Willand School Remote Learning Policy

Aims of the Policy

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.

Flexibility of Learning

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility from all sides:

- 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 young people studying towards GCSE/A Level accreditation;
- Teachers may be trying to manage their home situation and the learning of their own children;
- Systems may not always function as they should. An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success.

We will endeavour to support pupils, parents and staff throughout periods of closure in the best way that will enable pupils to continue their learning and reduce negative impact of home schooling.

Management of Expectation

We believe that it is in the best interests of our children that we continue to provide structured support so that children do not miss out on teaching and learning opportunities. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Children and parents should consider the arrangements as set out in this document as highly recommended.

Teaching Staff will:

- Share teaching and activities with their class through Google Classroom; where appropriate this will include direct teaching of a lesson by video or a website such as Oak Academy or BBC Bitesize;
- Continue teaching in line with current, extensive planning that is already in place throughout the school;

- Accept the fact 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 Google Classroom and phone calls if needed;
- Reply to messages, set work and give feedback on activities;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways;
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow e.g. Subject Leadership roles;
- Ensure that content and links uploaded to Google Classroom by staff have been checked to ensure that they are appropriate;
- If unwell themselves, be covered by another staff member for the sharing of activities. Follow up of messages on the Google Classroom during this time may not be undertaken until the teacher is fit to work.

Children will:

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities;
- Keep their password private and ensure that it is only used by themselves or their parents (class codes should also not be shared);
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that;
- Be on Google Classroom at 9.00am ready for the beginning of the school day, if possible;
- Complete the work during the allocated lesson time as far as it is possible, although school recognises that there may be reasons why work can't be completed until later;
- Check the class stream regularly and use courtesy together with standard English and the correct spelling, punctuation and grammar when commenting on the stream;
- Complete work to the standard that they would do in the classroom;
- Let a member of staff know if they need help with anything via Google Classroom;
- Refrain from using class emails to contact teachers. Teachers will not enter into email dialogue with pupils;
- Submit completed work via Google Classroom;
- Read daily, either independently or with an adult.

Parents will:

- Check their filters and settings at home before allowing their children to access the internet on any devices. Direct supervision of their use may also be advisable, particularly for younger pupils;
- Support their child's learning to the best of their ability; ensure that their children engage in learning for all lessons provided;
- Refrain from screenshotting or copying any information, messages or posts to share on social media or any other platform;
- Know they can continue to contact their class teacher as normal through email/Google Classroom or other staff in school through the school office if they require support of any kind; let school know if there are any reasons why their child is unable to access work and ask school for support;
- Make the school aware if their child is sick or otherwise can't complete work;

- Check their child's completed work each day and encourage the progress that is being made;
- Be respectful when raising any questions or concerns with any member of staff;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax; monitor the amount of time children are spending on screen and follow guidance provided.

Remote Learning Access Information

Home learning will be provided on Google Classroom.

Children should submit their work via Google Classroom to enable teachers to check this work and give feedback, as appropriate. Parents must be aware that work submitted after a deadline may not be marked.

Private messages sent within Google Classroom are secure. They can be seen by all teachers with access to a class, but not by other pupils. All classes have more than one teacher monitoring them. Please use Google Classroom where possible to communicate with teachers about online learning.

If children haven't got access to a suitable device, such as tablet, phone, laptop or gaming console, school will do their best to provide a tablet/laptop for the child to borrow for the duration of isolation/lockdown.

School will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed.

School will be in regular contact with parents/children throughout the period of isolation/lockdown in order to keep in touch, establish any difficulties with accessing work and provide assistance and support where necessary.

Should staff choose to communicate with children through videos of themselves/live streaming, all staff, pupils and parents using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

There is an excellent and more comprehensive guide to online safety with Google Classroom here, should the above not have answered any questions you may have.
https://www.commonsensemedia.org/blog/parents-ultimate-guide-to-google-classroom

Support is available from the following sources:
- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

This policy is linked to the following policies:

- Behaviour Policy
- Safeguarding Policy
- Online Safety Policy
- Data Protection Policy and Privacy Notices
- Acceptable Use Policy

POLICY HISTORY

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
07/01/21	New policy	AL / AH / PM	07/01/21	Jan 22