



# Westcliff Primary Academy

## Remote Teaching and Learning Policy

### Aims

This remote learning policy aims to:

- Minimise disruption to pupils' education and the delivery of the curriculum.
- Ensure consistency in the approach to remote learning for all pupils (including SEND) who are not in school through the use of quality online and offline resources and teaching videos.
  - Provide clear expectations for members of the academy community with regards to delivering high quality remote learning.
- Include continuous delivery of the school curriculum, as well as supporting wellbeing, motivation and providing parental support.
- Support effective communication between the academy and families, and support attendance.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parents and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.

### Where is the policy applicable?

- Where a child (and any siblings also attending Westcliff Primary Academy) is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal.
- Where a child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Westcliff Academy has created a limited number of pathways to support students, parent/carers and teachers:

- All students have been provided with access to revision and practice books
- Google classroom tasks have been set for a number of subjects where appropriate (KS2)
- Edmodo accounts have been set up for Year 6
- Use of ClassDojo or admin email for parents/carers to contact teaching staff to request further support.

Before setting online tasks teaching staff should remind themselves of the following questions:

1. What might be going on at a child's home? Is everyone well?
2. There could be a number of siblings. How might the family be interacting at home?
3. Do children have a computer/access to the internet? What data usage limits may exist?
4. If yes, is this needed for those adults who may be working from home?
5. What are the expectations? Is it realistic that children will manage to follow their timetable each day in the current situation?
6. If we start contacting parents/carers with expectations of interaction what could change at home?
7. We have provided workbooks for children; how could we support this further?

### Revision and Practice Books

It is advised that any online tasks set by teachers enable children to make use of any revision/ practice / exercise books. It would be mindful to appreciate that some children may be spending a significantly increased amount of the day in front of screens, as they seek ways to communicate with family and friends or for home entertainment purposes.

### **Google Classroom**

All Google Classroom chat features should be switched off and no video teaching/live streaming of lessons will take place, except for Year 6 who will be using the Edmodo platform. Digital communications with pupils (email/submitted work) should be on a professional level in line with the academy's online safeguarding policy and only carried out using the official school subject email.

In the event of a lockdown and school closure for most pupils, 2 live lessons per day will be delivered for KS1 and KS2 classes (see appendix 2 below).

All KS1 and 2 children have an email address and Google account to support their studies. These have already been shared with children as they utilise them as part of their in school provision.

The topic areas within Google Classroom provide access to a range of websites that have been selected by teaching staff in line with the school's online safeguarding policy to support children's learning. These educational websites include a mix of resources including access to educational videos, questions, quizzes and wider revision materials.

Parents can privately message teachers in school hours if they are unsure about anything via Google Classroom or the ClassDojo app (See appendix). If a teacher is unwell or uncontactable another member of staff will take over the responsibility of the responses to parents.

### **Email**

Email accounts for each KS1 and KS2 year group teacher have been created which all children have access to. Teachers can email whole year groups of children; however, this should be limited to a maximum of once a day.

Parents may email school using the admin address: [admin@westcliff.fcat.org.uk](mailto:admin@westcliff.fcat.org.uk)

### **Online Education – Parents/Carers**

Many parents and carers may have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's on-line experiences. Parents/carers often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).

### **Internet Security**

Online safety is paramount in the revised delivery of teaching and learning materials during these unprecedented times. When accessing web sites and before entering any personal information you can ensure the link to that site is secure if:

- There is a padlock symbol in the browser window frame, that appears when you try to log in or register.
- The web address begins with 'https://'. (The 's' stands for 'secure').

Assuming these are in place you have accessed a site where the owners have been issued with a digital certificate by a trusted third party. This suggests that information being transmitted is encrypted and protected from being intercepted by their parties. However, a certificate is no guarantee that the owner of the site you are communicating with is who you intended to communicate with so always carefully check the web page address to confirm its authenticity. A skilled developer can easily clone a real web site and use it for malicious or fraudulent purposes.

Here are some simple tips to follow if your common sense tells you something doesn't feel right about a site you are accessing:

- Check there is a padlock in the browser window or 'https://' at the beginning of the web address, if not do not enter personal information
- Check for an email, contact number and/or postal address – if in doubt contact them directly to ensure they are authentic
- Check the web site address – look for typo's, misspellings, digits and characters that are incorrect
- Web search any site you are suspicious about to see if others have identified it is fraudulent or malicious

This is by no means an exhaustive list of things you should be on the lookout for or steps you can take to protect yourself. Seek advice if you have any doubts!

**Additional advice for staying safe online**

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/resources-parents-and-carers>

Amanda Stokes, Headteacher, September 2020.

## Appendix 1 - ClassDojo Protocols

### **Westcliff Primary Academy Class Dojo Protocols September 2020**

**Purpose:**

These protocols are designed to assist parents and teachers in the use of Dojo as a formal communication tool at Westcliff. They define appropriate and inappropriate use of the program, and how practise might differ in the need to move to Remote Learning.

**Parents/Carers**

What Dojo should be used for from a parent's perspective:

- Notify teachers of any issues that have arisen e.g. a missing hat/part of uniform
- Upload your child's homework (Early Years only)
- Messages are to be sent directly to the class teacher and will be responded to in a timely manner,
- Dojo messages will not be responded to outside of normal working hours (8.00am – 5.30pm) or at weekends unless it is of a safeguarding nature. Please note the 'Schedule send' function.

What Dojo should not be used for:

- Please do not use it to enquire about playtime incidents or accidents. These should be dealt with personally via a phone call or email to the office or a request to speak to the class teacher.
- Early pick up requests (these still go through the office)
- Information for the office – e.g. lunch choices, appointments.

**Whole School**

Updates and whole school reminders will be shared via School Story.

The Headteacher or Deputy will share the rewards from weekly assemblies on the newsletter, as well as any letters or Google Forms, by school story.

**Teachers**

Class story will be used to update parents on the learning taking place in class. This could include a weekly summary of activities, wow moments, excitement and engagement activities.

Share relevant documents.

Reminders for pupils to attend in PE kit, or for any deadlines, events happening in school.

Individual pupils required to isolate will receive a remote learning planner via the parents personal messaging facility.

Respond to parent/carer messages in a timely manner.

Please note: It is expected that all teachers will use Class Story on Dojo on a regular basis as a communication tool for the whole class (a minimum of 3 times per week).

These protocols will be reviewed in Spring 2021

A Stokes 2020

Appendix 2 Google Meet Live Lessons:



# Westcliff Primary Academy

## Google Classroom Live lessons

### Introduction

This policy applies to circumstances where:

a. the School is anticipated to be closed for a period longer than 1 day because (e.g.) the School is inaccessible, key systems or utilities have failed, or an order by a regulatory authority requires the School to close and/or a significant number of people to self-isolate. The School will do all that it reasonably can to continue to deliver educational services, by using various technologies and online services to enable remote teaching and learning.

b. In circumstances where the School is able to remain partially open with reduced staffing it will aim to run a teaching programme (albeit restricted) for pupils who attend school. Teaching staff will ensure that work is available for pupils to access at home via Google classroom.

c. A proportion of the student body is self-isolating. In order to mitigate against disruption to learning teaching staff will ensure that work is available for pupils to access at home via Google classroom.

### Continuity of Learning

During a partial school closure or full closure and for pupils that are self-isolated, pupils at home must:

- Be available during the hours of the normal school day (08:40- 15:15) to complete work set on Google Classroom. Teachers will be available during their assigned lesson times to answer questions via the comment section in Google Classroom.
- Submit completed work by the deadline set by the class teacher.
- Work on their subjects at the times specified on their daily schedule, set by the teacher.

In order to support their child, parents should:

- Make themselves aware of their child's Google classroom environment and lesson schedule.
- Ensure that students logon at the correct time and follow their schedule
- As far as possible ensure access to a computer/smart device or network
- As far as possible provide a quiet and formal place for students to work

### Behaviour and conduct

All pupils are expected to conduct themselves online and on Google Classroom spaces in the same way that they are expected to do in school. The School's relevant policies e.g. Behaviour, Staff Code of Conduct etc. will remain in force. Should students not submit their work on time they will be asked via the 'private comment' option onto reasons why and students producing exceptional work will receive extra Dojo points.

### Safeguarding

The safeguarding of both pupils and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required. Live lessons will be recorded for safeguarding purposes and automatically deleted after one month.

### Behaviour and Conduct on Google Meet

#### Before using Google Meet

All parents are asked to sign an agreement to ensure that Google Meet and online lessons are accessed appropriately.

**Without consent children will not have access to live lessons.**

### For teachers and staff

When lessons are taught live, through Google Meet, teachers are advised to sit against a neutral background, avoid recording in bedrooms and dress appropriately. Check that any other tabs you have open in your browser are appropriate for a child to see, if you are sharing your screen.

Staff must ensure their background is blurred and they record the whole session.

The holding screen must be displayed before the live lesson begins. The holding screen has a list of acceptable use statements as the children enter the session. It is advisable that staff have the slide ready five minutes before the session.

Staff must be the first to log in so they have all the privileges to mute and remove children if necessary. They must also ensure they are the last to leave the session.

### **For children**

Make sure the children are in a shared space in their house, rather than a bedroom wearing appropriate clothing. Ask parents to be mindful that other children may hear or see them and anything in the background. Children must put their microphones on mute on entry and not use the commenting box unless asked by the member of staff.

### **Online Safety**

In accordance with its Online Safety Policy the School will deal with online safety incidents in accordance with the procedures outlined in the policy. We will, where known, inform parents of incidents of inappropriate e-safety behaviour that take place out of school.

### **Notifying Parents**

The School will keep parents advised of progress towards re-opening the School and returning to normal arrangements. Please check Parents and Website for update

### **Setting of Work**

All year groups will use the Google Classroom to push out details regarding learning activities for children, set assignments and provide access to teacher presentations and spellings; children in all year groups have access to the TT Rockstars for their Times Table activities. They will also have access to Bug Club system for their reading activities. We would ask parents to ensure that their children continue reading.

All children will also have been given all their login details for any other online education platforms that their teacher is using. If you are struggling with any of these, please contact the class teacher.

This document will be reviewed on a termly basis by the Headteacher.

Amanda Stokes, Headteacher

20<sup>th</sup> November 2020

Updated 29th January 2021