

# **St George's Beneficial CE Primary School**



## **REMOTE LEARNING POLICY**

**Date 1<sup>st</sup> October 2020**

**Presented to Governors 22<sup>nd</sup> October 2020**

## Introduction

During a period of closure in the spring and summer 2020, St George's Beneficial CE Primary School taught children remotely using printed packs and Google Classroom. Following this the leadership team decided we needed to embrace the legacy of this period. There were 2 positives which needed to be embraced: Google Classroom and parental communication. Google classroom needed to be embedded into our daily curriculum, especially as employment for many would require IT skills and possibly to be more flexible when working from home.

Thus a remote learning plan, in line with DFE guidelines (Guidance for full opening: schools 27 July 2020) has been developed. This is to give children the tools to continue to have a full time education if there is a need for a further lockdown in Portsmouth or the country. Children will continue to be provided with an education remotely which is high quality and aligns as closely as possible with in-school provision.

All learning will be conducted using Tapestry (EYFS and Year 1) and Google Classroom for Y2-6. This will allow staff to keep in daily contact in a professional and confidential manner with their class. Teachers will be able to schedule learning in a manner that does not overwhelm our children. Teaching and learning can be tailored, changed and updated as time progresses, allowing for replication of classroom activity, to the best of our ability. In all communications we will prioritise the wellbeing of our children.

## Successes from lockdown (March 2020)

Since March, the school provided a successful model, which included:

- Weekly engagement and communication with parents through phone calls to all parents and pupils by their class teacher, (noted very favorably in the parent questionnaire)
- Communication through Facebook/emails/texts/website and letters
- Website had additional tasks and information with links to BBC Bitesize and other activities
- All children have logins for Bug Club, Education City and in the younger years Phonics Play and in KS2 Times-table Rockstar
- Sports provision club for two weeks of the Summer Term for keyworker and vulnerable children
- Easter provision for keyworker and vulnerable children
- All children contacted regarding their home learning/learning packs which produced every 3 weeks, containing 3 weeks' worth of school activities closely linked to the school curriculum
- All families contacted who have not been on their class zoom call
- Informal and fun tasks such as photo booth for the 'Big Night In', SLT donated on behalf of their phases
- Pupil communication with their teacher through Google Classroom using their school email accounts.
- Some face to face visits where safeguarding issues were arising
- Following the reopening of the school 2020-21 a parent survey was distributed to inform the school on parent satisfaction – parents did suggest zoom meetings would have helped for children to socialize, when feeling isolated.
- Following reopening our Parent Partner contacted 85% of KS2 parents to survey use of digital devices and we are now surveying KS1 to check support in case of a further lockdown.
- St George's parent partner is continuing a support mechanism by offering phone calls to parents and invite parents in for face to face meetings

## Identified possible lockdown scenarios:

- Individual children who are waiting to be tested/isolating
- A partial lockdown involving bubbles of children.
- A longer term whole school lockdown
- Key worker/vulnerable pupils in school only
- Short term teacher absence
- Long term teacher absence

## **Blended Learning**

We realise that the circumstances that cause our school to close will affect families in a number of ways. In our planning and expectations, we are aware of the need for flexibility for remote learning to be successful.

Barriers to this type of learning are:

- Limited access to digital devices such as laptops and internet.
- Parents may be trying to work from home so access to technology as a family may be limited.
- Parents may have two or more children trying to access technology and need to prioritise usage.
- Teachers/ staff may be trying to manage their home situation and the learning of their own children.
- Systems may not always function as they should.
- Parents not having the IT or teaching skills to support home learning.
- Forgotten logins to GC, or other software licenced for home usage.

We believe that it is in the best interest of our children that we continue to provide structured support to the best of our ability. It must be noted that the work children engage in during a period of closure will be part of our current planning and so cannot be considered as optional. This is our children's education and we cannot afford for them to miss out on any further learning time. Children and parents should consider the arrangements as set out in this document as highly recommended.

We realise that approx..50% of our KS2 pupils do not have access to a chrome book or laptop at home. St George's intend to follow the DfE system in which vulnerable children were offered laptops to use at home. At present 12 of our children would be able to take their chrome book home. We intend to purchase more chrome books to allow this access to more children: initially those who are vulnerable and Y6 pupils.

## **Teaching Staff will:-**

- Share teaching and activities with their class through the Google Classroom ( and EYFS &Y1 Tapestry).
- Introduce blended learning in class and with 1 piece of weekly homework in KS2.
- Continue teaching in line with current, extensive planning that is already in place throughout the school and adapted for the needs of pupils within the class context.
- Accept the fact that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this.
- Reply to messages, set work and give feedback on activities during the normal teaching hours 8.30 am – 3:30pm.
- To closely follow a normal school day teachers will be online for communication with their pupils 9:00- 10:00 am and 1:00- 2:00 pm.
- Acknowledge and feedback on all work where necessary.
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families in a number of ways.
- Teachers work in year teams and if unwell themselves, be covered by another staff member for the sharing of activities.
- Contact parents and children if work is not completed or to a satisfactory standard.
- If the guidance for contingency planning reaches tier 4, teaching staff will be on a rota to deliver face to face teaching to keyworker and vulnerable children.

## **Teaching Assistants will:-**

- Support class teachers in providing learning opportunities for children.
- Attend virtual calls with class teachers.
- Support class teachers in feedback to pupils.
- Plan and create personalised learning for identified individuals within the class.
- Contact parents and children if work is not completed or to a satisfactory standard.
- If the guidance for contingency planning reaches tier 4, support staff will be on a rota to deliver face to face teaching to keyworker and vulnerable children.

### **Subject Leads will:-**

- Work with teachers remotely to make sure the work set is appropriate, consistent and in line with current, extensive planning that is already in place throughout the school and adapted for the needs of pupils within the class context
- Alert teachers to resources they can use to teach their subject remotely.
- Monitor the quality of work produced across all year groups and ensure consistency with the high standards and expectations expected.

### **Senior Leaders will:-**

- Co-ordinate the remote learning approach across the school.
- Investigate ways to give greater access to chrome books and home learning devices. (50 chrome books will be delivered from DfE if another tier 4 event occurs).
- Will take up any further help from DfE such as BT hotspots for wifi.
- Monitor the overall effectiveness of remote learning through meetings with teachers and subject leaders, reviewing work set and reaching out to pupils and parents for feedback.
- Monitor the security of remote learning systems, including data protection and safeguarding considerations.
- Work as a team to ensure the highest quality virtual education is provided for our children.

### **Designated Safeguarding Lead (DSL) will: -**

- Identify 'vulnerable' pupils (pupils who are deemed to be vulnerable or are at risk of harm) via risk assessment prior to the period of remote learning and the Local Authority Link Co-ordinator.
- Ensure those vulnerable children in possession of DfE chrome books have them at home.
- Arrange for regular contact to be made with vulnerable pupils, prior to the period of remote learning.
- Arrange for regular contact with vulnerable pupils once per week at minimum, with additional contact, including home visits, arranged where required.
- Contact with vulnerable pupils' social workers or other care professionals during the period of remote working, as required.
- Communicate with the relevant members of staff once per week to discuss new and current safeguarding arrangements for vulnerable pupils learning remotely.
- Ensure that all members of staff report any safeguarding concerns to the DSL immediately including incidents of bullying on line.

### **Children will:-**

- Be assured that wellbeing is at the forefront of our thoughts and the need for children to take regular breaks, get fresh air, exercise and maintain a reasonable balance between online engagement and offline activities.
- Be given appropriate time to complete a task to allow for sharing of devices within the family.
- Only send messages and queries that are in relation to tasks set by the teacher or in response to questions the teacher may ask them directly.
- Only access the material shared by their teacher and ask for parental permission to use technology for anything beyond that.
- Read daily, either independently or with an adult depending on age and ability.
- Consider using some school closure time to learn a new skill, follow their own interests to discover more about the world around us or just be creative.

### **Parents will:-**

- Set up a digital device to ensure children have access to the learning.
- Support their child's learning to the best of their ability.
- Encourage their child to access and engage with posts from their teacher.
- Know they can continue to contact their class teacher as normal through Facebook, email and phone calls.

- Check their child's completed work each day and encourage the progress that is being made;
- Be mindful of mental well-being of both themselves and their child and encourage their child to take regular breaks, play games, get fresh air and relax.
- In a few cases be prepared to collect home learning packs from school.

## Types of Digital Learning

Bug Club for regular reading

Education City to support all subjects from Y1-6

Times-table Rockstar KS2

Phonics Play – EYFS & KS1

BBC Bitesize

Google Classroom (and feedback)

Teachers will upload: comprehension activities, maths activities, science and topic assignments.

Teachers will upload weekly the material which will be used within the year group.

To be considered in event of tier 4 – teacher leading recorded or live teaching sessions

## Data protection

The pupils have school emails and school passwords. The IT technician has a list and there is a copy in the HT's office.

## Keeping devices secure

St George's has taken the following steps to ensure our devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – we have a mixture of numbers and letters
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Using chrome books which do not require antivirus nor anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Keeping an inventory of devices and owners – a letter will be distributed with the devices reminding borrowers of the rules for loan. (Appendix 3)

## Safeguarding

Pupils are given e-safety lessons as part of Computing and PSHE curriculum.

Staff and pupils are reminded to collect and/or share as little personal data as possible online.

If sharing live lessons on a platform such as zoom, there will be another member of the team who can switch off cameras/ mute if required.

## Links with Other Policies

This policy is linked to our:

- Behaviour Policy
- Child Protection Policy and Codi-19 addendum to our child protection policy
- Home School Agreement
- Feedback Policy
- Online Safety Policy
- Acceptable use policy

## Monitoring

This policy will need to be reviewed after the first time we have sent devices home for a period of lockdown.

To be reviewed by SLT and Governors

Review date : September 2023

## Appendix 1 – Helpful Parent Guide

### Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>➤ Open the Play Store app</li><li>➤ Search for 'Google Classroom'</li><li>➤ Tap 'Google Classroom'</li><li>➤ Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>➤ Open the App Store app</li><li>➤ Search for 'Google Classroom'</li><li>➤ Tap 'Google Classroom'</li><li>➤ Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their G Suite for Education account
- Tap the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that their teacher has provided, then tap 'Join'

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### Computers and laptops: log in to Google Classroom

Your child needs to:

- Go to [www.classroom.google.com](http://www.classroom.google.com)
- Log in to their G Suite for Education account
- Click the '+' icon (in the top-right corner), then 'Join class'
- Enter the class code that the teacher provided, and click 'Join'

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### How to get and hand in work (computers and laptops)

Your child needs to:

- Go to Google Classroom (see link above)
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

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### How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom

➤ Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work

➤ Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

If work has been marked, your child will be told by email

They can find their returned work by following the steps below.

#### **On a computer or laptop**

➤ Go to Google Classroom, then click 'Classwork'

➤ Click 'View your work'

➤ Click 'Returned with grade' on the left-hand side

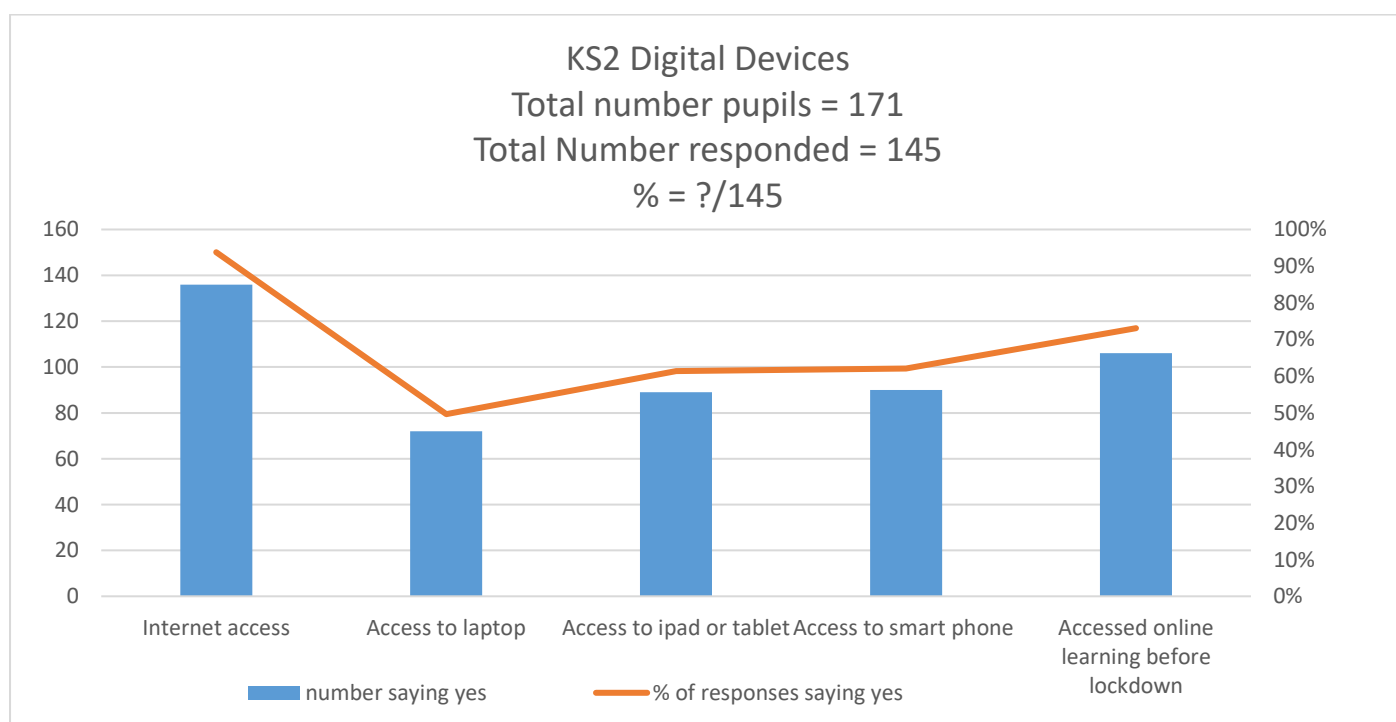
#### **On a mobile device (Android or iOS)**

➤ Open the Google Classroom app

➤ Tap on their class, then 'Classwork'

➤ Once they've found the assignment, click or tap on any attached files to see the teacher's feedback

## Appendix 2 – Analysis of KS2 Parent Survey



### **Notes**

85% response rate

94% have internet access (4 families have been given vouchers for BT hot spot access since Sept 18th DfE scheme)

Less than half the pupils have access to a laptop

5 KS2 pupils have access to DfE chrome books of which 2 did not have access prior to Sept 28th

Need to embed online access for remote learning to work

Too high proportion were trying to work from a phone

Class	Year	No. Pupils	No. Contacted	Internet access	Access to laptop	Access to ipad or tablet	Access to smart phone	Accessed online learning before lockdown
Otters	3	25	23	22	9	16	12	16
Seals	3	25	22	21	9	17	14	15
Marlins	4	21	19	19	9	10	17	13
Stingrays	4	22	17	16	9	13	13	15
Dolphins	5	28	23	20	11	14	9	20
Manatees	5/6	11	11	10	5	5	9	7
Whales	6	19	13	12	10	7	6	6
Sharks	6	20	17	16	10	7	10	14
Totals		171	145	136	72	89	90	106

### Appendix 3 - Parent & child loan of a chrome book letter



## St. George's Beneficial Primary School (C of E Controlled)

Hanover Street  
Portsea  
Portsmouth  
Hampshire  
PO1 3BN

Headteacher: Sandra Gibb, B.A., N.P.Q.H.

Telephone: (023) 9282 2886  
Facsimile: (023) 9282 0179

### Chromebook Loan Agreement Form

**Student's Name:** .....

**Home Phone or Contact Number:** .....

**Serial Number:** .....

**Loan Period** .....

A Chromebook is being loaned to ..... for academic purposes. It is the responsibility of parents/carers/student to care for the equipment and ensure it is maintained in a safe environment. If the Chromebook is not functioning, lost, stolen or damaged, parents/carers/students should immediately inform the school.

The Chromebook, charger brick and charger cord are the property of St. George's Beneficial C of E Primary Schools and is herewith being loaned to the student for educational purposes. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this Chromebook. The equipment will be returned to St. George's Beneficial C of E Primary School on a date to requested

or sooner if the student no longer requires the equipment. Parents/carers of pupils who do not return the Chromebook and related materials when requested will be charged in order to replace the equipment

It is the responsibility of the parents of the student named above to replace, repair or incur costs of the Chromebook equipment if it is lost, stolen or damaged whilst in their child's possession. He/she must only use the equipment in line with remote learning and the rules stated on the next page.

The loan of the Chromebook is to utilise the software owned by St George's Beneficial CE Primary and carry out remote learning. Your child must not install any software nor make any unauthorised use of or modifications of such software.

By signing below, your child and parent/carer acknowledge and agree to the terms of use as spelled out in this Chromebook Loan Agreement Form. Additionally, they agree that to use the Chromebook responsibly, to protect and safeguard St. George's Beneficial C of E Primary School property and to return the same in good condition and repair.

Parent/carer's Signature: ..... Print Name: .....

Student's Signature: ..... Print Name: .....

Date: .....

### **Chromebook Loan Agreement Form**

#### **Chromebook Use Policy Summary**

##### **Student Responsibilities**

Your Chromebook is an important learning tool and is for educational purposes only. You must be willing to accept the following responsibilities:

- I know this computer is on loan to me. All St. George's Beneficial C of E Primary School policies, procedures, applicable laws and the Network and internet Policy must be followed. I understand that any violation could result in loss of the computer for my use.
- I will treat the Chromebook with care and will be responsible in using the Chromebook.
- I will not loan the Chromebook to others, it will stay in my possession at all times.
- I will not load or delete any software from the Chromebook and I will comply with all copyright laws.
- I will not remove or alter the Chromebook label or the serial number.
- I will not give personal information when using the Internet.
- I will not attempt to make any repairs to the Chromebook.
- I understand that misuse or inappropriate use as determined by school personnel may result in any and /or all of the following: Cancellation of access privileges and/or loss of computer privileges; School disciplinary actions including civil or criminal liability under applicable laws.

##### **Parent/carer Responsibilities**

The named student on this form has been issued a Chromebook computer to improve and personalise his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will discuss school policies and expectations regarding the use of the internet and will supervise the student's use of the Chromebook at home.
- I will not attempt to make any repairs to the Chromebook.
- I will report to the school any problems with the Chromebook.
- I will not load or delete any software from the Chromebook and I will comply with all copyright laws.