



Remote Learning Policy

Remote Learning Policy

Aims

Buckton Vale Primary School is committed to ensuring all our pupils continue to learn when they are unable to attend school.

Remote learning is where pupils cannot physically be present at school; consequently their learning will take place online. We will continue to provide an ambitious and broad curriculum in all subjects.

We have extensive plans for the provision of remote education where needed to ensure that the children who need to be educated at home, for example, due to shielding or self-isolation, are given the support they need to continue learning. This policy will future-proof against closures that could happen at any time: due to school closure from illness epidemic, extreme weather, power-loss, etc

Remote education, where needed, is of a high quality and aligns as closely as possible with in-school provision.

The parents of our pupils in Foundation Stage will be able to access Tapestry. For parents of Reception your child's teacher will upload a range of open-ended tasks. You may choose to send in photographs of your child's learning via Tapestry. Staff will keep in contact with you via email or Tapestry and give feedback to your child.

Every child in Key Stages One and Two has a unique login to *Dojo Classroom*. Also have a username and password for *TimesTableRockStars*. Some pupils will also be able to access *online Read Write Inc Spellings* remotely to continue the interventions they access in school. These are websites that the children use regularly.

In order to boost our pupils' engagement and ability to understand and complete the work set remotely by their teachers, we are increasing the levels of interactivity, with pupils receiving some 'video' lessons from their teachers using *Dojo Classroom*.

Dojo Classroom is a free APP that aims to simply creating, distributing and assessing learning in a paperless way. Teachers can use *Dojo Classroom* to send announcements to their entire class or groups of children, share resources, lesson notes, PowerPoints, diagrams and home learning. Pupils can use it to access work covered in class at school, at home or on the go and complete home learning. Parents can use the features of *Dojo Classroom* to help engage with and support their child in their home learning as they can see the resources shared. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, Chromebook, tablets or mobile phones. It is a safe and secure learning platform for children to access learning materials directly from their class teacher; a location in which they

can collaborate with their peers by sharing useful websites and tips to completing assignments; a hub to allow blended learning direct from their school classrooms into the comfort of their own homes. All pupils are expected to conduct themselves online and on *Dojo Classroom* spaces in the same way that they are expected to do in school. During *Dojo Meet* sessions, the children will be able to work alongside their peers, seeing and talking to each other; we really value this as this function will help them to maintain relationships and hopefully reduce the feeling of physical isolation.

Staff will prepare distance learning in the case of a local/regional lockdown or where the year group is required to self-isolate. This will be shared with all staff to ensure consistency and parity across year groups.

The curriculum will follow the relevant sequence of current learning that allows access to high-quality online, offline resources and teaching videos, and that is linked to the school's curriculum expectations.

Dojo Classroom will enable all our pupils to access weekly homework and their completed work can be marked by their teacher, prompt feedback will be shared on Dojo Classroom.

Accessing Dojo Classroom

Pupils can access *Dojo Classroom* using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com. They should sign in using their @WBclassroom.org username and password that they have been given by their teacher. Once pupils have logged in, they will see the class overview page. Clicking on a class will open that Classroom. See appendix c for our simple guide to using Google Classroom. This has been emailed to all parents and carers and is available on our website www.bucktonvale.org.uk

Accessing resources

If pupils are accessing *Google Classroom* from a mobile device, they should download the appropriate Google APPS to make best use of the shared resources. The most useful Google APPS are: Classroom, Calendar, Docs and Drive. When home learning is set online, it can be submitted directly within *Google Classroom* online without needing to be printed. To open the work set and homework, click on the Open button on the appropriate post in the Stream page. You will then see the description and any attached documents. The simplest way to complete the home learning online is to open the attachment and complete your assignment in this document. When you are finished, click on the MARK AS DONE button. You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. Once the home learning has been marked by the teacher, the pupils can see feedback and any comments made by the teacher by opening the home learning task as before.

Parental Responsibility

Although many safety features have been enabled by our administrators, it is still the responsibility of parents to monitor what children are accessing online at home. We will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we greatly appreciate parents supporting this at home with their children.

Flexibility of Learning

Remote learning will be available between 9am and 3:00 pm.

Our expectation is that all children who can access online learning will participate in their daily learning. However, should a child become unwell or a family member is unwell, we understand that not all the tasks will be completed. We understand that there may be times of illness, caring for vulnerable family members within the home and this must be the priority. Communication is crucial so that we know whether children are able to complete their distance learning and whether parents and carers are available to support them.

For families who are unable to access our online curriculum, paper-based packs will be available. Please ensure school is aware of your needs by emailing together@bucktonvale.tameside.sch.uk

We realise that the circumstances that cause our school or bubbles to close will affect families and staff in a number of ways. At Buckton Vale, we recognise the crucial role we play in supporting young peoples' lives and hence, we must ensure that our learning environments are supportive of mental health and wellbeing. Likewise, staff wellbeing is also vital and Buckton Vale will support of staff equally so that they can flourish, as this can promote better classroom climates and enable high quality teaching that leads to success for students

In our planning and expectations, we are aware of the need for flexibility from all stakeholders:-

- parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to prioritise the needs of their child that is studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems and technology may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential. We believe that it is in the best interests of our children that we continue to provide structured support to the best of our ability.

We expect that all child from Reception to Year 6 will spend at least 3-4 hours each day on their learning. We aim to follow the curriculum as closely as possible so there will be daily Maths and English activities, as well as non-core subjects. Each morning, the Teacher will introduce the day's tasks and explain what each one involves (as outlined below).

Work will be uploaded onto *Dojo Classroom* on a daily basis to provide children with manageable daily work expectations. Work should be available online by 8:30am each morning

to allow parents time to access the materials for the day. The work will remain in the children's notifications, so they can see all of the work they have been assigned each day.

- Some pieces of learning may have a deadline for submission; children should be encouraged to complete their learning by the given dates.
- Work provided for children will closely follow the curriculum and should be the planned work and activities, as much as possible, that children would have completed during that time period in school.
- *PowerMaths* resources will be used in years 1-5 to provide consistency, with additional resources from *White Rose* or other sources as deemed appropriate by the class teacher.
- Some tasks may need to children to carry out a practical activity. For example: growing seeds, organising tins into alphabetical order, finding different coloured leaves, drawing or making a model etc.

We understand that parents and carers may be concerned about the amount of screen time children are being exposed to. Assignments can be completed on paper and then a photograph can be submitted on *Dojo Classroom*. If you require further support, please contact your child's class teacher in the first instance.

Roles and responsibilities

Teaching Staff will:-

- Share teaching and activities with their class through *Dojo Classroom*
- Continue teaching in line with current, extensive planning that is already in place throughout the school;
- Understand that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children through the *Dojo Classroom*.
- Reply to messages, set work and give feedback on activities during the normal teaching hours 9.00 am – 3:15pm;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families and staff in a number of ways;
- Take regular breaks away from the computer or iPad
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on the *Dojo Classroom* apps during this time will not be undertaken until the teacher is fit to work. Staff to inform their line manager if they are unable unwell and not able to participate in distance learning.
- Make daily contact with their class during a school closure period using daily *Dojo* online sessions to provide details and instructions for the day's learning. Teachers will use the suggested timetable provided (Appendix b) to ensure at least two daily sessions are offered. Staff will be mindful of the fact that if siblings and families are sharing technology they may not be able to access to daily meetings.

- Keep records of children attending *Dojo Classroom* meetings and completing work set. A spreadsheet will be in the school cloud. Children failing or unable to participate in their class learning will be contacted via telephone in the first instance by the class teacher on the first day of remote learning. If the member of staff is using their own phone they will block their number. All phone calls home will be noted in our Child Protection Online Monitoring System. (CPOMS) If the teacher is unable to contact the child's parents or carers a member of the Senior Leadership Team or Safeguarding team will support the child and parents in engaging in home learning.
- Please follow the usual expectations for staff conduct and dress code
- Ensure compliance with the school *Dojo Classroom* etiquette rules for children (appendix a)
- Ensure all background noises are minimised and a suitable space for work is available to minimise distractions in online meetings when live
- Ensure that they are sat comfortably with their screen at eye level; wrists supported if required; forearms roughly horizontally; chair that supports your posture.
- Take regular breaks away from their screen.
- Provide copies of work for children without access to printers and internet.

Support staff

When assisting with remote learning, support staff must be available between their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they must report this to Mrs Roberts/Mrs Cox by telephoning the school office or by contacting the Headteacher or Deputy headteacher using the normal absence procedure.

When assisting with remote learning, support staff are responsible for:

- Participate in daily *Dojo Classroom* lessons
- Support pupils who aren't in school with learning remotely:
- Support should be provided using a combination of emails to provide additional materials and answer questions in the chat function or emails, to discuss tasks and provide additional guidance if required.
- Attend virtual meetings with teachers, parents and pupils
- Follow the usual expectations for staff conduct and dress code
- Ensure compliance with the school *Dojo Classroom* etiquette rules (appendix a)
- Ensure all background noises are minimised and a suitable space for work is available to minimise distractions in online meetings
- Ensure that they are sat comfortably with their screen at eye level; wrists supported if required; forearms roughly horizontally; chair that supports your posture.
- Take regular breaks away from their screen.

Subject leads

The SENCO will undertake weekly phone calls to children with SEND who are involved in remote learning.

The Pastoral Team will make regular calls to vulnerable families. The frequency of calls will be dependent on identified need. The SLT will RAG rate families according to their vulnerability as this will identify families that would benefit from more frequent calls.

Subject leaders will alert teachers to resources they can use to teach their subject remotely.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school and supporting teachers in providing consistency for all pupils. This will be through professional dialogue, staff virtual meetings and emails.
- Senior leaders will access *Dojo Classrooms* remotely to monitor the effectiveness of remote learning by reviewing work set and liaising with teachers about children not completing home learning requirements. SLT will monitor the resources and assignments within their phase to ensure they are pitched appropriately and are engaging for the children.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations- reporting immediately to the Head Teacher.

Designated safeguarding lead

Please refer to our Safeguarding and Child Protection policy.

All staff are responsible for continuing to use the *CPOMS* recording system for reporting safeguarding concerns and should ensure these are still communicated in a timely manner even in school closure periods.

Computing Leader and IT support staff

Teachers are responsible for:

- Provide rules and expectations about the use of *Dojo Classroom* and online learning (Appendix a)
- Guide parents to the school website to particular information or web links
- Assist pupils and parents with guidance about accessing the internet or devices

IT support staff will:

- Fix issues with systems, hardware and software.
- Help staff with any technical issues they're experiencing

Parents will:-

- Supervise their child's learning
- Support their child's learning to the best of their ability;

- Encourage their child to access and engage with *Dojo Classroom* posts from their teacher;
- Ensure their child follows the Dojo Classroom etiquette (appendix a)
- Know they can continue to contact their class teacher or school staff as normal via email if they require support of any kind;
- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of emotional well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax;
- Be contactable during the school day or respond to calls and emails in a timely manner from staff should this be more convenient.
- Alert teachers if their child is not able to complete work

Governing Board

The governing board is responsible for:

- Monitor the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensure that remote learning systems are appropriately secure, for both data protection and safeguarding reasons. Report any concerns to the Head Teacher and Chair of Governors immediately.
- Approve the remote learning policy

All online learning platforms are to be used for school related content only. Any misuse will be reported and investigated by our safeguarding team and will be dealt with in accordance to the school's behaviour policy.

Misuse could also result in removal from use of the site.

DATA PROTECTION

Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Do not keep contact details of pupils on laptops or computer devices. All data can be accessed through Arbor remotely.
- Staff will not have their password for confidential sites saved on their computer.
- Ensure laptops and iPads are protected with password access.
- All staff should use Buckton Vale laptops and iPads, rather than their own personal devices.
- Report any data protection breaches to the Head Teacher and data protection officer immediately.

Processing personal data

Staff members should not collect and/or share personal data such as email addresses as part of the remote learning system.

Staff are reminded not to collect and/or share personal data online.

Keeping devices secure

All staff members will 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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device. This is standard set up – if a device is not staff must inform our IT support staff who will arrange for the device to be encrypted
- Making sure the device is locked when left unattended and automatic locks in programmed into settings if the device is left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software. This is standard device set up- if a device is not staff must inform our IT support staff who will arrange for the device to be encrypted
- Keeping operating systems up to date – always install the latest updates- notifying IT support staff as necessary

COPYRIGHT

Resources used for remote learning must not infringe copyright rules. Where possible, teachers and support staff are advised to use websites Buckton Vale has a subscription to and permission to upload these resources onto the school website.




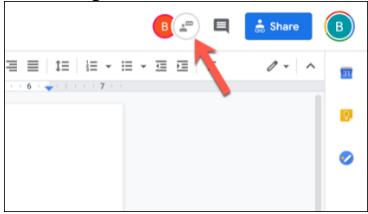







LINKS WITH OTHER POLICIES

This policy is linked to our:

- Attachment Aware Behaviour policy
- Safeguarding and Child protection policy, including the Covid19 appendix
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy
- Staff code of conduct

Google's Privacy Policy for GSuite can be found here: <https://policies.google.com/privacy/update>

Dojo Classroom etiquette for staff and pupils

<p>Find a quiet space free from distractions (so that the TV, parents, toys, pets etc do not disturb you)</p> 	<p>Mute your microphone If you want to contribute you will need to wait until it is your turn to talk. Look in to the camera when talking</p> 
<p>Position yourself so that there is a wall behind you. Direct the camera to your face (We don't want anyone to be conscious of the room they are in)</p> 	<p>Questions can be typed in the chat feature in the right-hand corner.</p> 
<p>Wear appropriate clothes</p> 	<p>Raise your hand to speak. Don't talk when someone else is talking.</p> 
<p>Speak loud and clear</p> 	<p>Come prepared with the books and equipment you need.</p> 
<p>Pay attention and participate</p> 	<p>Be kind and respectful</p> 
<p>Keep your password to yourself.</p> 	<p>Don't eat during the lesson as it will distract everyone</p> 