**Grove Vale Primary School**

**Remote Online Teaching and Learning**

**Online Learning**

As a response to COVID 19, we established an online remote learning system via a series of online portals, which has been made accessible for all children and teachers to enable children to be educated from their homes during school closure or partial closure. Variations to elements (e.g to task set, record online, online portals for learning) may exist depending on the year group or class however all variations follow and use guidelines set within this document.

**This Policy**

This policy aims to ensure that education for all children continues during times when we are unable to teach face-to-face consistently. This policy will be used alongside the Grove Vale Remote Learning Contingency Plan and alongside the Remote Learning Plan. Examples of when this policy may need to be referenced are in the event of bubble closures, individual/group self-solation or closure for due to COVID with the exception of key worker children. It is important to highlight that this policy is not to be used when pupils are absent from school due to illness or are unable to complete work at home. In the event of them being ill, we request pupils rest in order to speed recovery and their return to school.

**Legal Requirements and Guidance**

When designing this policy, relevant legal requirements and statutory guidance were referenced to ensure that the policy meets the required criteria. Examples regarded yet not limited to are:

* General Data Protection Regulations
* Data Protection Act of 2018
* Freedom of Information Act 2000

It also runs alongside other documents not previously mentioned such as:

* The Grove Vale Online Safety Policy
* The Remote Learning AUP
* Grove Vale’s GDPR Policy
* Code of Conduct for pupil’s and staff
* Guidance of safe working practices

**Online Home Learning Aims**

Our remote learning opportunities and design have been made to prioritise the education and well being of our pupils in what the government has called “extraordinary time”. We aim to continue to support children with their learning: providing appropriate work, challenge, breadth of the curriculum, support/modelling and feedback (where appropriate and depending on specific scenarios, which are referenced in the remote learning plan). In addition to pupils, staff well being is also a priority and expectations of teachers and staff must be reasonable and achievable. Following government guidelines official “remote learning” is expected to take place during term time. Therefore, staff will not be required to provide home learning activities and opportunities or communicate with children during the weekends and holiday periods (e.g half terms, Easter holiday, Summer, etc).

During partial school closure or in the event of pupils/bubbles isolating, online home learning and learning in school will aim to run as parallel as possible to maintain consistency for all. It is essential that remote learning is supportive and purposeful. To ensure this, teachers will plan to blend remote learning and school expectations for their learning in school considering the curriculum, age appropriate expectations and pupils needs. However, children who are attending school, their activities may deviate from what is sometimes planned for specific remote learning depending on circumstances and isolation scenarios. For those who may struggle to access online resource due to lack of technology, Grove Vale will work alongside Sandwell in order to support these families in the best way possible.

We are continually reviewing policies and practices we have put in place in relation to new guidance and statutory requirements in relation to remote learning and COVID-19. In addition to this, we continue to reflect on learning opportunities for children and how we are delivering remote teaching and learning. This also includes online portals and resources used in order to support children and teachers in the event of teaching and learning at home.

**Learning Platforms**

Each child has been issued with an Office 365 log in. This provides them with their own personal account where they are able to access teaching and learning resources as well as a platform to communicate with their teacher and other staff members. When designing an effective home learning outline, online safety and pupil/staff safeguarding were at the forefront of decisions made. Therefore, school privacy settings, GDPR and access were all considered and tested. Pupils have been granted limited access areas of our Grove Vale 365 school account such as their year group site on Sharepoint. All members of SLT have access to these and are able to monitor them daily. Certain limitations have been put into place, such as other year groups cannot access Sharepoint sites other than their own.

Children were shown how to use Office 365 prior to school closure due to COVID-19. Therefore, children are familiar with applications available to them such as Teams, Word, Powerpoint, Outlook, etc. How to guides were also distributed to parents and a log in access/how to video was shared via our website and Parent Pay.

Children have also continued to use other learning platforms such as Purple Mash, Timestable Rockstars, etc. All platforms that require a log on have been shared with pupils and parents either within class, via our Twitter and on our website under “[Home Learning Links](https://www.grovevale.co.uk/home-learning/home-learning-links)”. Staff will consider if links, information, websites, etc are appropriate and will ensure they support children’s learning.

Under certain isolation scenarios teachers may use video conferencing (e.g Teams) as a tool to support remote learning. When used, the platform will provide an opportunity for pupils and staff to communicate with ease to discuss learning, modelling and any issues children may have regarding their remote learning. They also provide pupils, who are isolating under a whole bubble scenario, with a brief time period where children can communicate together via video conferencing organised by their teachers. As a school, we found that this has been very important aspect of home learning as it has provided pupils with an opportunity to have time to communicate and socialise online with their peers. There will always be two staff members present in the meeting and meeting expectations will be shared in advance e.g via the remote learning guidance sent out to parents. Grove Vale and staff are not responsible for “online meetings” organised pupil to pupil.

**Learning Expectations**

The expectations shared to parents and children are that staff will provide up to 4 hours of learning each day. This includes 1 hour or English, in the form or spelling, punctuation and grammar, reading or writing. It also includes an hour of maths. In the afternoon, staff will set a variety of tasks linking to different areas of the curriculum. These tasks may be able to be completed online on specific learning platforms or completed offline with evidence provided via Office 365. As previously mentioned, children who are attending school during partial school closures/isolation scenarios may sometimes have different activities/subject areas to complete to those who are accessing remote learning.

As a school and during these unusual circumstances, we understand that children may not be able to complete their work every single day (if ill) or during set times however, it is expected that pupils are in attendance during Teams meetings and complete their daily work set for that day. Therefore, the 4 hours of learning is flexible and can be completed during the day (if well enough to do so). Children will be provided with a daily timetable, which supports children with guidance on tasks and guidance of times to plan their day. If children are unable to complete their work on a certain day due to illness, they are able to contact their class teacher using Outlook via 365.

**Recording Work**

EYFS: Children in Reception classes are being set tasks via the application Tapestry or via the EYFS Learning Menu prepared by teachers depending on the remote learning scenario.. Parents are able to share their work (picture/video evidence) via Tapestry with their teachers to demonstrate their children’s remote learning.

Y1 – 6: Children all have access to their Office 365 accounts.

Work Set: This will either be a range of english, maths and wider curriculum opportunities set via a 14-day learning menu created by teachers for that group or it will be daily work set and with opportunities for remote learning modelling, discussion and feedback via teachers depending on the isolating scenario.

Learning menus and daily instructions can be found on each year group Sharepoint in the remote learning folder. Here children can find instructions or guidance on what they are expected to do while at home isolating.

Details may be given of websites to access, activities to complete at home without the use of

Recording Work: Written work may be completed on paper and photographed then uploaded onto Office 365. Teachers will give guidance of where to complete this or of what online portal/software children could use to best complete their task.

Sharing Work: They are able to share their work via email or store it in class folders set up in Sharepoint, depending on what approach each class/year group has taken. If you require a work book for children to complete written work in please contact the main office. If completing work in a workbook, children will then need to upload pictures of completed tasks to their online Sharepoint folders. All written tasks will be able to be completed online and guidance will be given to children regarding this. For example, whether to record their work via Word on Office 365, Purple Mash or on any alternative portals.

KS2 children are expected to access their Office 365 and learning more independently. Therefore, they should check for teacher communications, guidance, instructions and modelling on a daily basis. They should also be sharing their work when appropriate with their class teacher in order to demonstrate their learning.

In the event of a small number of children from a bubble attending school, access to remote learning for them can be provided by school Ipads, which will be cleaned regularly in order for them to access their year group work.

**Feedback and Planning**

There is an expectation that pupils that are self-isolating complete their daily work in line with what is set by their class teachers (unless they are unable to do so due to illness). Teachers are not required to give instant feedback that would be given in a formal educational setting. The main type of assessment provided is formative. Therefore, staff will aim to give feedback, when appropriate on specific pieces of work or on general progress of the pupil/group when possible. This may be given by teachers or support staff. It may be written via email, verbal, shared during interactive learning, etc. Some work may be reviewed on return to school and used to inform the next steps for pupils. Within a partial bubble closure, children will be given verbal feedback from the staff members within their working school bubbles who are allocated to them.

Activities, which are planned by teachers, remain to be worthwhile and provide opportunities for pupils to progress in their learning and demonstrate understanding. SLT are able to check up on daily tasks and monitor interaction between staff and pupils. They also provide feedback to year groups based on their “planned” activities and work shared by pupils.

Staff will set times for online modelling/meetings with pupils (if in a scenario that requires this) however it is up to children/parents to ensure children attend the meeting at the organised times. Even though we appreciate remote learning times need to be flexible, teachers and staff will not be available for video conferencing/verbal discussion at all times. Therefore, pupils must be aware of the daily timetable and attend any set meetings and must email if they have any issues regarding their learning.

In the event that children/parents or guardians cannot be reached a home visit will be arranged.

**Support for Disadvantaged Pupils**

We aim to support all pupils with their learning. In terms of disadvantaged pupils in relation to remote learning this does not just refer to Free School Meals or Pupil Premium. This will include, as mentioned, those who may potentially struggle to access the technology or access the internet in order for children to be able to take part and complete remote learning. Grove Vale are working alongside DFE to identify ways that we can further support children who these circumstances may apply to. This includes distributing devices from the DFE [(https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19)](https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19)

If devices are loaned to pupils, parents/guardians must sign a disclaimer for the device to be returned within the time agreed.

**Safeguarding and Vulnerable Pupils**

Grove Vale retains full responsibility for the safeguarding of its pupils regardless of whether they are accessing face-to-face education or remote education. In the event of the imposition of remote learning, the Covid19 Safeguarding Addendum will be evoked in conjunction with the usual Safeguarding Policy.

All staff have appropriate safeguarding training and are reminded of the Teams security guidance and online lessons safety reminders at the end of this policy. Furthermore, in the event of utilising Teams to support remote learning, roles and responsibilities are outlined below.

Staff will be responsible for contacting children and specific vulnerable pupils to check on their well being, the well being of parents and ensure effective safeguarding measures are being met.

**Roles and Responsibilities**

**The Member of Staff (Meeting Host) is responsible for:**

* Ensuring that the protocol for conducting virtual learning is agreed upon by all members of the meeting prior to it taking place.
* Take attendance for the meeting.
* Follow guidance regarding using technology, specific platforms, etc previous agreed by Grove Vale, SMT, staff, governors and outlined in the school’s policies regarding online safety, remote learning and other policies which may link to the use of online services.
* Notifying pupils (inc. parents/carers) in advance that a session will be convened virtually by providing them with a timetable of learning.
* Reporting any issues from the meeting immediately using the School’s system for sharing concerns or information (CPOMS) and report to relevant members of SMT and senior leaders.
* Report safeguarding issues immediately to relevant DSL.
* Using the waiting room function to control access to meetings and only admitting those who are expected.
* Monitoring attendance throughout the session and noting/making contact with anybody who has not attended.
* Stopping the session if they become unsure about who else is present and checking attendance if necessary.
* Sending pupils (and parents/carers) back, where necessary, to the waiting room during the meeting until identity concerns are resolved or ending the meeting completely.
* Advising members about the appropriateness of their behaviour during in any online sessions (which will be context dependent).
* Ensure classes are spoken to/ taught about appropriate behaviour online via learning platforms and specifically when attending online meetings.
* Ensure children are aware of the appropriate set up of their software at home e.g referring to backgrounds, profile pictures, screen names, etc.
* Discuss how to use the software e.g how to turn the microphone on and off.
* Ensuring that everybody understands the rules regarding safeguarding and confidentiality and that they recognise no recordings/pictures (screenshots) are permitted.
* Do not “call” your teacher via online meeting software.
* Grove Vale are not responsible for messages or calls between other pupils/contacts.

The Meeting Host should be available for the session 5 minutes prior to the scheduled start time in order to check identities and admit members.

There may be occasions where the meeting host is not the class teacher. As part of quality assurance processes, additional staff may be present and could take the role as Meeting Host. Where this is the case:

**Pupils & Parents/Carers (Members) involved in the session will:**

* Ensure that children are present and punctual to meetings, reference the learning timetable to check times and events organised by the teacher/bubble co ordinator.
* Be aware of, and act in accordance with, the procedures outlined in this document.
* Act in accordance with the Parents’ Code of Conduct.
* Not take covert recordings of meetings.
* Notify the member of staff (meeting host) of any issues they are aware of which may affect the session (inc. the security and safety of those involved).
* Be respectful of the rights of individuals who are participating.
* Ensure attendees are following guidance provided in reference to being in an appropriate environment, dressed appropriately, etc.
* Ensure that backgrounds, profile pictures are appropriate.
* Support children in using software. For example, practise beforehand using the software e.g turning their microphone on and off.
* Ensure they have a quiet space that's well lit, that their camera and microphone work well, that they will not be interrupted and that the environment is confidential, using headphones where appropriate.
* Be present in checking up on children while using technology online.
* Remind children of online safety rules.

**Session Etiquette and Protocols**

All of those involved in online sessions (Members) should:

* Give the session their full attention and focus, in the same way as if they’re attending face-to-face learning in person, to ensure their full attention to the topics being covered.

Keep microphones on mute, if directed, unless they are talking. The staff member (Meeting Host) may mute/unmute people during the meeting as they feel this is necessary

Use physical cues when appropriate, like putting your hand up, during discussions so the staff member (Meeting Host) knows who's about to speak, ask questions or requesting to be taken off mute

Be mindful of clothing to ensure that they maintain dignity or that offence isn’t caused by what they are wearing.

Ensure body language is considered and not likely to offend others.

Speak to the camera and not the screen.

Consider the location carefully. This should be a quiet location, without direct sunlight or any personal items in the background.

Position the camera at eye level where possible and enable this (unless agreed in advance).

* Attend the whole session unless agreed otherwise.

**Confidentiality, Security and Data Protection**

Full consideration will be given to the privacy and security features of the chosen remote platform for any online sessions and software will not be used if the security provision is insufficient. At Grove Vale, we have adopted the use of Teams and follow all of their security guidance protocols (published separately).

The session shall not be recorded on any digital device or programme used by the any member of a session unless otherwise agreed and notified in advance.

Any data, including the creation, storage, retention and disposal of recordings, will be in line with the provisions of the Data Protection Act 2018, GDPR and Freedom of Information Act 2000, where relevant.

**Use of Technology**

Staff are aware of how beneficial the use of technology can for home learning. However, we are aware that some children may not have access to this. Therefore, if you are unable to access remote learning online please make the school aware so we can provide an alternative.

**Expectations of Staff during week days and term time only**

* Provide purposeful tasks, which provide 4 hours of learning opportunities a day during term time.
* Communicate with children online via Office 365.
* Emails must be returned within 24 hours, apart from exceptions that should be agreed with AC (Head teacher), weekends and holiday periods.
* Communicate with children to ensure they are accessing learning opportunities.
* Check shared learning from children.
* Communication with children should be appropriate and follow safeguarding guidelines :
* No staff personal emails or phone numbers should be shared.
* Messages should be appropriate
* Staff should follow the code of conduct that they follow in school when teaching and communicating online
* All policies regarding online learning/remote learning and policies linking to these should be adhered to a consulted.
* If communicating with pupils on video conferencing, there should be more than 1 child or adult on a conference at once to safeguard staff members.
* If video conferencing, ensure that the location in which you accept or make the call is appropriate and you are dressed appropriately.
* Also, consider other factors such as family members in the room (both via picture or audio).
* Report any issues regarding online safety or staff/pupil safeguarding immediately to SLT, log it on CPOMs.
* Follow GDPR guidelines.
* Maintain communication with vulnerable pupils.
* Provide set times that children can contact them e.g set organised Teams times/discussion times.
* Record absences online.

**CPD/training for staff**

All staff, regardless of whether they are working remotely or in school, should access group training or meetings via Zoom links in order to avoid large gatherings in a room. Where staff are required to meet in person, social distancing should be maintained at all times. Details of staff training/briefings will be shared in advance.

**Expectations of Pupils**

* Use Outlook responsibly to communicate to your teacher and staff. Do not use it as a form of communication to communicate to peers.
* To complete work set when remote learning (unless they are ill).
* Do not “call” your teacher via video conferencing (Teams). Raise any issues via an email on Outlook, Office 365 and they will then contact you via video conferencing following staff guidelines if needed.
* Teachers are not expected to reply immediately to messages therefore please be patient and wait for a reply. Do not repeatedly email them.
* Everyone’s timetable of a day is different therefore follow the daily timetables/learning menus provided by your teachers/LSA for guidelines of times, etc.
* Ensure that you discuss learning, video conferencing and messages with parents and ensure what you are sharing is appropriate.
* Ensure you consider your conduct and behaviour online. For example, language, sharing, etc.
* If video conferencing or sharing media, please ensure you are in an appropriate place to do this. For example, a living room, work area or kitchen.
* If video conferencing or sharing media, please ensure you are dressed appropriately as are others around you.
* Upload/share work to demonstrate learning.
* Office 365 is a learning tool and therefore must be treated as one. It should not be used to email other accounts other than members of staff regarding learning.
* Follow code of conduct.