and can be requested from your child's class teacher if lost.

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 Leads (Tom Perkins and Tayyibah Arshad) as normal. Parents can do this through Class Dojo messaging or by emailing the school office office@glebeprimary.org.

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 the school office and one of our Safeguarding Team will get in touch.

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and, where appropriate, referrals should still be made to Children's Social Care and as required, the police.

Online teaching should follow the same principles as set out in the Glebe Code of Conduct.

Glebe will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, or posting videos, especially where webcams are involved:

- Any video must be pre-recorded and no live lessons should be streamed;
- If having to film from home, this should be in appropriate areas, for example, not in bedrooms; and the background should be blurred;
- Staff and children must wear suitable clothing, as should anyone else in the household if on screen;
- Language must be professional and appropriate, including any family members in the background;
- Staff must only use Class Dojo to communicate with pupils.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of the Safeguarding addendum.

We will make sure that children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

Links to Other Policies (available on the website):
- Safeguarding / Child Protection Policy & Addendum
- E-Safety Policy
- Parental Code of Conduct
- Behaviour Management Policy
- Data Protection / GDPR Policy

Reviewed: January 2021

To be Reviewed: October 2021

APPENDIX: National Online Safety Agency Top Tips For Parents: