

ROSEMOUNT PRIMARY SCHOOL



Remote Learning Policy

Date Approved by Board of Governors:

Next Policy Review Date: September 2022

Signed by the Chair of the Board of Governors: _____

Date: _____

In the event of long term closure, or self-isolation, staff at Rosemount Primary School will continue to provide education and support to our pupils using remote learning.

Teachers will only engage in remote learning when:

- The entire class are self-isolating as they have been identified as being a close contact of a positive case of Covid-19
- An individual pupil is self-isolating long term, due to individual circumstances (teachers will be unable to correspond throughout the school day in this case)
- Teachers are well enough to do so. If a teacher is sick during a period of remote learning, the school will endeavour to ensure a sub teacher is appointed to take over remote learning, however this may not always be possible or practical

In this case, learning will be conducted using Google Classroom with correspondence also being provided by email and the school text service. This will allow staff to keep in regular contact, in a professional and confidential manner with each pupil in their class. Teachers will be able to schedule learning in a manner that does not overwhelm or concern our pupils. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity to the best of our ability. In all communications we will adhere to our commitment to maintaining pupil wellbeing. Remote learning cannot be compared to face to face classroom teaching, we believe that this is the most effective way to deliver the Northern Ireland Curriculum.

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 and so access to technology as a family may be limited; 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 and for us to continue the positive working relationships between home, school and our community.

In the case of long term closure, we believe that it is in the best interests of our pupils that we continue to provide structured support to the best of our ability. Bearing in mind the need for flexibility, we understand that work maybe completed out of sync with when it is shared and as such, no deadlines will be set. That said, the work that pupils engage in during a period of closure will be part of our current planning and so cannot be considered as optional. Pupils and parents should consider the arrangements as set out in this document as highly recommended.

Teaching and Learning Support assistants will work together to:

- Share teaching and activities with their class on a weekly and daily basis.
- Continue teaching in line with current, extensive planning that is already in place throughout the school.
- Give credence to the fact that learning remotely will be more difficult, so tasks will be shortened and supported in smaller steps to allow for this.
- Keep in contact with parents/pupils through Google Classroom, email, telephone (when necessary) text, or via the school office if appropriate.
- Reply to pupil work related communication, set work on activities during normal teaching hours only: 9am until 3pm.
- During normal teaching hours adequately plan, prepare, research resources for home learning.
- Keep in regular contact with the school Principal during times of remote learning.
- Take regular breaks away from the computer or iPad to engage in other professional duties as much as circumstances allow.
- If unwell themselves, be covered by another staff member for sharing of activities each day if possible
- Adhere to the school's safeguarding policies.
- The Principal, Learning Support Assistants or Teachers may sometimes contact families by phone call at some stage during long periods of school closure, this will be a professional 'Check-in' phone call to see how pupils are doing.
- Give feedback on pupil's work.

Pupils will:

- Be assured that wellbeing is at the forefront of our thoughts and they should take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Potentially work a day behind what has been shared by the class teacher, if it is only possible to access technology in the evenings. Learning can be accessed and completed then.
- Only access the material shared by the school and will ask for parental permission to use technology for anything beyond that.
- Read daily, either independently or with an adult.
- Consider using the school closure time to learn a new skill, follow their own interests to discover more about the world around us or be creative.
- Adhere to the school's relevant safeguarding policies which can be accessed on the school website or on request from the school office.

Parents/Guardians will:

- Support their child's learning to the best of their ability.
- Encourage their child to access and engage with posts from their teacher.

- Not screenshot or copy any information, messages or posts to share on social media or any other platform outside that used by the school
- Adhere to our school Social Media Policy
- Know they can continue to contact their class teacher through Google Classroom during school hours, during remote learning only.
- All other communication should be via the school office at any other time.
- Check their child's completed work each day and encourage the progress that is being made.
- 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.
- Respond to any 'Check-in' phone calls from your child's Teacher, Principal or Learning Support Assistant in a supportive and constructive manner.

ADDENDUM (6th January 2021)

Online Remote Learning Guidelines for Parents and Carers

Make sure your child understands and is aware of the pupil guidelines.

Staff may contact you by a variety of platforms including GOOGLE CLASSROOM, phone, text messages or emails. Staff may call from withheld number if telephoning from a personal mobile.

Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.

Make sure you know who your child is talking to or messaging.

If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.

Guidelines for All Video Calls and Video sessions

The parent or carer must make sure their child and other members of the household are aware the video call is happening,

Staff, children and other members of the household must wear suitable clothing.

Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.

Language must be professional and appropriate, including any family members in the background.

The same expectations apply for remote teaching and conversations as normal school conduct

Staff will only ever video call a pupil with prior agreement with parents and the head teacher. This will always be at a pre-arranged time. The times of all video calls and sessions will be published on google classroom and logged.

Parents will need to confirm that they agree to their child participating in live sessions, by completing PARENT/GUARDIAN GOOGLE MEET AGREEMENT.

Wherever possible 'live' classes will be recorded and stored on google drive so that if any issues were to arise, the video can be reviewed. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.

Group Video Sessions

If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation

Parents will need to give consent for their child to be part of a group video lesson by completing the aforementioned AGREEMENT.

If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the Principal.

Live classes should be kept to a reasonable length of time and should take place during normal lesson times.

1:1 Video Conversations:

Staff will only ever video call a pupil with prior agreement with parents and the head teacher or deputy.

This will be at a pre-arranged time and day.

The parent or carer must stay in the room if the call is one-to-one.

PUPIL PROTOCOLS FOR STAYING SAFE ONLINE

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else.

I will:

- only open pages which my parent, carer or teacher has said are okay
- talk to my parent, carer or teacher before using anything on the internet that I'm unsure about
- tell my parent, carer or teacher if anything makes me feel scared or uncomfortable
- make sure all the messages I send and comments I leave are polite and positive
- tell my parent, carer or teacher if I get a nasty message or something makes me feel uncomfortable, and do not reply
- not give my phone number or address to anyone online.
- not tell people about myself online (I will not tell them my name, anything about where I live or where I go to school, names of clubs I attend)
- not upload photographs of myself onto the computer or internet without my parent or carer's permission
- keep any passwords I have private
- Only speak to people I know online and on the phone.
- never agree to share photos, phone, video call or meet a stranger.
- Always make sure my parent/carers knows who I am talking to or messaging.

Google Classroom

- When using Google Classroom, the teacher may let pupils comment, or they may have turned comments off.
- If you are allowed to comment you must remember our learning on online behaviour – you are polite and positive and comments should be related to your learning.
- Remember – teachers can see exactly who posts what on Google Classroom.
- If your teacher wants you to create a post, for example taking a picture of your Home Learning Project, they will enable you to create posts for that time.
- If you are posting photos of your learning, please remember to do so safely – remember to always check with your parent/carer before uploading a photo, and try to make sure your photo is of the learning, not the pupil. All pupils must be suitably dressed and in a suitable location

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password e.g. to access a device or website.
- Looking at, or changing work that belongs to other people without their permission.
- Wasting time or resources on school computers.
- Sharing pictures or making video calls without checking with your parent/carer

Support for parents and carers to keep their children safe online includes:

safer schools app from google play or apple app store – for support for parents and carers to keep their children safe online

<https://www.internetmatters.org/> – for support for parents and carers to keep their children safe online

<https://www.net-aware.org.uk/> – for support for parents and careers from the NSPCC

<https://parentinfo.org/> – for support for parents and carers to keep their children safe online

<https://www.thinkuknow.co.uk/> – for advice from the National Crime Agency to stay safe online

<https://www.saferinternet.org.uk/> – advice for parents and carers