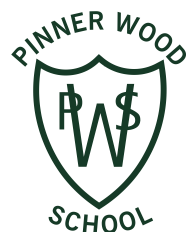


PINNER WOOD SCHOOL



REMOTE LEARNING POLICY

Approval Authority

Effective From: January 2021

Date Ratified by GB:

Next Review Date: January 2022

Signed by Chair of GB:

Remote Learning at Pinner Wood January 2021

Rationale:

Pinner Wood School needs to be in the position to offer immediate remote education if there was to be a local outbreak and subsequent lockdown, as well as to individual children or bubbles who are isolating. With this in mind, and to support learning at home, lesson slides and tasks can be uploaded each day to mirror lessons being taught in school that day from the end of September, in accordance with Government guidance.

Our Aims:

- Ensure consistency in the school's approach to remote learning
- Provide high quality learning provision for those children unable to attend school
- Set out clear expectations for all members of the school community with regards to remote learning
- Provide a detailed framework for families to support their children to fully access remote learning
- Provide appropriate guidelines for data protection and safeguarding for all stakeholders

General Principles

- Remote learning will mirror the Pinner Wood style (through PW slides and videos)
- Some live contact via Zoom or Teams will be offered in case of a bubble or school lockdown
- Children will receive learning opportunities for a range of subjects each day following their usual class timetable
- Learning will be sequenced as per our usual curriculum model
- Explanations will be made by teachers using videos and through other resources

- Learning will be monitored, acknowledged and responded to by class teachers
- Teachers will be available via email (through Seesaw/Tapestry)
- In the case of a local or other lockdown, teachers and other staff will phone families once per half term unless families request more frequent phone contact
- Wellbeing support for families will be available via our Learning Mentor and Play Therapist as well as other staff

1. What online learning will look like:

- Teachers will share and adapt the weekly timetable online
- The online timetable will reflect the classes weekly timetable where possible
- Quality slides/prerecorded videos will be provided to aid online learning
- Differentiated tasks will be provided to ensure all children can access work
- Each pupil will be given access to the '**Oxford Owl Online Library Service**'. Teachers will also signpost children to relevant books to support learning where appropriate.
- Each pupil will be provided with free membership to the following programs:
 - **My Maths:** This will provide pupils with quality online tutorials and associated worksheets that children can work through at their level
 - **Spelling Shed:** This will encourage pupils to learn their spellings through games and quizzes and competing with their peers
 - **Reading Eggs/Maths Seeds: Reception and Year 1**
 - **Times Table Rock Stars: from Year 2-6**
- All work will be recorded on Seesaw (Tapestry EYFS) but pupils can request an exercise book.

2. In the event of a lockdown: what will our immediate response look like?

- Children will take home their stationery pack and exercise book (if we have notice – if not they can request these from the office)
- Identified families will be lent an iPad/laptop and given an agreement to sign
- Some pupils with SEND will receive additional bespoke packs to support learning at home
- Teachers will use Seesaw to teach and assess lessons (Tapestry EYFS), which will be presented as slides, tasks and videos
- Seesaw will allow teachers to see learning completed and to comment as appropriate
- Children will be able to take photos of their learning and upload to Seesaw so that teachers can monitor progress and offer feedback
- Learning will be uploaded to Tapestry/Seesaw the night before at 7pm
- Learning will be archived for the week by the following Monday morning to allow pupils (who wish to) catch up over the weekend

Learning activities will follow our curriculum plan and be of a high quality. All teachers will use this platform consistently to support remote learning.

3. Roles and Responsibilities

Teachers

Single Child Self-Isolating:

- Teachers will be required to provide online learning for pupils who are isolating as well as teaching their own classes
- Daily learning slides will be posted on Seesaw by 8.30am each – only children whose parents have notified the office that they are self-isolating will receive remote learning
- Teachers will send out the links to whole school assemblies (by 8.30am on assembly days) so that children can access from home. If at home they must turn their camera on and audio off.
- Teachers will contact this child, monitor work and give feedback once a week if absence extends to this period.

Class Bubble Isolation/ Full Lock Down:

- The class teacher will set the timetable and learning in line with the year group timetable
- All staff will be online/contactable from 8.40am – 3.20pm
- Teachers will respond to parental/carer emails promptly, most will be responded to that day and all emails must be responded to within 3 working days
- Class teachers will hold a morning 'check in' every day at a set time via zoom with their class. In these meetings, they will welcome the class - reflect on the previous days learning and set and model the days tasks. They may wish to facilitate a short circle time activity which pupils can join in with at home. Pupils will have cameras on but be on mute. TAs must join this meeting. This will last for approximately half an hour
- Class teachers will hold an afternoon 'round up' of the day for approximately 15 minutes towards the end of the day, to address any misconceptions and read a story/have a chat about the day. TAs must join this meeting
- Some classes may have additional teaching zoom sessions e.g., phonics, SEN interventions, maths and English interventions - these will be added and based on need
- Class teachers will pre-record introductions to maths, English and topic (no longer than 10mins) and set learning. These will be uploaded to Seesaw the previous evening by 7pm
- Feedback on work will be provided every day on Seesaw – this may be a 'like' or a recorded comment. Teachers will provide a detailed comment or recording once per week in English and maths like they would in school like a next steps comment. This will provide information for pupils so that they can improve their learning. For topic (science, geography or history), teachers will provide a detailed comment for the Big Write once per half term at the end of the unit to consolidate learning
- Teachers are not expected to respond to learning done in the evenings or at weekends. This will be caught up on the following morning (work will be 'liked' rather than a longer comment) or on a Monday (after a weekend). All activities from the week will be archived on Monday morning
- Teachers will monitor the use of all subscription programs and signpost pupils accordingly. Differences in ability must be catered for.
- Teachers will send out the links to whole school assemblies (by 8.30am on assembly days) so that children can access from home. If at home they must turn their audio off
- Teachers will also make contact with families where children are not accessing the home learning program to offer support and

encouragement – this will be done through a phone call home or zoom meeting with parent and child

- Teachers will keep a record of all contact made with pupils and families by telephone
- If the Class teacher is unwell, the year group team will upload guidance to teaching videos, PowerPoints and resources linked to that week's learning that children can access at home
- Staff are not required to respond to internal emails before 7am, after 6pm or at weekends and holidays
- All staff will be accountable to the Senior Leadership Team and must follow this policy when providing online learning support

Communication & Accountability:

- Parents of children self-isolating can contact teachers via Seesaw
- Emails will be responded to outside of the school teaching day
- Staff are not required to respond to emails before 7am, after 6pm or at weekends and holidays
- All staff will be accountable to the Senior Leadership Team and must follow this policy when providing online learning support
- Whole School Briefings for all staff will be on Monday and Friday and Key Stage briefings on Tuesday. Support staff and teachers need to attend these.

Teaching Assistants:

Teaching Assistants will:

- Liaise with class teachers in order to be fully informed of the week's planning
- Create additional resources – story time, videos etc.
- Support teachers to upload slides (e.g. slides to PDF) and resources to Seesaw
- Attend 2x daily 'zoom' meetings with the class
- Attend the Key Stage Assembly and monitor the chat/mute/access to the Zoom

- Attend the Friday celebration assembly
- Lead intervention Zoom groups as agreed with the KS Leader
 - Contribute to marking (liking and comments) learning on Seesaw
 - Support the teacher to respond to e-mails
 - Send the resources to the teachers in time for them to be uploaded on Seesaw
 - Contact groups of children they normally support in class to ensure that they are accessing the work and to offer help and guidance where necessary
 - TAs may video themselves for the children they normally work with to ask how the children are, to let them know that the TA is thinking about them and go through any work/give feedback where appropriate

Senior leaders

Senior leaders are responsible for:

- Co-ordinating remote learning across the school
- Co-ordinating communication across the school
- Monitoring online learning to ensure that it is consistent across the school
- Monitoring and responding to safeguarding concerns
- Leading whole school assemblies – where appropriate.

Learning Mentor

- Assist the DSLs with managing and dealing with safeguarding concerns
- Assist the DSLs and SENCo in ensuring that appropriate support and provision is in place for vulnerable pupils
- Provide support for identified children
- Support staff with providing the appropriate type of remote support

ICT Technician

The ICT technician is responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the Data Protection Officer
- Assisting pupils and parents with accessing the internet or devices

The School Business Manager

- Ensuring value for money when arranging the procurement of equipment or technology
- Ensuring that the school has adequate insurance to cover all remote working arrangements

Pupils and parents

Staff can expect pupils to:

- Be contactable during the hours of the school day 9am – 3pm – although they may not always be in front of a device the entire time
- Have a lunch break from 12-1pm which will be in place throughout the school and no contact will take place during this time
- Access the work set by teachers and work through the daily tasks set
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents to:

- Seek help from the school if they need it – staff should refer parents to the relevant page Seesaw for the weekly timetables, lessons and other useful links for learning e.g. Oak Academy videos, CBBC programs and online subscriptions.
- Be respectful when making any concerns known to staff

- Use Seesaw appropriately to make comments related to clarifying the tasks, not make comments related to teaching methods or live zoom sessions.
- Be mindful of the number of emails sent to the class teacher and we would request that parents and carers wait for at least 48hrs before following up on any lack of reply

The Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

4. Communication

At PW we know that communication with all stakeholders during this time is key. We will communicate in a number of ways:

Whole School Contact

- Monthly whole school newsletters (to move to weekly in the case of school lockdown)
- Updates via ParentMail
- Parents can e-mail queries to office@pinnerwood.harrow.sch.uk and a member of the office or SLT will respond. We will aim to respond within 3-5 working days

Class/ Year group contact

- Half termly curriculum newsletter

- Weekly year group newsletter
- Pupils/parents can contact the teacher via Seesaw to discuss the task or their child's learning

Unless it has been necessary to close an entire bubble, staff will still be engaged in class teaching during the school day. Work will be pre-set to be uploaded at 7pm the night before ready for 8.30am however the teacher will not necessarily be contactable during this time. Staff will review and respond to emails outside of school hours during working days.

Keeping in touch with pupils and parents:

- Any issues that are received are to be dealt with professionally by the class teacher and the Key Stage Leader associated with that year group should be copied into all email correspondence
- Teachers are to attempt to make contact with any pupils who are not accessing the work set, in order to offer support during periods of absence. Any further concerns should go to Lisa, who will make follow up phone calls. Teachers and Lisa should make Sarah and Jo aware of any concerns
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly

Contact with pupils/ families during Full Lockdown

- Any issues that are received are to be dealt with professionally by the class teacher and the Key Stage Leader associated with that year group should be copied into all email correspondence
- Teachers are to attempt to make contact with any pupils who are not accessing the work set, in order to offer support during lockdown. A record of pupil's engagement will go to Mrs Bennett by Monday at 9am with notes on who has been contacted. Mrs Bennett (and Mrs Ellett), will make follow up phone calls and offer support to families. Teachers and Mrs Bennett should make Miss Marriott and Mrs Bretayne aware of any concerns
- Contact should be polite and encouraging. Teachers must adhere to the email policy and not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly

5. Safeguarding/Data Protection

Accessing personal data

When accessing personal data, the following protocols will be followed:

- Teachers will access parent contact details via SIMs using a secure password. These details will not be shared with any third parties and SIMs will always be logged off
- Only school laptops and iPads should be used when accessing any personal information on pupils

Sharing personal data

Staff members will only collect and/or share personal data such as emails or phone numbers as part of the remote learning system when absolutely necessary. Such collection of personal data applies to our functions as a school and doesn't require explicit permissions

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g., asterisk or currency symbol)
- 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
- Antivirus and anti-spyware software have been installed by the school
- Keeping operating systems up to date – always install the latest updates

Loaning Devices

- The school has a limited number of devices that can be lent to pupils and support staff without a device to access remote learning
- All persons loaning a device will have to sign an agreement - see Loan Agreement which adheres to our Acceptable Use and Code of Conduct Policy
- Anyone who is seen to not follow the agreement will be dealt with under the Code of Conduct or disciplinary policy (staff) or Behaviour Policy (pupils)

6. Safeguarding During Live sessions

All Pupils and staff are asked to follow our PW **'Zoom Code of Conduct'**

For Pupils:

I understand that the school is offering remote learning whilst my class is shut to: allow us to continue to make progress, contact with the class teacher and see our peers.

In order to make these sessions successful I will:

Treat these session as I would a lesson in school and follow the PW Golden Rules.

- Join 5 minutes early
- Be in a safe space with a neutral background and an adult within earshot
- Dress appropriately for a learning environment (no pyjamas please)

- Turn on my video and mute your microphone
- Make the name on the device your own name
- Follow the teacher instructions about when I should turn my microphone and camera on and off
- Ensure that the contributions I make - either by speaking, or by commenting in the online chat - are respectful of others and their opinions
- Anyone with their camera off (and no name) should be asked to turn it on. If they refuse, they can be removed from the meeting – this is so that we can identify everyone in the meeting
- The chat function must not be used in Friday assemblies
- The chat function should only be used in KS assemblies to contribute to the discussion
- If I feel uncomfortable in a live zoom session by something that is shared or mentioned in the chat – I will alert an adult either on the chat or at home.

Safeguarding for staff:

- Staff will follow the above etiquette by being in a safe space and dressed appropriately for work
- All meetings will use the waiting room function so that only known attendees will be allowed into the meetings
- A register will be taken (if possible, by the support staff) to ensure all children who should be there are
- Where possible, support staff attend zooms and monitor the chat
- If someone enters the chat without a known name and their camera off – the teacher will remove them from the meeting
- All staff MUST report any concerns to Sarah or Jo and log on CPOMS
- Avoid being on your own with one child on a Zoom

For all:

- I will not record any part of a live contact session or take screen shots of the session. I understand that doing so will be treated as a severe breach of the school code of conduct and sanctioned as such
- If a photo/video is taken by a member of school staff for the purposes to record work – the permission of all attendees will be sought and the photo taken on a school device. Attendees will have the option to remove themselves from the video or recording before the photo is taken.
- The content of live sessions or work on seesaw will only be used for the purpose intended – learning at Pinner Wood. It should not be copied or uploaded onto other social media platforms.