



## Remote Learning Policy (NON-STATUTORY)

### Other Information:

Homework Policy makes reference to online platforms that school subscribes to, which support learning at home:

TT rockstars



Spelling shed



Doodle maths



Mymaths



Purple mash



LBQ



Pupils have their log on details in their individual planners.

**This policy has been produced in response the coronavirus pandemic 2020 and the resulting partial school closure.**

Other relevant policies:

- e-safety
- communication
- confidentiality

The main aims of remote learning at Ladybridge are to:

- Outline a contingency plan, in the event of further school closures or pupil absences, following the Covid-19 pandemic;
- Provide consistent and continuous opportunities for formal learning for all pupils;
- Maintain well established 'behaviours for learning' and high expectations;
- Ensure that all pupils, parents and staff remain connected and are in regular contact with each other.

### **Remote learning during the Coronavirus (COVID-19) Pandemic**

This policy provides guidance for the following 3 scenarios\*:

1. A child is off school waiting for a test; OR  
Someone outside of school (but within a child's bubble eg mosque or household 'bubble') tests positive and a child is off because they are a part of that group and have to self-isolate.
2. A child is absent from school because we have had to send a 'year group bubble' home (due to a positive case within that 'bubble').
3. If school are advised that we must close (local or national lockdown), then the majority of pupils will be based at home. We will receive and provide guidance on which pupils (eg. vulnerable pupils and/or pupils of critical workers) will continue to attend school. At this point, decisions on the number of pupil places available in school will depend upon a number of factors eg. social distancing guidelines, staff availability, Government guidance.

\*Where pupils struggle to access online learning (because of restricted access), school is able to loan a tablet or i-pad (parents will need to collect from school and sign a loan agreement). School will also provide guidance to parents with no/little broadband or data (which may include data cards). If barriers to online learning still remain, then a year group specific work pack can be collected from school.

Where children do not engage with remote learning, staff will contact parents (telephone/class dojo). Attendance at school is mandatory, and we therefore expect every child to turn up to morning and afternoon learning (unless they aren't well). Parents are expected to make every effort to ensure that their child is fully engaged and focused on the tasks set during home learning.

***Class Dojo will be the main portal for remote learning***

## **Scenario 1**

A child is off school waiting for a test; OR

Someone outside of school (but within a child's bubble eg mosque or household 'bubble') tests positive and a child is off because they are a part of that group and have to self-isolate.

### **Remote learning guidance for scenario 1**

- If the class teacher uses worksheets in a particular lesson, then these will be posted on Class Dojo.
- If the class teacher is teaching something without worksheets, then they will make every effort to find an appropriate activity on <https://www.thenational.academy> or <https://www.bbc.co.uk/bitesize> and direct parents (eg. commas in lists = [www.bbc.co.uk/bitesize](https://www.bbc.co.uk/bitesize); KS1; English; punctuation).
- If there is no obvious link on either of these two websites, then the class teacher will direct your child to do something else (still related and relevant).
- Reminder: pupils can visit the list of websites (Appendix 1) for additional learning, as well as the usual online platforms that they normally access (Purple Mash, Spelling Shed, TT Rockstars and Doodle Maths/MyMaths - all login and password information is in your child's planner).
- Pupils will not have access to their normal 'live' classroom (through any portal). This decision has been taken in light of a number of factors including safeguarding, organisation, participation, supervision, workload, resource access)

## **Scenario 2**

A child is absent from school because we have had to send a 'year group bubble' home (due to a positive case within that 'bubble').

### **Remote learning guidance for scenario 2**

- An agreed timetable template has been created (Appendix 2) that all teachers will use to ensure consistency across school (although the content and lesson structure will vary from class to class). Teachers will post the timetable on Class Dojo (but need to be aware that other posts 'push' the planning post down and out of sights) and will need to re-post this daily updates to ensure that parents have simple and easy to find access to the lessons/activities/links/resources, etc.
- The content of learning will be related directly to the current 'normal' planned curriculum for that year group. Learning will be sequenced appropriately and build upon/consolidate previous learning from class. At times it may be necessary to delay/change the teaching of some aspects of the curriculum because of practical or resource implications.
- In creating a remote learning timetable, school recognises that teachers will need time to do this. On the first day of scenario 2, teachers will not be expected to deliver any live teaching as they will be planning for the first week of remote learning (for this first day, teachers will post learning in line with scenario 1). PPA time will need to be arranged between teachers and TAs that are off at the same time – this should be one afternoon a week.
- There will be a mixture of 'live' teaching, pre-recorded video/audio clips and pupils working independently:

- Whilst there are many benefits to 'live' teaching, this is not the same as what happens in a class. 'Live' teaching requires pupils being extremely focused on a screen (listening and watching) for a significant period of time, and this is something we all need to be very wary of (Appendix 3 includes – live video code of conduct)
- Pre-recorded video/audio clips created by the class teacher or on websites (eg. <https://www.thenational.academy> or <https://www.bbc.co.uk/bitesize>) enables pupils to control the pace of learning, which is better for many pupils (it also allows them to take a break from the screen, when they need to).
- Every morning and every afternoon, there will be some 'live' interactive teaching, and this will take place via zoom (Appendix 3 – user guide). School staff and pupils are familiar with 'zoom' from the partial school closure during summer term 2020, so it was felt this was the best option for remote learning at this time. In addition to the user guide for parents/pupils, school have also provided staff with guidance (Appendix 4) to ensure zoom is used safely and securely.
- 'Live' teaching will vary significantly and will depend upon many factors, such as the age/number of the pupils, the type of activity, the content to be covered. It may be a short input for a whole class; it might be a phonics lesson for a small group; it might include the teacher modelling expectations before children begin an independent task; it might be at the end of an independent session, so that pupils can share learning and receive live feedback, etc.
- Teachers will be able to provide feedback during 'live' lessons, against 'posted' learning (this might be in the form of a comment, a next step, a question or simply an 'approve').
- When planning the remote timetable, teachers will need to consider the following practicalities:
  - other bubbles that are remote learning, in order that 'live' lessons don't cause clashes for siblings in the same household that may be sharing devices/parental supervision;
  - parents may need to do the school run for their other children, so don't start 'live ' lessons too early or stop too late
- We will ensure that we provide at least 3 hours of learning per day (in line with government guidance on the number of hours of remote learning that primary schools should provide).
- Reminder: pupils can visit the list of websites (at the bottom of this post) for additional learning as well as the usual online platforms that they normally access (Purple Mash, Spelling Shed, TT Rockstars and Doodle Maths/MyMaths - all login and password information is in your child's planner.
- ONE EXAMPLE: Morning - Y2 pupils are directed to watch pre-recorded teacher videos on the oaks national academy (direct link provided), which will then relate to tasks set. The class teacher will zoom call pupils to 'live' teach phonics at different times, to different groups. Afternoon - pupils will complete an independent task which they'll post on Class Dojo for feedback from the teacher. Towards the end of the day, the class teacher zoom calls the whole class to check and share learning from the afternoon. They then 'live' read a class story.

### **Scenario 3**

If school are advised that we must close (local or national lockdown), then the majority of pupils will be based at home. We will receive and provide guidance on which pupils (eg. vulnerable pupils are pupils of critical workers) will continue to attend school. At this point, decisions on the number of pupil places available in school will depend upon a number of factors eg. social distancing guidelines, staff availability, Government guidance.

### **Remote learning guidance for scenario 3**

As for scenario 2.

### **Appendix 1 – useful websites**

Useful links:

<https://www.thenational.academy>

<https://www.bbc.co.uk/bitesize>

<http://www.primaryresources.co.uk/>

<https://www.sciencemuseum.org.uk/games-and-apps>

<https://www.tate.org.uk/kids/games-quizzes>

<http://www.primaryhomeworkhelp.co.uk/>

<https://www.topmarks.co.uk/>

<https://teachmykids.co.uk/>

<http://www.activityexpress.co.uk/>

pinterest free printable worksheets

### **Appendix 2 – Agreed remote learning template**

Accessible on request from school

## Appendix 3 – Zoom User Guide

### Top Tips

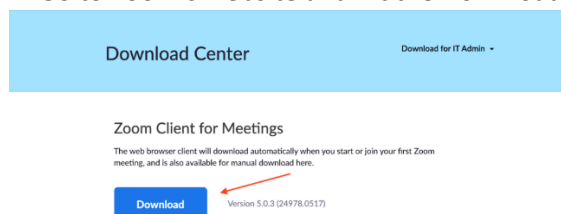
1. **Download Zoom with plenty of time before your first lesson.** This will help you understand where the different tools are to save time during the actual lesson with the teacher.
2. **Check your audio** so that you can hear your teacher clearly.
3. **Find a quiet place to work from.** It can be very distracting with lots of background noise and most device mics can pick up a lot of it. Close the door to the room you are in and ask other family members not to disturb you.
4. **Make sure you are ready for your lesson.** Have you been to the toilet? Do you have anything you might need? Do you have a pen and some paper to make notes? Are you suitably dressed? (You don't need to be in school uniform but no pyjamas please!)
5. **Remember where the camera is located** on your device and try to talk into it as much as possible.

### How do I download Zoom for my child?

The first thing you'll want to do is download Zoom on your computer. Here's how:

#### **How to download and install Zoom on your desktop**

1. Go to Zoom's website and hit the Download button.

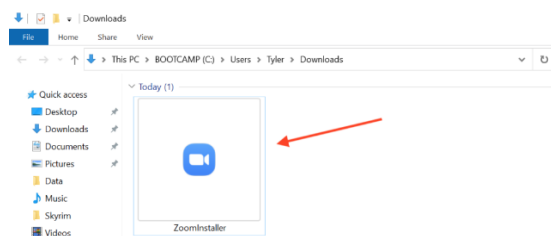


2. Choose where you want to download the app. Your computer will probably default to downloading Zoom to your downloads folder (go figure).

Click the Zoom installer and allow it to run. If you're on a Mac computer, it will look like this:



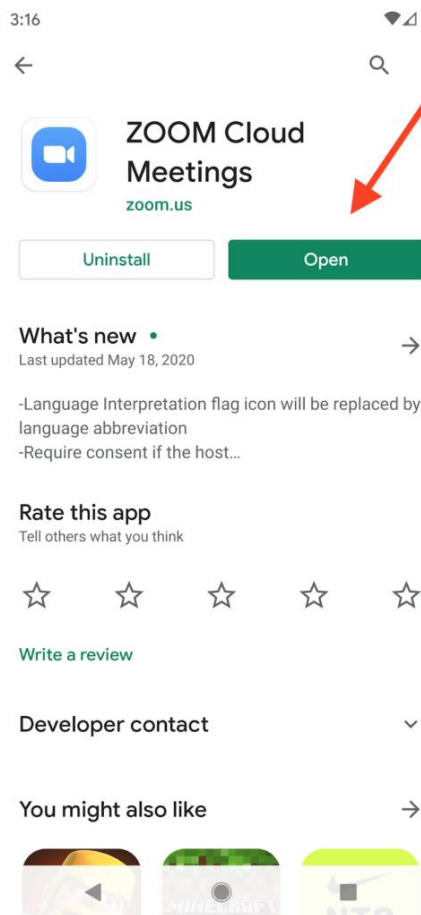
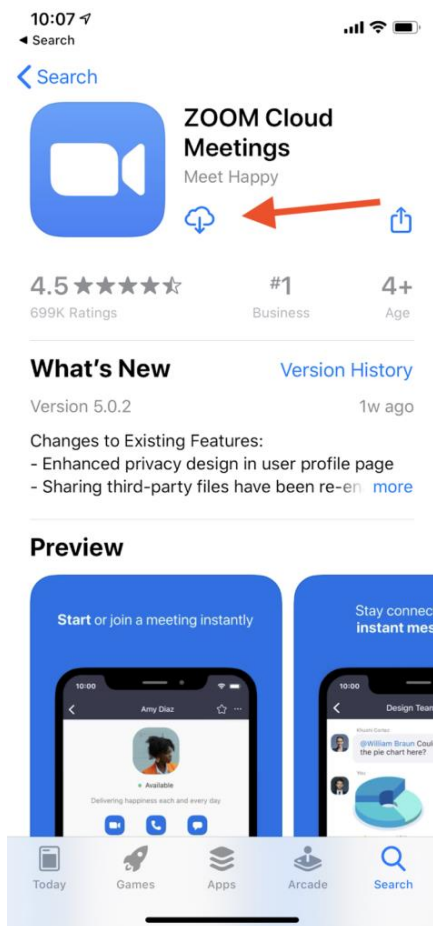
The installer will look like this on a Windows computer:



Let the installer do its thing, and Zoom should open once everything finishes.

### How to download the Zoom app on your mobile device

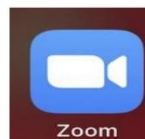
1. Open your app store.
2. Search for Zoom.
3. Hit download.



Downloading Zoom will look like this on an Android device. Except yours will probably say Download instead of Open (Zoom was already downloaded on this device)

### Step 1

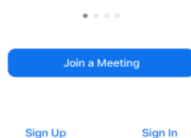
Find the Zoom application on your iPad, the icon looks like this:



Step 2 Make sure you have the meeting code for the lesson you want to join.

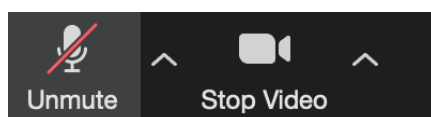
These will be emailed out to parents once a week on the weekly planning. There will be a code and a password.

Step 3 Press the Join A Meeting button.

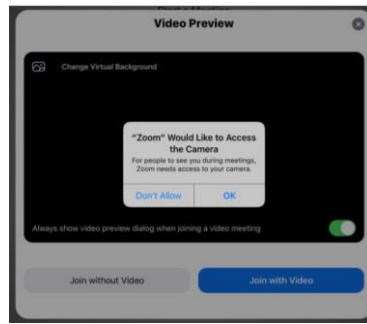


Step 4 Type in the meeting code. You should then be able to see your teacher on screen. Make sure your microphone is muted and DO NOT unmute it unless your teacher asks you to.

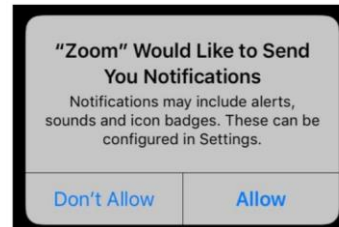
Muting your microphone on Zoom is really easy. Just click the microphone icon on the bottom right once your kid starts a Zoom call. Make sure it has the red slash through it unless they are participating.



Step 5 Allow Zoom access to the camera and then click join with video.



Allow access to the microphone and also allow Zoom to send you notifications.



Finally, click Call Using Internet Audio. You are now ready to Zoom!

During Zoom lessons you might need to click on Gallery view (top left of the screen) so you can see everyone else who is joining the lesson. While the teacher is talking it is best to remain in active speaker mode. In order to help Zoom lessons run smoothly, we are asking everyone to follow the Code of Conduct.

#### **Code of Conduct for Zoom Lessons** (pupils)

- Make sure you are on time for scheduled lessons. Your teacher will notify you
- Make sure you are prepared to learn (ie you have everything you need with you and you are somewhere where you can concentrate)
- A parent/carer should always be supervising you whilst using zoom to support with any technical issues and to make sure you are active.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Do not unmute yourself unless your teacher tells you to
- Make sure you are appropriately dressed for a lesson (no nightwear) – this includes others in the household
- If you are unable to attend a scheduled lesson, send a message to your teacher on Class Dojo so they are aware.
- Remember that we are all trying to learn. Do not try to distract anyone else by waving, making silly faces etc
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Do not write on the Zoom whiteboard unless your teacher asks you to do so
- Do not record any of the 'live' session.

#### **Code of Conduct for Zoom Lessons** (staff)

- Communicate in groups – one-to-one sessions are not permitted – only conduct the live session if there is more than one pupil. Always end the call whilst there is more than one pupil present.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that you are visible.



## Appendix 4 – Zoom guidance for staff

- There have been some concerns raised about the security of zoom, however, these concerns have been mainly to do with sharing links on public platforms/social media (and therefore isn't a worry for us as we only post on to the year group dojo page which is only accessed by our pupils/parents. In addition, zoom also changed a number of things making it more secure, including end-to-end encryption (added in July) and the waiting room option to control access. Zoom advise that managing screen sharing is an important aspect (as public zoom calls have resulted in members of the public taking control and sharing their own content). They suggest that that hosts don't allow participants to take control of the screen and provide the following guidance on participants:

To prevent participants from screen sharing during a call, using the host controls at the bottom, click the arrow next to Share Screen and then Advanced Sharing Options.

### Screen sharing

Allow host and participants to share their screen or content during meetings

#### Who can share?

☒ Host Only    ☐ All Participants

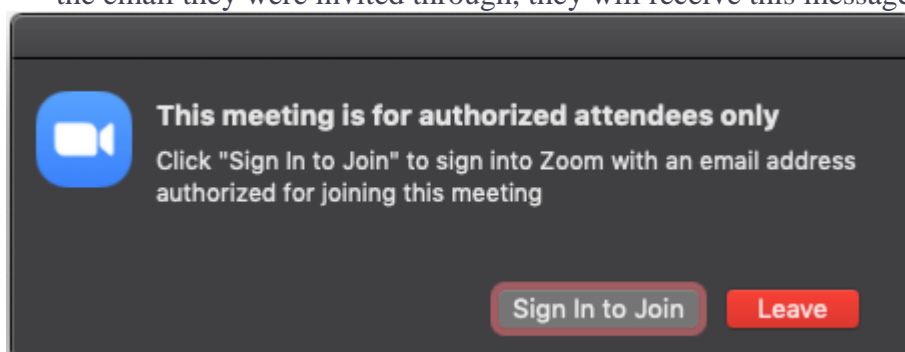
#### Who can start sharing when someone else is sharing?

☒ Host Only    ☐ All Participants

### Manage your participants

Some of the other great features to help secure your Zoom event and host with confidence:

- [Allow only signed-in users to join:](#) If someone tries to join your event and isn't logged into Zoom with the email they were invited through, they will receive this message:



This is useful if you want to control your guest list and invite only those you want at your event — other students at your school or colleagues, for example.

- [Lock the meeting:](#) It's always smart to lock your front door, even when you're inside the house. When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.

- **Set up your own two-factor authentication:** You don't have to share the actual meeting link! Generate a random Meeting ID when scheduling your event and require a password to join. Then you can share that Meeting ID on Twitter but only send the password to join via DM.
- **Remove unwanted or disruptive participants:** From that Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.
- **Allow removed participants to rejoin:** When you do remove someone, they can't rejoin the meeting. But you can toggle your settings to allow removed participants to rejoin, in case you boot the wrong person.
- **Put 'em on hold:** You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to have them back.
- **Disable video:** Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video or for that time your friend's inside pocket is the star of the show.
- **Mute participants:** Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings to keep the clamor at bay in large meetings.
- **Turn off file transfer:** In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
- **Turn off annotation:** You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- **Disable private chat:** Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting.