**Grove Vale Primary School**

**Online Teaching and Learning**

**Online Learning**

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

**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”. Even though the formal curriculum has effectively been disapplied, we aim to continue to support children with their learning: providing appropriate work, challenge, breadth of the curriculum, support/modelling and feedback (where appropriate). 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 “home 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).

**Learning Platforms**

Each child has been issued with an Office 365. 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 Word, Powerpoint, Outlook, etc. How to guides were also distributed to parents and guardians using Parent Pay to support them in helping their children at home.

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.

Some classes/year groups may choose to use video conferencing to support learning such as Zoom. These are used as a platform for pupils and staff to communicate with ease to discuss learning, modelling and issues. They also provide pupils of classes, who have chosen to use this, a brief time period where children can communicate together via video conferencing organised by their teachers. 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.

As a school and during these unusual circumstances, we understand that children may not be able to complete their work every single day or during set times. Therefore, the 4 hours of learning is flexible and can be completed whenever they can during the day. If children are unable to complete their work on a certain day, 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. Parents are able to share their work (picture/video evidence) via this with their teachers.

Y1 – 6: Children all have access to their Office 365 accounts. 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. All children have been provided with a work book, where they can record their work. KS1 classes have already provided work within their books to support online learning. However, online learning opportunities and guidance will be provided more frequently depending on the length of time home learning is required.

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.

**Feedback and Planning**

Teachers are not required to give feedback that would be given in a formal educational setting. The main type of assessment provided is formative. However, staff will aim to give feedback, when appropriate on specific pieces of work or on general progress of pupils. This may be written via email or verbal. However, under government guidelines staff are not required to review work until they return to a more formal educational setting.

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.

**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, arrangements have been put into place to support these children by providing home work packs.

**Expectations of Staff**

* 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
* 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 CPomms.
* Follow GDPR guidelines.
* Maintain communication with vunerable pupils.

**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.
* Do not “call” your teacher via video conferencing (Zoom). 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 (if provided) by your teachers 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.