

Parkwood Primary School Online Learning Policy **October 2020**

Policy:

This online learning policy has been written as guidance for staff and parents to make use of during the COVID-19 pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children and details how they can be used effectively and safely, whilst allowing for the differing needs of families.

The school's usual Online Safety Policy still apply at this time. This policy can be seen as an addition to the aforementioned existing policies during these unprecedented circumstances.

The online learning lead is Mrs McCormack and any concerns or feedback can be communicated with her through ospreyclassteacher@pwsf.org.uk. If you are unable to access the internet, or do not have enough devices, then please get in touch with Mrs Park, via the school office email, for advice or assistance. We may be able to help in some way.

Our Approach

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this, we will provide small group teaching tailored to the learning needs of the child with independent tasks children should be able to complete with minimal support. Teachers will also endeavour to ensure they avoid crossover with siblings where possible. Also, additional, independent learning will be set for afternoon which children can complete as and when they have the opportunity to do so.

Online Education for Individuals Who Are Self-Isolating or Shielding:

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, class teachers will provide access to online learning activities. These will be emailed to you directly.

The online learning activities will as much as possible link to our curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready-prepared, high-quality online materials, such as White Rose Maths, and supplement as necessary. Parents can expect a piece of English (reading, writing, or phonics for the Foundation Stage and Key Stage 1) and a piece of Maths work to be set each day.

We appreciate that some families won't be able to engage with all activities, and in this case suggest they focus on key learning priorities to try to reduce the impact on the child's core Maths and English skills.

Staff will endeavour to view and feedback work sent to class emails while balancing their workload inside school.

Online Learning Provision for Whole Class:

In the event of a whole class having to self-isolate, class teachers will email details of daily, small group lessons which will take place using Microsoft Teams. Each child in KS2 (Years 3 – 6) will receive one English lesson (reading, writing or SPaG) and one Maths lesson with their class teacher and a small group of children each day with independent work to complete following the lesson. KS1 (Year 1 and Year 2) will receive one word/phonics-based lesson and one Maths based lesson a day with their class teacher and a small group. Those children who receive additional support from the hive may spend some of their time being taught by the member of staff who usually provides them with additional support where possible.

In addition to this, independent learning will be set in the afternoon based around other subjects such as science, history, geography, art etc.

Independent work from the English and Maths sessions, as well as the afternoon sessions, can be photographed, or scanned, and then emailed to the class teacher using class teacher email accounts e.g. ospreyclassteacher@pwsf.org.uk. This will support class teachers in adjusting learning for the following day.

Foundation Stage will upload three pre-recorded videos to Tapestry each day: one for phonics, one for number work and one for a book related learning experience. Parents will be able to upload photographs and videos to Tapestry so that the teacher is able to keep track of your child's progress. Later in the academic year, when it is appropriate for the specific cohort of children, Foundation Stage teachers will move to timetabled, live lessons in the same way as the rest of the school. However, Tapestry will still be used to share the children's work with the teachers.

It may be necessary for teachers in KS1 and KS2 to prerecord their lessons for the children to watch, in place of the live lessons, due to unavoidable absence or illness. Where possible, this will be avoided, but is, nevertheless, a possibility.

In exceptional circumstances, staff absence may make the live lessons an impossibility online. Therefore, on those rare occasions, it may be necessary to upload learning on the school website or through Microsoft Teams for the children to download and complete at home without the online contact with a teacher. Needless-to-say, the school will do all that they can safely to avoid this situation.

Key Stage or Whole School Closure

In the event of a key stage or whole school closure, lessons will be pre-recorded by teachers and will be available via Microsoft Teams due to limited devices within households with siblings crossing various year groups. There will be daily face-to-face contact with class teachers in the form of an assembly or story time in group sizes appropriate for each age group. Teachers will also be on hand by appointment to support individuals with learning and well-being at the request of parents.

Interaction:

We are keen to make online learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for children to interact with others. Communication between staff and families must be through the authorised school systems, Microsoft Teams and office365 emails, and not through personal email or social media accounts.

Where possible, staff should be using equipment, such as laptops, provided by the school. Personal devices can be used providing that the information is stored securely and is not

shared inappropriately. Staff are accountable for ensuring that data and other information about the school and the children remains secure.

Use of Microsoft Teams:

If whole classes are self-isolating, we will arrange daily online lessons using Microsoft Teams. These meetings are not compulsory, and we appreciate that not all families will be able to access these. If you would like to, but are unable to due to technology restraints, please get in touch with Mrs Park, via the school office email, as she may be able to offer advice or assistance.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from the Government, Microsoft Teams, the Children's Commissioner and the NSPCC.

An appropriate adult must remain in the same room as the child during Microsoft Teams meetings to monitor and ensure they are safe and using it appropriately.

When joining any Microsoft Teams meeting, you will need to be on screen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.

Children must take part in the meeting in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers the top and bottom half of the body).

All members of the household must be aware the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour nearby or in the background. Microsoft Teams has a built-in-option to choose or blur the background. You may feel this is an appropriate feature to turn on.

Microsoft Teams should only be used to contact teachers during prearranged slots. For all prearranged meetings, teachers will contact you through Teams. In the event you need to contact the class teacher, this should be done through the class' email account e.g.

ospreyclassteacher@pwfs.org.uk

Screenshots, photos or recordings of the Microsoft Teams meetings **should not** be made or shared with others.

Staff should only make contact with with you or your child through Microsoft Teams. If they need to make contact with you, they will send an email through the class email account.

The school technical support, B C Tec, will ensure appropriate security settings are in place for the meeting. Screen sharing, file sharing and chat will be restricted for the children.

Children's audio should be muted until they are asked to speak. If children do not follow the instructions, they will be removed from the meeting.

In groups of more than one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.

The teacher will stay until the end of the meeting and will end the meeting by using the following options:

- More options...
- End meeting

This will completely end the meeting for all participants, forcing them out of the call.

Teachers and any other adults on the call (or in the background) will use appropriate language and behaviour throughout the meeting.

To consent for your child to take part in the online learning meetings should the need arise, complete consent form (appendix one). If we do not have consent, your child will not be able to join.

Sites and Services:

We are currently delivering remote learning through a range of sites and services. Class emails (provided by office 365) are our main method of communication between school and families. The Microsoft Teams for posting any timetables or resources. Each child will have access to all they need. See appendix two and three for accessing resources.

Microsoft Teams will be the service in which virtual meetings will take place.

Safeguarding and Remote Learning:

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration.

Parents are advised to spend time speaking with their children about online safety and reminding them of the importance of reporting to an adult if anything makes them feel uncomfortable online. Online safety concerns should still be reported to the school's Online Safety Lead (Mrs McCormack) by emailing ospreyclassteacher@pwsf.org.uk.

The following website offer useful support:

- Childline (for support): <https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/>
- CEOP (advice for making a report about online abuse): <https://www.ceop.police.uk/safety-centre/>
- UK Safer Internet Centre (to report and remove harmful online content): <https://www.saferinternet.org.uk/>
- Internet matters (for support for parents and carers to keep their children safe online): https://www.internetmatters.org/?gclid=EAIaIQobChMIkZrQjdrF7AIVGs93Ch2I6ADIEAAYASAAEgI66vD_BwE
- London Grid for Learning (for support for parents and carers to keep their children safe online (<https://www.lgfl.net/online-safety/default.aspx>))
- Net-aware (for support for parents and carers from the NSPCC): <https://www.net-aware.org.uk/>
- Parent Info (for support for parents and carers to keep their children safe online): <https://parentinfo.org/>
- Thinkuknow (for support for parents and carers to keep their children safe online): <https://www.thinkuknow.co.uk/parents/>
- UK Safer Internet Centre (advice for parents and carers): <https://www.saferinternet.org.uk/>

If parents have any safeguarding concerns that need discussing, they can contact using the following email address: office@parkwoodinfants.medway.sch.uk . One of our Designated Safeguarding Leads (Mrs Cairns/Mrs Park) will get in touch.

Staff should continue to be vigilant at this time and follow our school policy by contacting the Designated Safeguarding Lead by phone in the first instance.

Link to relevant policies on the school's website:

<https://www.parkwoodprimary.org.uk/Content.aspx?Name=Policies&ID=179>

Appendix 1:



Online Learning Agreement

Child's Name: _____

Class: _____

In order for your child to participate in online learning, the following must be agreed by parents in order for your child to be involved in online learning:

- A responsible adult must remain in the room when the child is participating in an online learning lesson.
- At the start of the meeting, an adult should be visible so that the teacher can communicate with the parents should the need arise.
- The child must take part in the meeting in a communal area, not a bedroom, and should be appropriately dressed. School uniform isn't essential; however, the top and lower half of the body should be covered.
- All members of the household should be made aware of the meeting and should use appropriate language and should also be appropriately dressed.
- Screenshots, photos or recordings of the meeting should not be taken.
- Children are not permitted to screen share or use the chat function.
- Microphones should remain muted unless teachers specifically request for the child to verbally contribute.

Parent's signature: _____

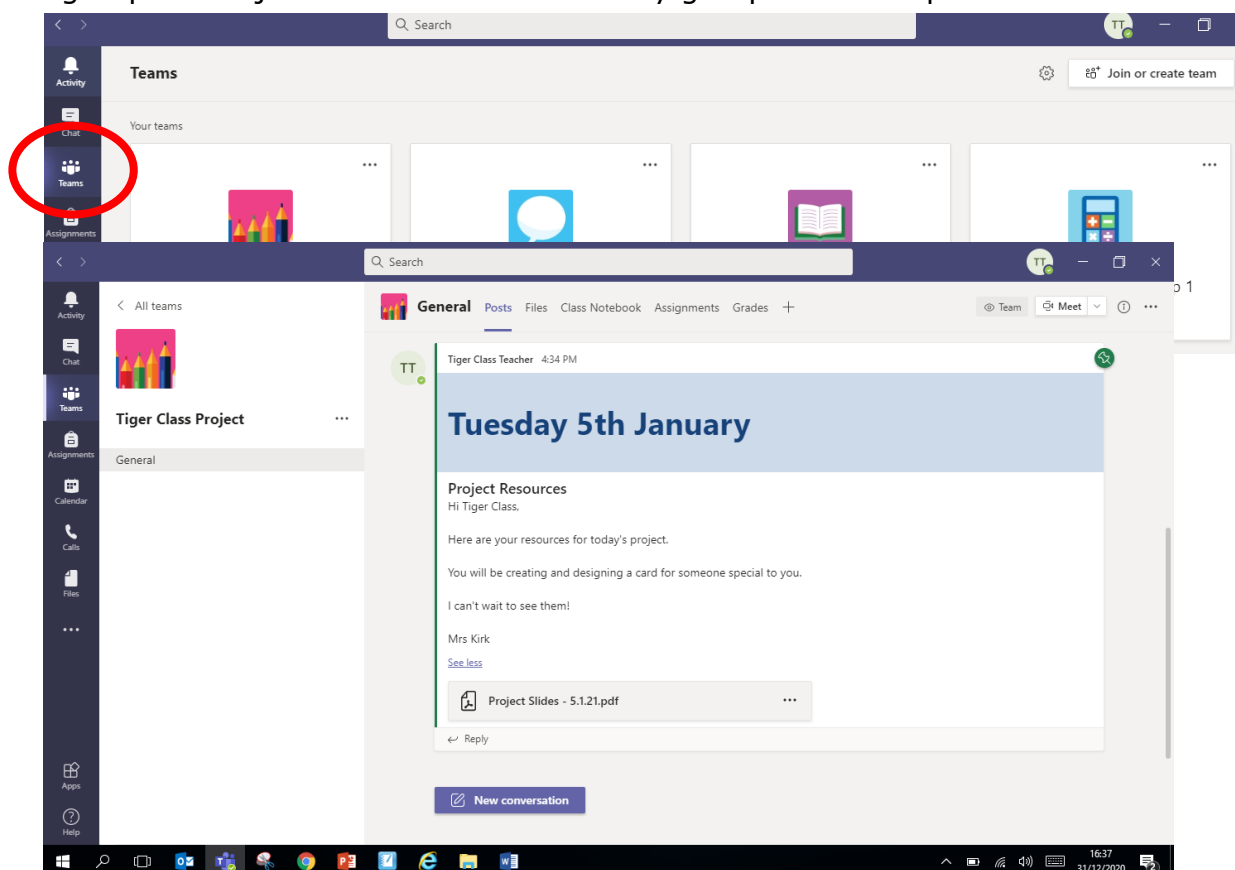
Date: _____

Appendix 2:

Computer Instructions

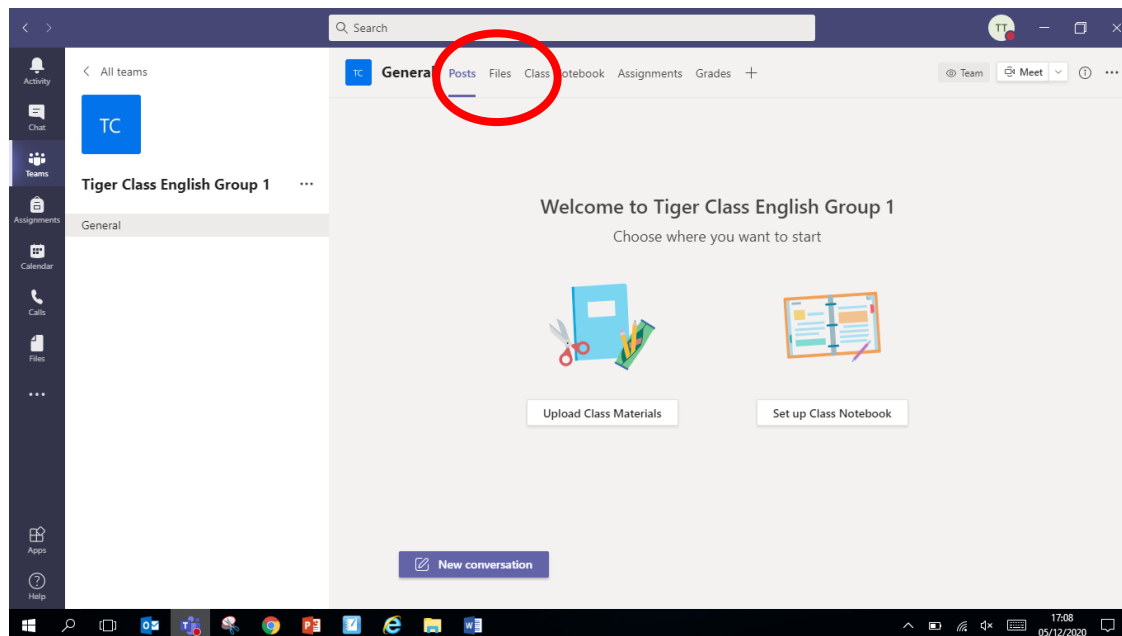
Accessing pre-recorded Maths and English lessons:

1. Login to Microsoft Teams using your child's login details.
2. Select 'Teams' from the menu at the side – the teams that your class teacher has assigned you to will appear. You should have a group for English, a group for Maths, a group for Project and the Class Assembly group. For example:

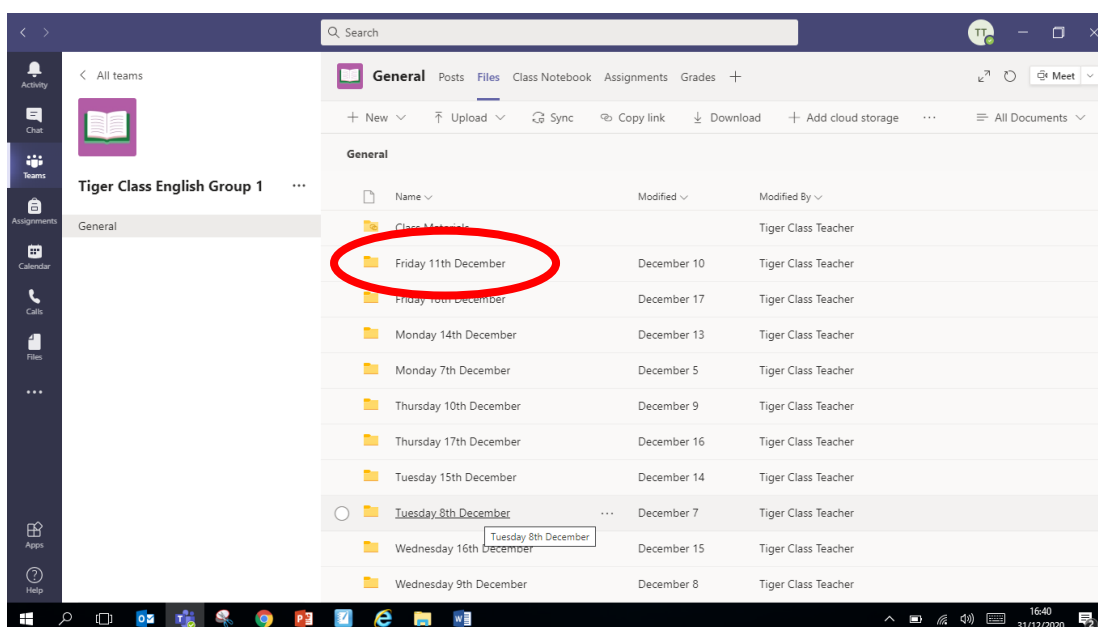


3. Select the lesson you wish to access – either Maths, English or Project. There will be a pinned post in the group with a message and the resources attached as in the picture below. For Maths and English there will be pre-recorded video lessons as well as the resources needed for the task.

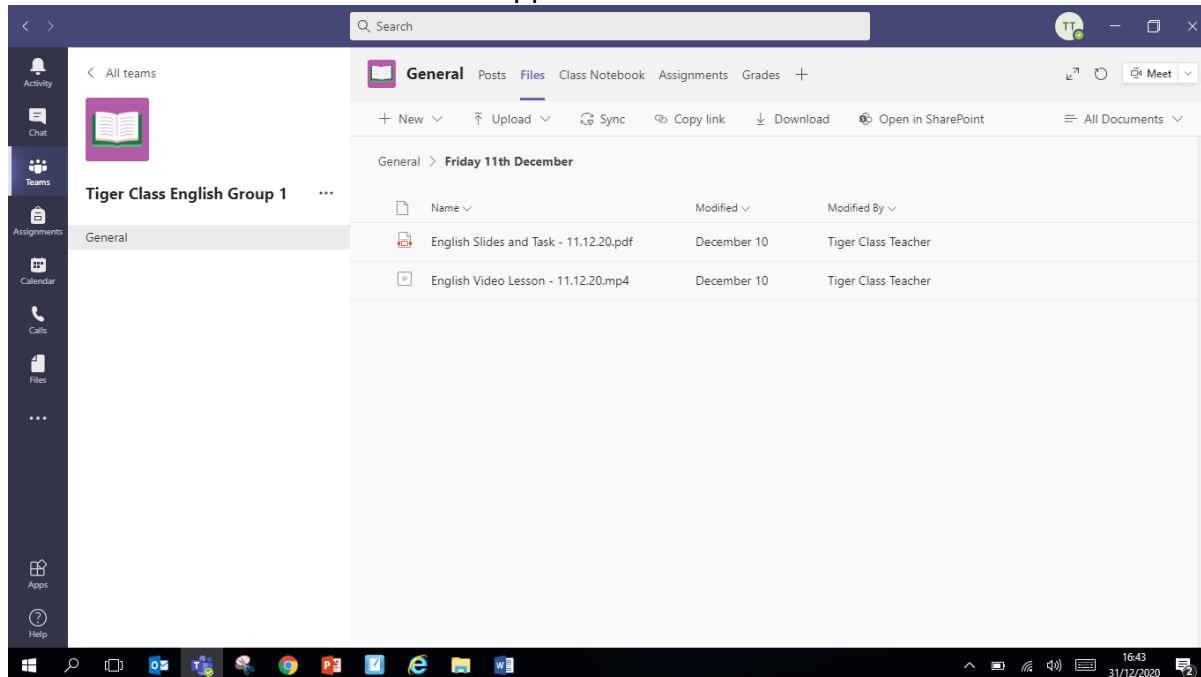
4. If you need to access resources from a previous day, they will remain available on Teams. Select the lesson you wish to access – either Maths, English or Project – and select 'Files' at the top of the page:



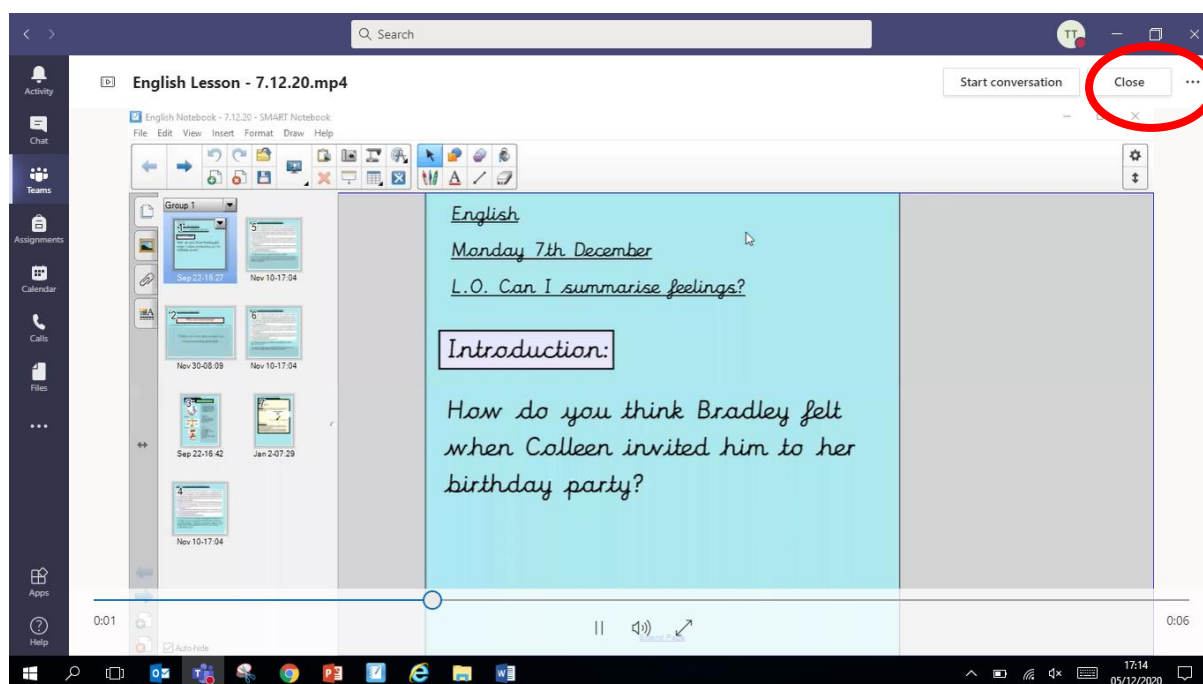
5. It is here that you will see the pre-recorded lesson and the corresponding resources organised in to days. Select the day's lesson you wish to complete:



6. The resources for the lesson will appear:

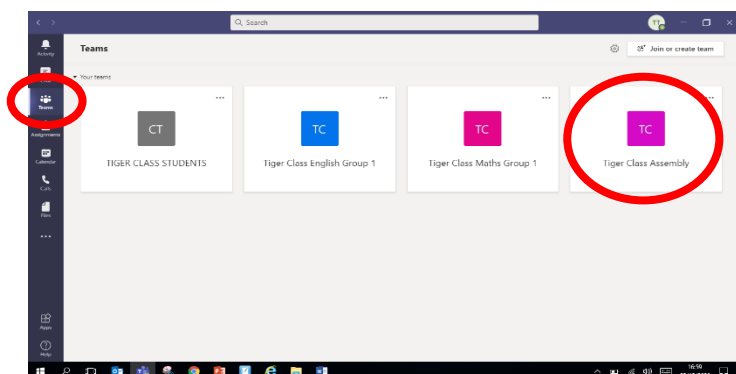


7. Click on the resource you wish to access and it will open. There is the option to download the resource by clicking on the three dots. You can close the resource and return to the previous screen by pressing 'Close'.

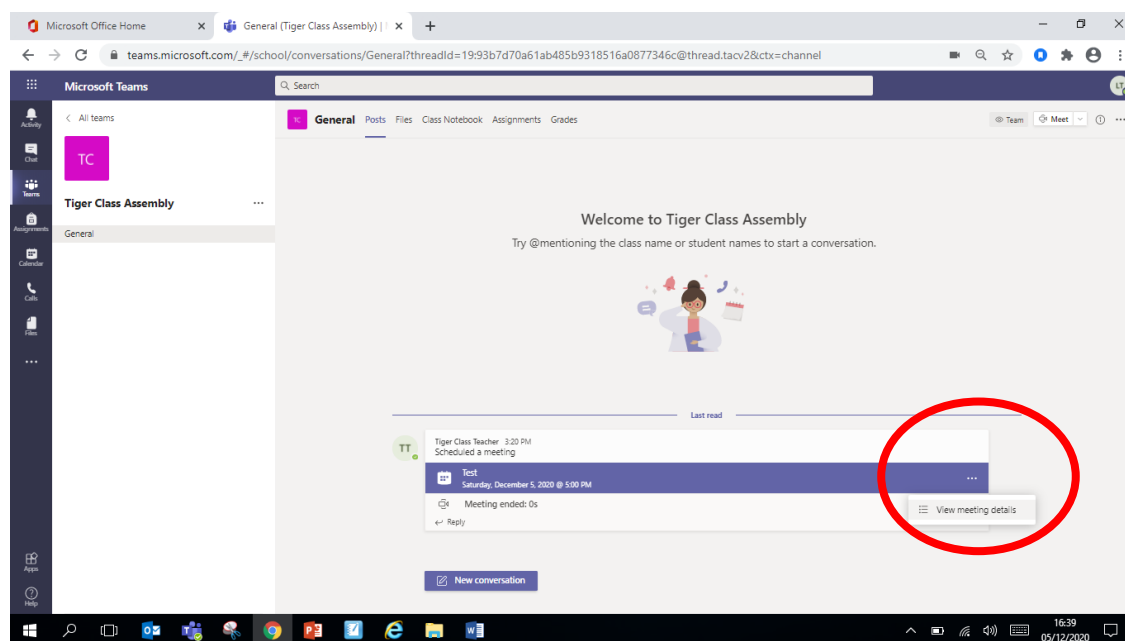


Accessing live class assemblies:

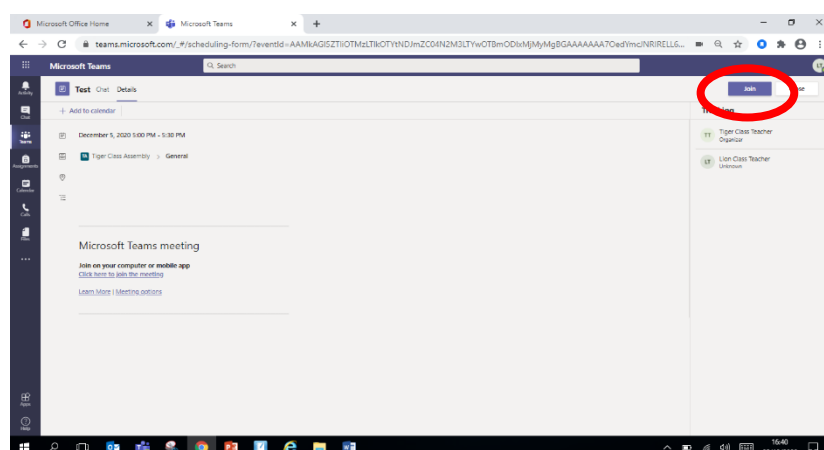
1. Login to Teams using your child's login details.
2. Select 'Teams' from the menu at the side – the teams that your class teacher has assigned you to will appear. You should have a group for English, a group for Maths and the Class Assembly group. Select the 'Class Assembly' option:



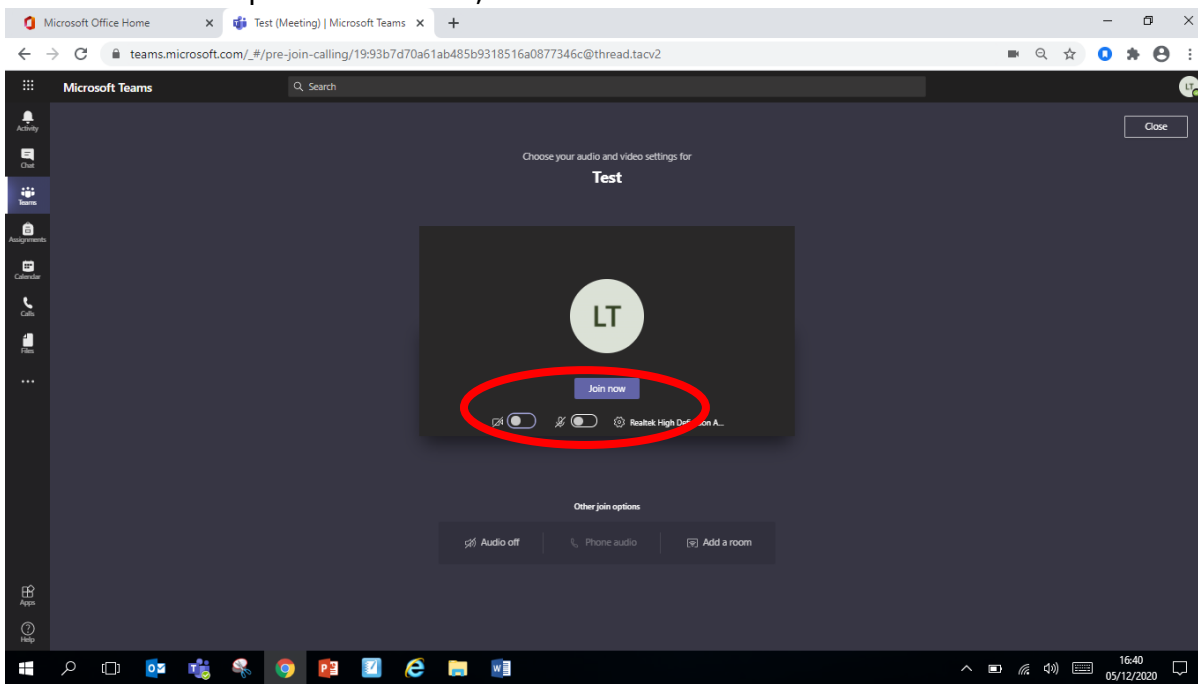
3. You will be taken to screen that looks like this, where a scheduled meeting will appear. Click on the three dots next to the meeting and select 'View meeting details':



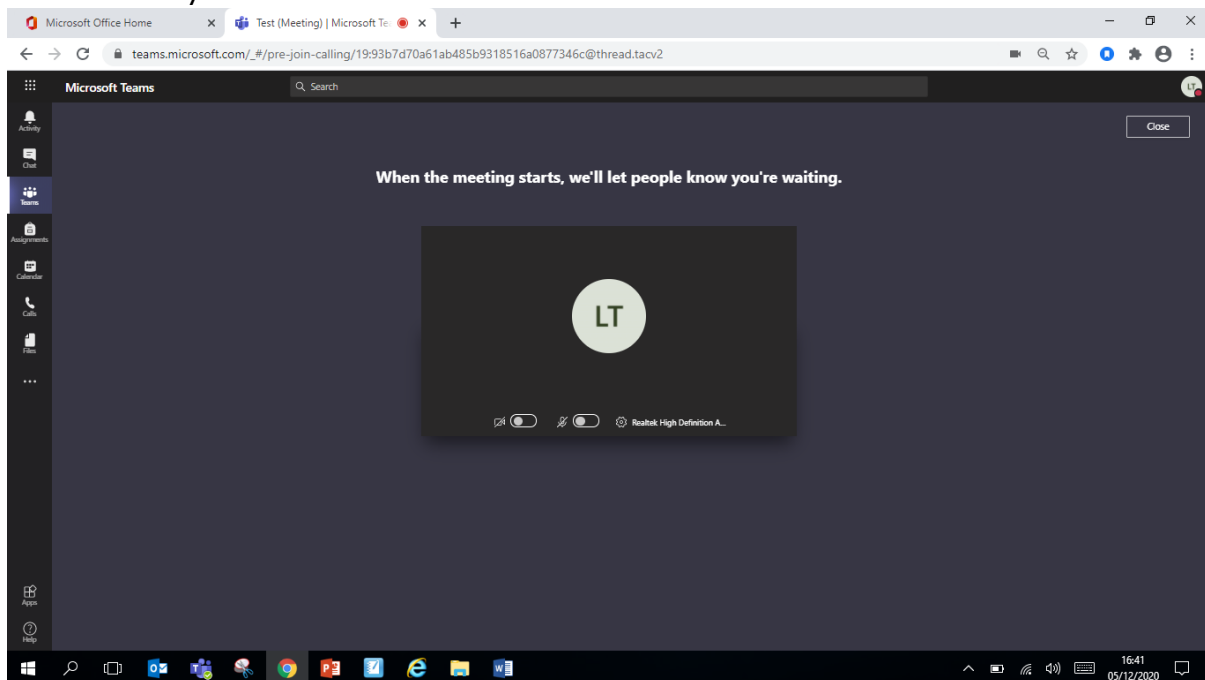
4. Select 'Join':



5. You will be taken to the following screen. It is from here that you can turn your video and microphone on or off, then select 'Join now':



6. You will be placed in a lobby. When your class teacher is ready, they will let you in to the assembly:

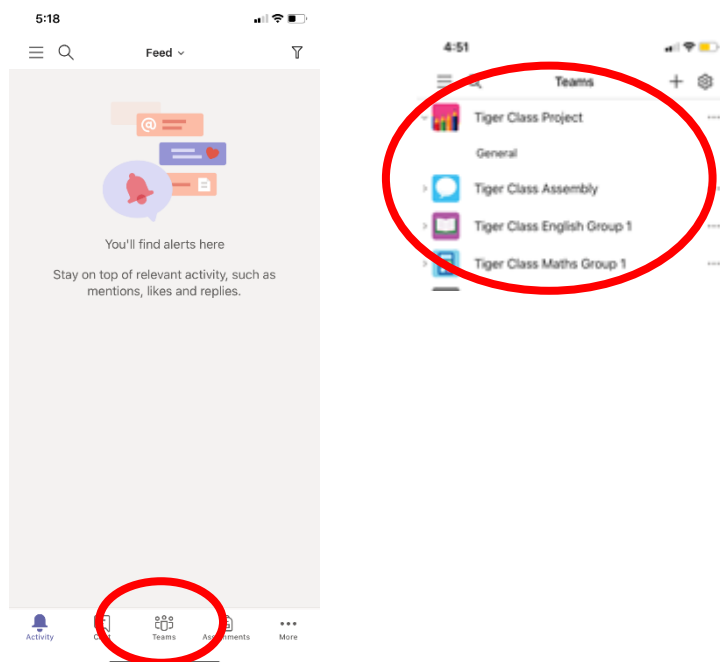


Appendix 3:

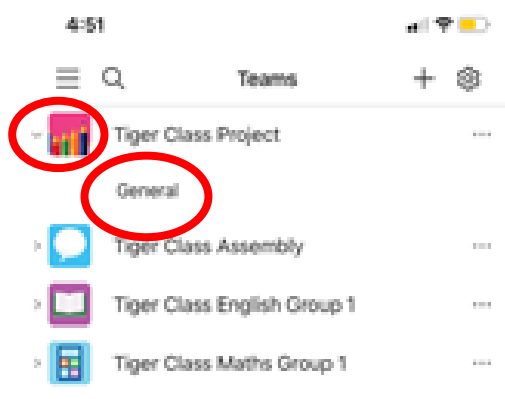
Teams App Instructions

Accessing pre-recorded Maths and English lessons:

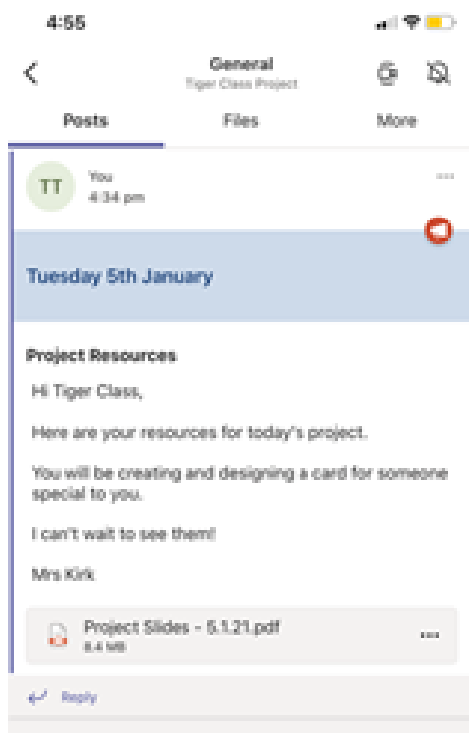
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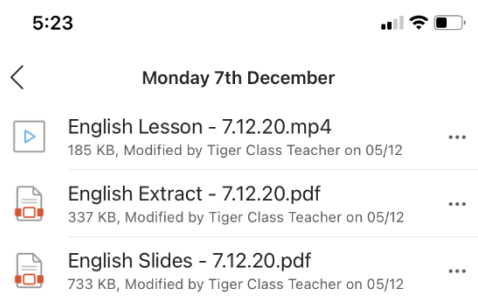
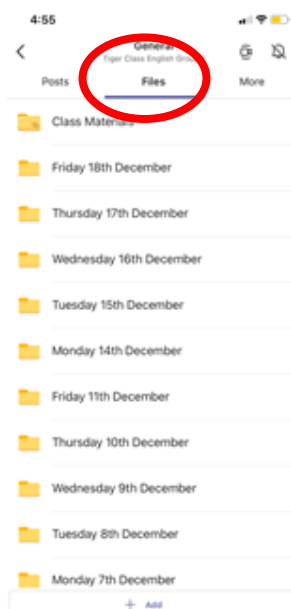
3. Select the arrow by the side of the lesson you wish to access and then select 'General':



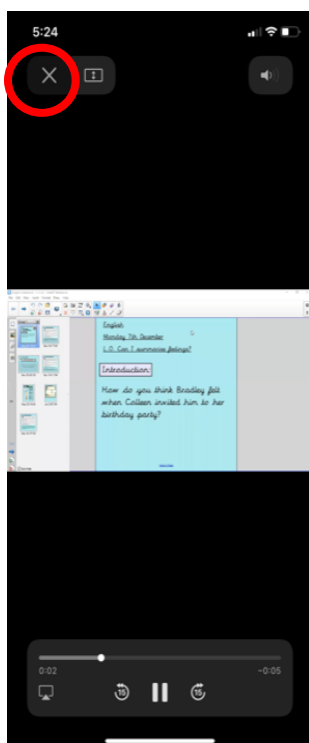
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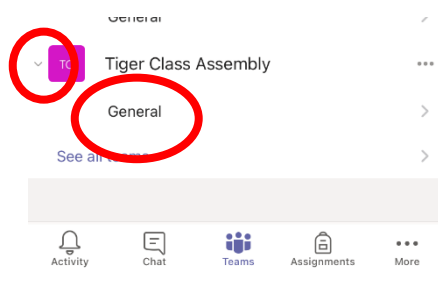
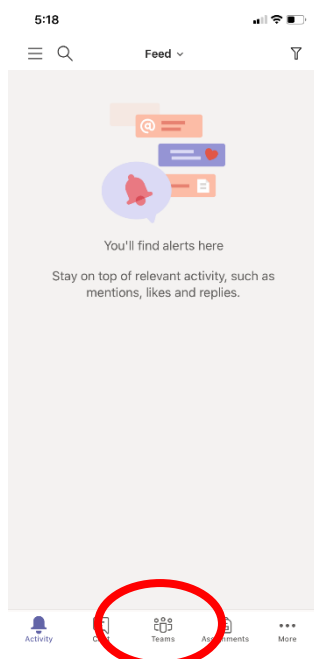


- Click on resource you wish to access and it will open. You can close the file by pressing the 'X' at the top of the screen:

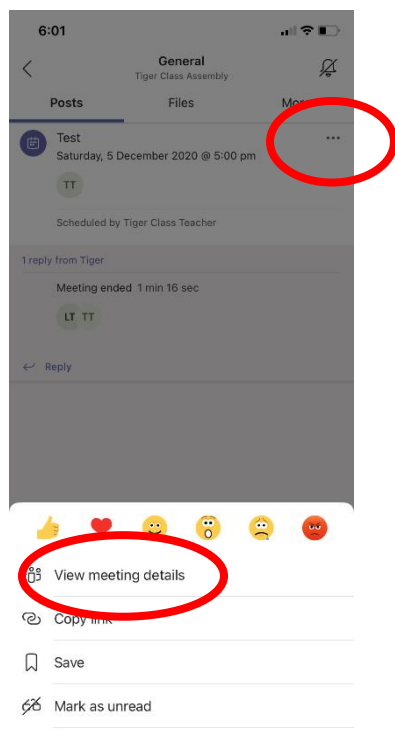


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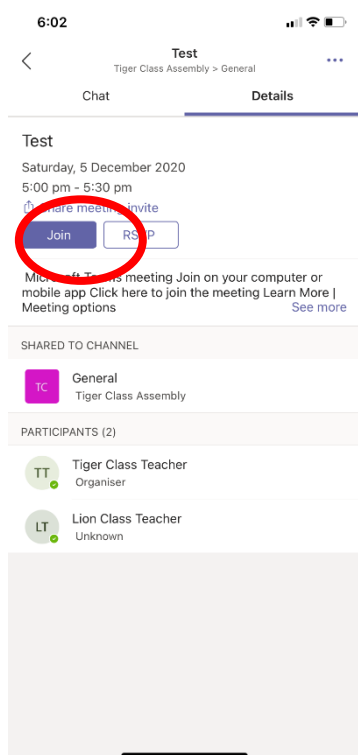
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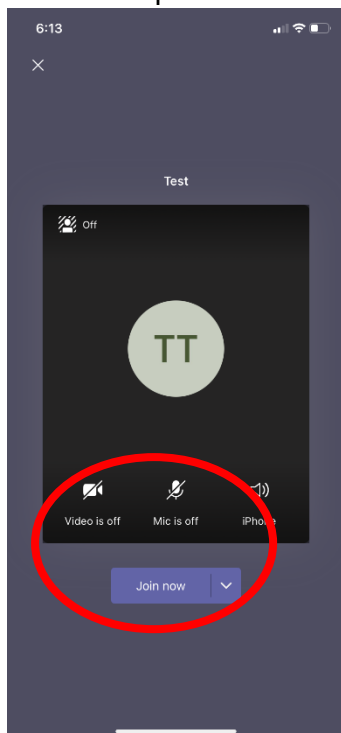
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- Select 'Join':



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