



“Growing Curious Minds.”

Remote Learning Policy – October 2023

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DATE OF REVIEW: Ongoing

**AIMS:**

This remote learning policy has been written as guidance for staff and parents whenever the need for remote learning may arise.

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.

The staff remote learning lead is Miss Harkness and any concerns, questions or feedback can be communicated with her through the school office. 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.

**OUR 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 will offer a variety of daily remote-learning activities as per government guidelines but be understanding that pupils may not always be able to complete them all. 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. Please support your child as best you are able.

**REMOTE EDUCATION FOR WHOLE CLASS PROVISION:**

In the event that a whole class, Key Stage or whole school have to self-isolate, Class Teachers will post information about learning on their school class pages on the school website. They will also provide information on Purple Mash. This will outline a range of daily learning activities, which will as much as

possible, link to our long-term curriculum plans and the learning children would normally be doing in school, while being adapted to suit remote learning and make use of ready-prepared high-quality online materials.

The government minimum expectation for remote learning is for schools to provide:

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

### **How long can I expect work set by the school to take my child each day?**

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

Primary school-aged pupils	<b>Reception:</b> Between two and three hours of learning per day (including physical exercise and daily reading) <b>Year 1/Year 2:</b> Between two and four hours of learning per day (including physical exercise and daily reading) <b>Year 3 - Year 6:</b> Between three and four hours of learning per day (including physical exercise and daily reading).
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Our remote-learning curriculum will be delivered through a mix of live and pre-recorded video input, links to other website content and on and offline tasks (in any order and at a time that suits across the day). Opportunities to join in with time-scheduled LIVE events will be highlighted, for example Assemblies, Celebration Assemblies, whole class timetable games etc...

Throughout the day, further posts on Google Classroom for Year 6, Purple Mash for the rest of the school and our social media pages will add extra details or challenges. Extra challenges will also be provided across the week. Staff will monitor all learning and as soon as possible and give regular feedback comments and encouragement on a pupil's learning, as well as through whole-class feedback opportunities.

Other optional events and enrichment activity ideas will be posted on class notice boards and social media to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

Staff will monitor children's engagement with activities and Senior Leaders will contact parents of those children not engaging to discuss how we can help.

## **How will my child be taught remotely?**

We use a combination of the following approaches to teach pupils remotely:

Our remote teaching approach consists of:

- Work being uploaded onto Google Classroom, Purple Mash and Tapestry. This will include regular and timely feedback from the class teacher.
- Live teaching (online lessons) – see timetable distributed by teachers
- Recorded teaching which includes video/audio recordings made by teachers and posted in year groups on Google Classroom and Tapestry.
- Signposting to other educational sites.

## **Engagement and feedback**

**What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?**

We expect **all** pupils to engage with online learning. This includes expectations of parental support, for example, setting routines to support your child's education.

**How will you check whether my child is engaging with their work and how will I be informed if there are concerns?**

Parents will be contacted by their class teacher or a member of the senior leadership team if a child is not accessing work and appropriate support will be given. This might include a phone conversation with both parent and child to resolve any issues.

## **How will you assess my child's work and progress?**

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or quizzes marked automatically via digital platforms are also valid and effective methods, amongst many others. Our approach to feeding back on pupil work is as follows:

Pupils will receive feedback on work when it is submitted. This will either be a:

- A comment and area to improve from the teacher on an individual piece.
- An acknowledgement that the learning objective has been met.
- Whole class feedback live session.

## **P.E**

Every class will have a live lesson each fortnight.

Facebook and Zoom will also be used to enable Mr Holmes to set challenges for the children. The children will be able to share scores / photos via Purple Mash or emailed into school.

Each year group will also be sent curriculum specific learning tasks.

## **INTERACTION:**

We are keen to make remote learning an interactive experience through the use of some live lessons, submission and sharing of work by children and delivery of feedback from teachers, as well as opportunities for pupils and families to compete, interact and collaborate, for example through Times Tables Rockstars Battles, enrichment ideas and competitions, etc...

We will provide live lessons and face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Zoom Video Conferencing tool to do this. While teaching a primary-age class this way presents its challenges, we are hoping we can use it to deliver high quality explanations and maintain enthusiasm and engagement through interaction with teachers and classmates. Please see the section further down regarding use of Zoom.

Communication between staff and pupils/families must be through the authorised school systems above and not through personal email or personal social media accounts. It 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 only use school provided equipment.

## **USE OF VIDEO CONFERENCEING TECHNOLOGIES (ZOOM):**

Live lessons are not compulsory, as we know that for some families they are not practical but attendance is encouraged if possible. If you would like to join but are unable to due to technology restraints, please get in touch as we may be able to help.

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 nearby during video or conference calls to support with behaviour and engagement and ensure children are safe and using it appropriately.
- Children should take part in the meet up in a suitable communal environment (not a bedroom) and must 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 suitable 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 parent consultations which will take place termly. If you need to contact staff for any reason you will do so through teacher emails as normal.
- Screenshots, photos or recordings of Zoom meetings must not be made and meeting links must not be shared with others.

**We will ensure that:**

- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using school email
- Staff 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. Screen sharing, file-sharing, annotation and chat will be restricted.
- Staff must not be alone with a child on a Zoom meeting. Either a parent or other children should be present.
- 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.

- Staff will monitor appropriate use and users will be removed from the lesson if rules are not being followed. Staff will feedback to Senior Leaders and parents if there are any concerns.
- Staff will stay in the meeting until everyone has 'logged off'.
- Staff and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

By choosing to join a live lesson on Zoom, you are demonstrating your consent to the above. If you have any questions or any concerns regarding live lessons, then please get in touch.

### **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:

Google Classroom – Year 6, Purple Mash (Whole School) and Mini Mash (EYFS) provide a full range of software for learning activities across the curriculum.

[www.purplemash.com/sch/saunceywood](http://www.purplemash.com/sch/saunceywood)

Differentiated maths activities can be assigned and completed through Oak National Academy (Whole School) <https://classroom.thenational.academy/> and Times Tables Rock Stars (Year 2 to 6) <https://trockstars.com/>

We may try and make use of other subscriptions as time goes on. Further details will follow as necessary. If you require login details for any of these, please get in touch with Miss Harkness through the usual channels.

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

### **ADDITIONAL SUPPORT FOR PUPILS WITH ADDITIONAL NEEDS:**

We recognise that some pupils, for example some pupils with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home.

We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those pupils with differentiated tasks, lessons from other year-group materials, alternative methods of recording, additional resources and advice and support.

Online intervention resources and small group Zoom sessions will also be used where appropriate. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalised adaptations.

### **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 Lead (Miss Harkness) as normal. Parents can do this through emailing [admin@saunceywood.herts.sch.uk](mailto:admin@saunceywood.herts.sch.uk) or by phone on 01582621514.

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

[Hertfordshire Grid for Learning](#) - for support for parents and carers to keep their children safe online

[Net-aware](#) - for support for parents and carers 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 us on 01582 621514 and one of our Safeguarding Leads (Miss Harkness and Mrs Byford) will get in touch.

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.

### **REMOTE EDUCATION AND PROVISION FOR THOSE WHO ARE SELF ISOLATING:**

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a weekly timetable of remote learning activities shared through Purple Mash Notice boards and the class pages on the school website.

This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, 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 that 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. Pupils at home should receive feedback at least twice a week.

### **SUPPORT FOR FAMILIES TO ACCESS HOME LEARNING:**

We encourage families to get in touch if they are struggling to access our remote-learning offer. We may be able to support with advice or technical support, adaptations to tasks, loan of school devices, help with internet access, etc. Please email the class teacher or [admin@saunceywood.herts.sch.uk](mailto:admin@saunceywood.herts.sch.uk) or phone the school office on 01582 621514 to discuss this further.

### **Links to other policies (available on the website):**

Safeguarding/Child Protection Policy

Online Safety Policy/Acceptable Use Agreements

Behaviour Policy

Data Protection/GDPR Policy

### **APPENDIX 1: National Online Safety Agency Top Tips For Parents:**

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# 10 TOP TIPS



**APPENDIX 2: Zoom Expectations for children:**

It is important to remember when you join a Zoom session it is like walking into a classroom. Zoom sessions are where your teacher provides direct instruction and directions for independent activities.

We want all children to be successful in learning grade level concepts and skills so no one falls behind. Your participation and commitment to learning are essential to your success. Below are some reminders about Zoom expectations.

This will be your classroom during remote learning and **ALL** of the classroom expectations apply.

1. It is important to be on time for every Zoom session, just as if you were attending in-person.
2. It is important that you dress appropriately for learning – no pyjamas, no onesies, unless you have been instructed from your teacher
3. It is important you are visible during a Zoom session, so the teacher and students can interact with you. You might choose to Zoom from your work area or find a wall in your home as a background. If you have concerns about being visible, please talk with your teacher.
4. It is important you are prepared with your materials and assignments before the Zoom session starts.
5. It is important that you actively engage in the Zoom sessions so you can learn and apply the concepts and skills.
6. It is important you only use the chat feature if the teacher asks you to or if you have a question.
7. It is important to use your breaks to eat a meal or a snack rather than during a Zoom.
8. Show respect to all participants in the Zoom and to the learning. If your teacher asks, you a question directly you should respond appropriately. And in an appropriate time frame
9. It is important you follow behaviour expectations in a Zoom or other virtual session as if you were in the classroom with your teacher and other children. That way the teacher can teach and everyone can learn. **It is important you are respectful to everyone throughout the session.** If your behaviour is disruptive or disrespectful, the teacher will remove you from the Zoom for a period of time until you are able to re-join and participate appropriately. **The teacher will follow up later with you and your parents.**

Thank you in advance for following Zoom expectations.

### **APPENDIX 3: -Looking after your well-being**

Working at home can be challenging for a variety of reasons, especially when coupled with social or lifestyle limitations, and possible illness in the family. We appreciate the huge role that parents will be playing and encourage families to structure the day to give balance, variety, and a sense of purpose. Parents can play a key role in helping pupils adhere to a routine, and the amount of support will vary depending on the age and personality of the child, and the parents' own work commitments. Time should be made for regular breaks, exercise, pursuing co-curricular interests and connecting virtually with friends and relatives.

Sauncey Wood will also continue to provide a strong sense of pastoral support during periods of closure. Guidance will be offered to parents on supporting their children with remote learning. The School's pastoral support system will also provide a sense of mental and emotional wellness, in addition to ensuring our most vulnerable pupils will continue to receive focused pastoral support.

#### **Maintaining Your Well-being While Remote Learning**

It's so important that you look after your mental well-being while you are remote learning and staying at home. At Sauncey Wood, we've put together a few tips on ways you can keep your mental health in check during this period of uncertainty.

##### **Keep connected with others**

Maintaining friendships and relationships with loved ones is important for your mental well-being. Think about how you can stay in touch with friends and family while you are all staying at home – by phone, messaging, video calls or social media – whether it's people you usually see often or connecting with old friends. Many people are finding the current situation difficult, so staying in touch could help them too.

##### **Talk about your worries**

It is normal to feel a bit worried, scared or helpless about the current situation. Remember: it is OK to share your concerns with others you trust – and doing so may help them too. If you cannot speak to someone, you know or if doing so has not helped, make sure you reach out to Miss Harkness.

##### **Look after your body (your physical wellbeing is important too)**

Our physical health has a big impact on how we feel. At times like these, it can be easy to fall into unhealthy patterns of behaviour that end up making you feel worse.

Try to eat healthy, well-balanced meals, drink enough water and exercise regularly.

##### **Carry on doing things you enjoy**

If we are feeling worried, anxious, lonely or low, we may stop doing things we usually enjoy. Make an effort to focus on your favourite hobby if it is something you can still do at home. If not, picking something new to learn at home might help.

##### **Make time to relax**

Relaxing after a day of remote learning can help with difficult emotions and worries, and improve our mental wellbeing. Relaxation techniques can also help deal with feelings of anxiety.

### **Think about your new daily routine**

Life is changing for a while and you are likely to see some disruption to your normal routine. Think about how you can adapt and create positive new routines and set yourself goals.

### **Look after your sleep**

Good-quality sleep makes a big difference to how we feel, so it is important to get enough. Try to maintain your regular sleeping pattern and stick to good sleep practices.

### **To note:**

*As a school, we recognise our role in the broader well-being of our children, and the importance of supporting them through lockdowns and time away from school.*

*We will continue to do our best to ensure a balance in screen time, especially in younger year groups, with exercises and activities that the children can do without being online.*