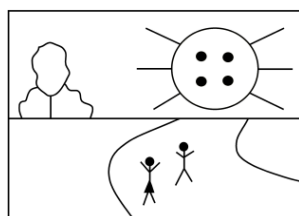


Button Lane Primary School



(Teaching & Learning File)

Remote Learning Policy

Reviewed by governing body on 14 July 2022	Next Review date July 2023
Signed by Chair of Governors S Steel	Signed by Headteacher E Roberts
Written By One Education	Presented to Resources Committee

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Policy

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

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at this time but this policy is an addendum in these unprecedented circumstances.

If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

A flexible approach

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on 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 Educational Provision for Individuals Who Are Self-Isolating or Shielding

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide children with a 2-week home learning paper pack. This will include daily maths and English lessons that focus on key skills for that year group and will include reading activities. Each child will be provided with this pack with a home learning exercise book at the beginning of every term and should only be used if directed to do so.

Alongside this, children will have access to our subscription packages – Numbots, Times Table Rockstars and Spelling Shed

Staff will endeavour to view and feedback on as much of pupil's work as they are able, while balancing their workload inside of school. Pupils at home should receive contact with school at least once a week.

Parents are able to communicate directly with class teachers through the year group email and Class Charts

Remote Educational Provision for Whole Classes

In the event of a whole class, bubble, key stage or whole school having to self-isolate, class teachers will post a weekly timetable on Class Charts for their class. This will outline learning activities across a range of subject areas and contain tasks and links to follow.

Opportunities to join in with 'Zoom School' will be highlighted in red, this means that your child's class teacher will teach the session directly to the class via Zoom or Teams.

Enrichment activities 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.

We appreciate that some families will not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Use of Video Conferencing technologies (Zoom)

If whole classes are self-isolating, we will arrange online class sessions for children to connect and interact with their teacher and peers.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC. (See Appendix One)

Daily Organisation

Class teachers will post a weekly timetable onto class charts, this will detail the expectations of the week.

A zoom link with a password will be sent out each day. The class teacher will set up the zoom link and the office will distribute this to parents. This will be the teachers personal ID.

At 9am each morning, there will be a registration session and every child should log onto zoom at this point. The register will be sent to school attendance officer so that non-attenders can be contacted. The teacher will discuss the expectations and tasks expected for that day.

Your child will be taught the following sessions daily. This is equivalent in length to the core-teaching pupils, would receive in school. As a minimum pupils will complete work equivalent to:

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

This will include a mix of pre-recorded videos, live teaching and opportunities for pupils to complete tasks independently.

- Phonics/Spelling
- Mathematics
- Mastery Mathematics
- Writing
- Reading

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- A range of Foundation Subjects.
- Story Time

The timetable will detail which of the lessons will be live and which lessons will be an independent activity that your child will complete.

Across the week, children will have access to lessons from the wider curriculum areas, these will be identified on the timetable.

Any access to worksheets or links to websites will be on class charts.

Interaction

We actively encourage all pupils, where possible, to take part in live sessions. We will use the Zoom Video Conferencing tool to do this. We recognise that face-to-face contact opportunities for children help to maintain a sense for them of being part of a class.

Communication between home and school will be maintained with fortnightly welfare calls by the class teacher. Parents/carers will also be able to communicate with school and class teachers via the year group email addresses and the whole school helpline email address.

Feedback

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. Teachers will use formative assessment to ensure it is responsive to pupils' needs and addresses any critical gaps in knowledge.

Immediate whole class verbal feedback will be provided during live sessions to support children with their learning and to enable them to make progress. This will include opportunities to self-mark their learning and opportunities to discuss misconceptions. Where it is not appropriate for work to be marked as a whole class, teachers will inform parents that this work can be submitted on Class Charts and checked by class teachers.

If pupils are directed to complete a task independently, parents will be informed by the class teacher to submit work via class charts so that work can be marked. This will include a general written comment and any misconceptions will be identified and addressed on zoom the following day.

Any work completed by children is welcome to be submitted by appropriate channels, Class Charts.

Communication between staff and pupils / families must be through the authorised school systems and should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements.

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 strongly recommend that staff avoid using personal devices and should only use school provided equipment.

School support during home learning

We expect every child to engage with home learning and attend zoom sessions, to avoid hindering potential progress and creating gaps in children's knowledge. We are aware that

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many families do not have access to a device or the internet. However, we are able to support individuals by loaning out equipment. Parents must make school aware of their circumstances. For any devices borrowed a loan agreement must be signed by an adult. The device must be returned to school on the day the child returns to school. If for some reason there are children who do not attend we will complete catch up sessions on return to school.

Children who are ill

Children who are ill during their period of remote learning are not expected to engage with home learning until they have recovered. Parents will need to contact the school office to notify them of the illness. If school is closed, parents will email the helpline: helpline@buttonlane.manchester.sch.uk.

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:

- Differentiated maths activities can be assigned and completed through Times Tables Rock Stars (Year 1 to 6) <https://ttrockstars.com/> or Numbots <https://play.numbots.com> (Rec to Year 6)
- Spelling can be practised through Spelling Shed (Year 2+) www.spellingshed.com/

Any use of online learning tools and systems is in line with privacy and data protection / GDPR requirements. See our policies.

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 Safeguarding Leads Mrs Jones or Ms Roberts.

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
- [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

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Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

Links to other policies (available on the website):

Safeguarding / Child Protection Policy

Online Safety Policy / Acceptable Use Agreements

Behaviour Management Policy

Guidance For Safer Working Practice For Those Working With Children

Data Protection / GDPR Policy

Appendix One: Use of Video Conferencing technologies (Zoom)

If whole classes are self-isolating, we will arrange online class sessions for children to connect and interact with their teacher and peers.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

- A free Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is not intended for use by children under 16 this must therefore be their parent's account and kept secure by them - only to be used by their child when supervised by an adult. Sign up here <https://www.zoom.us/signup>
- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school Zoom meeting you will need to briefly need to be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups.

We will ensure that:

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- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link.
- Participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use. In a situation where only one adult is able to attend the call then the session will be recorded and sent by email to the headteacher.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

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Appendix Two: National Online Safety Agency Top Tips For Parents:



10 TOP TIPS REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feed back progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.



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Appendix three: KS1/KS2 timetable



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Week:		Year:				
Time	Subject	Day one	Day two	Day three	Day four	Day five
9.00am – 9.10am	Registration	All children to access registration through Zoom. If you do not have access to a device then please contact school on 0161 9451965 and we will do our best to support you.				
9.10am – 9.30am	Mastery Mathematics	Fluent in 5 Complete the following questions in 5 minutes 1. 2. 3. 4.	Fluent in 5 Complete the following questions in 5 minutes 1. 2. 3. 4.	Fluent in 5 Complete the following questions in 5 minutes 1. 2. 3. 4.	Fluent in 5 Complete the following questions in 5 minutes 1. 2. 3. 4.	Fluent in 5 Complete the following questions in 5 minutes 1. 2. 3. 4.
9.30am – 9.45am		Times Table Rockstars Practise your times tables on Times Table Rockstars or find another multiplication game online				
9.45am – 10.45am	Mathematics	Watch the Week 1 Lesson 3 (2) Decimals as fractions video https://whiterosemaths.com/homelearning/year-5/ Complete Lesson 3 Activity (Click Get the Activity) Answers found at https://whiterosemaths.com/homelearning/year-5/	Watch the Week 1 Lesson 3 (2) Decimals as fractions video https://whiterosemaths.com/homelearning/year-5/ Complete Lesson 3 Activity (Click Get the Activity) Answers found at https://whiterosemaths.com/homelearning/year-5/	Watch the Week 1 Lesson 3 (2) Decimals as fractions video https://whiterosemaths.com/homelearning/year-5/ Complete Lesson 3 Activity (Click Get the Activity) Answers found at https://whiterosemaths.com/homelearning/year-5/	Watch the Week 1 Lesson 3 (2) Decimals as fractions video https://whiterosemaths.com/homelearning/year-5/ Complete Lesson 3 Activity (Click Get the Activity) Answers found at https://whiterosemaths.com/homelearning/year-5/	Watch the Week 1 Lesson 3 (2) Decimals as fractions video https://whiterosemaths.com/homelearning/year-5/ Complete Lesson 3 Activity (Click Get the Activity) Answers found at https://whiterosemaths.com/homelearning/year-5/
10.45am – 11.00am	Break- Get active Maybe do some <i>Just Dance</i> on YouTube or <i>Super movers</i> on BBC.					
11.00am – 12.00am	English	Mini writing unit following the teaching sequence for writing. This could be a continuation of your current unit or a linked non narrative unit	Mini writing unit following the teaching sequence for writing. This could be a continuation of your current unit or a linked non narrative unit	Mini writing unit following the teaching sequence for writing. This could be a continuation of your current unit or a linked non narrative unit	Mini writing unit following the teaching sequence for writing. This could be a continuation of your current unit or a linked non narrative unit	Mini writing unit following the teaching sequence for writing. This could be a continuation of your current unit or a linked non narrative unit
12.00pm – 1pm	Lunchtime					
1.00pm – 1.15pm	Spelling/Phonics	Spelling/Phonics Activity Spelling lists will be given out each Monday, use the Spelling activity sheet to practise your spellings. Someone at home will test your spellings on Friday.				
1.15pm – 2.00pm	Foundation Subjects	History/geography	PSHE	RE	Science	Share a book with the children and review todays learning
	Story	Share a book with the children and review todays learning	Share a book with the children and review todays learning	Share a book with the children and review todays learning	Share a book with the children and review todays learning	

Appendix four: EYFS Timetable



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Home Learning with your teacher on Zoom	Week Beginning		Year: Reception				
	Time	Subject	Day one	Day two	Day three	Day four	Day five
	9.00am – 9.15am		Welcomes, Registration, Read a Story Recap of rules for Zoom and functions				
	9.15- 9.35	Phonics	Daily phonics activity	Daily phonics activity	Daily phonics activity	Daily phonics activity	Daily phonics activity
	Brain Break- Get up, get your body moving!						
	9.40-10	Mastery Maths	Focus on a specific number and complete activities	Focus on a specific number and complete activities	Focus on a specific number and complete activities	Focus on a specific number and complete activities	Focus on a specific number and complete activities
	10-10.15	Break- Go to the toilet and wash your hands. Grab something healthy to eat and drink. Move your body!					
	10.15- 10.30	A chance to have a chat with your classmates or teachers/ and to recap and celebrate any independent challenges set earlier on					
	10.30- 11.00	GEMS Reading	Activities linked to a specific text/gem	Activities linked to a specific text/gem	Activities linked to a specific text/gem	Activities linked to a specific text/gem	Activities linked to a specific text/gem
	11.00- 11.15	DOUGH DISCO! Grab your playdough or a balled up pair of socks and your favourite disco tunes and work those hands and fingers to get ready for writing. Pat, roll, squeeze, pinch and take a dive down at the dough disco!					
11.15- 12pm	Lunchtime						
Self-directed time. Your teacher will give you work to complete independently, or choose a task from your Home Learning Pack. The timetable to the right is suggested.	12.00- 12.30	Maths	Use the White Rose Maths home learning resources for this week by following the link https://whiterosemaths.com/homelearning/early-years/light-and-dark-week-3/ Watch the video's and complete the challenges set each day.				
	12.30- 1.00pm	Break- Get active <i>Maybe do some Just Dance on YouTube or Super movers on BBC.</i>					
	1.00- 1.30pm	Independent work	Jigsaw	Understanding the World	Expressive Arts and Design	Technology	Physical
	1.30- 2.30	Playtime! You've worked so hard today, you deserve some free time!					
	2.30- 2.40	Spellings	Please practice spelling and reading the following words each day and ask your grown-up to test you on Friday. e.g. Pretend into in				