



CASTILION PRIMARY SCHOOL

Engage, Enthuse, Empower

Amadeus

Primary Academies Trust



Limitless Learning Together

Reviewed	Agreed by Staff	Review Date	Committee responsible for review
January 2021	January 2021	When necessary	Governing Body

Signed: Head Teacher

Date:

Signed: Chair of Governors

Date:

Castilion Primary School Remote Learning Policy 2020-2021

Amended January 2021 with the introduction of Google Classroom and Meets

From autumn term 2020, Castilion Primary School will ensure that there are plans in place that allow staff to immediately switch to remote learning for the following groups:

1. Individual pupil is self-isolating
2. A sibling group are self-isolating from different years
3. A small number of pupils are self-isolating from the same year
4. A small number of pupils are self-isolating from different years
5. A class or year group are self-isolating
6. Local lockdown where the school is closed to all except vulnerable pupils and key worker children.

Online Platforms

The use of Class Dojo and DB Primary will be enhanced in January 2021 with the addition of Google Classroom and Google Meets. Teachers will continue to pre-record their lessons using Loom (www.loom.com). Loom allows staff to appear in the pre-recorded lesson flips and to teach the lesson from the screen. By using ActivInspire, staff can use the tools inbuilt that they are used to using in the lesson to teach and highlight elements in the lesson. This allows for drawing, highlighting and typing on the screen during the lesson. Once staff have recorded the lesson (using Loom) a link will be provided to parents and pupils via Class Dojo and Google Classroom. The benefit of a pre-recorded lesson means that each individual family can access the lesson at any time during the day, as well as return to it at a later date. We know that not all our families have multiple screens available for use (technology survey in Sept 2020 results show that only 30% of the families who responded have a device that a child has sole access to) and with some adults still working from home there won't necessarily be a suitable screen available at a set time. The loom recording will allow all families to access the lessons in their own time.

KS2

Once a lesson has been delivered via the video link, a task will be set by the class teacher via the classwork tab on Google Classroom. There the activities set will be allocated to children and the work will be differentiated by need. In the event of a whole class switching to remote learning, staff will be available for parents and pupils via Class Dojo and DB Primary to offer support on the learning set. Children can also comment on Google Classroom via the task itself. The benefits of Google Classroom mean that work can be completed on the screen and it then saves automatically for the teachers to mark.

KS1

Once a lesson has been delivered via the video link, a task will be set by the class teacher via Class Dojo and the portfolio option. In the event of a whole class switching to remote learning, staff will be available for parents and pupils via Class Dojo to offer support on the learning set. Tasks set on Class Dojo must be completed before the start of the lesson the following day so the class teacher is able to mark and feedback on the Maths and English tasks. Class Dojo allows for a range of tasks to be set, including uploading worksheets, and these tasks can be allocated to selected children which allows for differentiation as in a live classroom. If a decision is made to move Yr1 or Yr2 to Google Classroom, families will be informed a week in advance. Class teachers will provide a Loom lesson for each timetabled session of the day although there will be changes to the subjects delivered due to the need of practical resources that are not available in every household. All work submitted will be acknowledged with support from TAs who will feedback on the foundations subjects which allows the class teacher to focus on marking and feedback on Maths and English. PE will be provided through suggested online video links as well as different activities that can be carried out at home.

EYFS

EYFS will provide video lessons for key aspects of the EYFS curriculum as well as activities that the children should complete at home. Communication will be via Class Dojo and Tapestry.

In Nursery, video clips via Class Dojo and Tapestry will be provided to support activities that can be carried out at home as well as suggested activities.

Google Meet (full bubble closure / school closure)

From 1st February 2021, each class will hold a minimum of one live check-in session a week with the class via google meets. In the situation of a school closure, any children still attending under the critical worker / vulnerable category, will still be included in the meets. Teachers will organise this through either groups or a whole class session. The focus on these check-in sessions will be on well-being and social support. From the start of Spring 2 (Feb 2021), the amount of check-in sessions will increase from one a week and there will also be Maths Meets across the week. These maths meets will allow staff to support children remotely in maintaining their basic maths skills in number, place value and calculation. Children will be identified for support by their class teachers.

Expectations for families, children and staff have been written and shared in order to keep our children and staff safe in these remote sessions. **(Appendix A)**.

Expectations of Remote Learning in Different Scenarios

1. Individual pupil is self-isolating

The class teacher will be informed ASAP that a pupil in their class is self-isolating and using their MTP will refer to Oak Academy and provide links to the relevant lessons that match the learning in their class and the ability of the child. Work should be completed and electronic work or photographs should then be sent to their class teacher via Class Dojo or DB Primary.

If the family in question let us know that they don't have the technology available to access Oak Academy, Castilion Primary will provide a pack of printed lessons and activities.

2. Sibling group from different year groups are self-isolating

Each class teacher will be informed ASAP that a pupil in their class is self-isolating and using their MTP will refer to Oak Academy and provide links to the relevant lessons that match the learning in their class and the ability of the child. Work should be completed and photographs should then be sent to their class teacher via Class Dojo or DB Primary.

If the family in question let us know that they don't have the technology available to access Oak Academy, Castilion Primary will provide a pack of printed lessons and activities.

If the family in question are unable to provide the online time for every pupil to complete their lessons, Castilion Primary will ask for the family to continue to support their children to the best of their ability as well as providing a pack of printed lessons and activities.

3. A small number of pupils are self-isolating from the same year

Each class teacher will be informed ASAP that the pupils in their class are self-isolating and using their MTP will refer to Oak Academy and provide links to the relevant lessons that match the

learning in their class and the ability of the child. Work should be completed and photographs should then be sent to their class teacher via Class Dojo or DB Primary.
If the family in question let us know that they don't have the technology available to access Oak Academy, Castilion Primary will provide a pack of printed lessons and activities.

4. A small number of pupils are self-isolating from different years

Each class teacher will be informed ASAP that a pupil in their class is self-isolating and using their MTP will refer to Oak Academy and provide links to the relevant lessons that match the learning in their class and the ability of the child. Work should be completed and photographs should then be sent to their class teacher via Class Dojo or DB Primary.

If the family in question let us know that they don't have the technology available to access Oak Academy, Castilion Primary will provide a pack of printed lessons and activities.

If the family in question are unable to provide the online time for every pupil to complete their lessons, Castilion Primary will ask for the family to continue to support their children to the best of their ability as well as providing a pack of printed lessons and activities.

5. A class or year group are self-isolating

Each class teacher will be informed ASAP that their class will not be attending school because they are self - isolating and in this case they would also be asked to self-isolate at home. Within 24hrs, teachers will turn the lessons planned into loom recordings. The use of Google Classroom and Google Meets, as outlined above, will be in place.

If the family in question let us know that they don't have the technology available to access the video lessons, Castilion Primary will provide a pack of printed lessons and activities. Communication will be maintained through the use of Class Dojo (if phones are available) and phone calls to the family.

If the family in question are unable to provide the online time for every pupil to complete their lessons, Castilion Primary will ask for the family to continue to support their children to the best of their ability as well as providing a pack of printed lessons and activities.

6. Local lockdown where the school is closed to all except vulnerable pupils and key worker children

Members of staff will be informed ASAP that the school is entering a Tier 4 lockdown but school will be open for identified pupils. Teachers will immediately turn the lessons for the next day into loom recordings. The use of Google Classroom and Google Meets, as outlined above, will be in place.

Children that are eligible to attend school in the event of a whole school closure will be taught in year group bubbles based on the school's risk assessment. The children in school will be covered by the year group TA and will deliver the loom lessons and activities in school exactly as the children will be receiving the learning at home. Work will be completed in books and kept in school. One teacher will be in school alongside the TA each day to support with any issues that may arise while continuing to provide remote learning for the children at home.

EYFS

Nursery – Staff will provide families with suggested activities that they can carry out with their child. In the event of a full closure of Nursery, in addition to the activities staff will post on Dojo videos to support the learning with objects that can be found at home.

Reception – Reception staff will provide families with suggested activities to support their learning as well as directing families to Oak Academy. In the event of a whole bubble closure, Reception staff will use loom, dojo and Tapestry to provide short sessions with follow up tasks.

SEND

Children who are working outside of their year group will be directed by their class teacher to the relevant Oak Academy lessons in the case of self-isolation. If the whole class is in self-isolation, then individual loom lessons will be provided for the child by their class teacher using loom. However, in some instances it may be more appropriate for the child, with support from the family, to receive packs of work to complete. Each child on the SEND register will be supported at home via their TAs and parents are informed of who their TA contact will be. Each child will receive a daily phone call from the linked TA as well as a call from their class teacher and the SENCo each week to check in. On-going support remains via Class Dojo and DB Primary.

Additional Contact

The school will monitor the contact from any child who is self-isolating closely and will phone home during their period of self-isolation. If the child is on the SEND register, the SENCo will contact the family in addition to the class teacher(s) and the Learning Mentor will also maintain contact with any children on her register.

In the event of a full bubble closure, staff will be expected to resume the use of the engagement tracking document used during the full lockdown. Staff will record the contact for children and adults of their class and the document will be monitored by SLT and the Safeguarding Team. Google Meets will be arranged with the class to ensure that there is the opportunity for live check-ins with the children. Phone calls will be made to the families of the children who do not attend the live check-ins to offer support as well as encourage the child's participation in the live sessions.

In the event of a full school closure, Google Meets will be used for live check-in sessions. If a child participates in a Google Meet then they will not receive a phone call from a member of year group staff. Phone calls will be made to the families of the children who do not attend the live check-ins to offer support as well as encourage the child's participation in the live sessions.

The following procedures are in place for contact with our children and families.

1.	A member of staff from the year group will phone (from a blocked number), if there is no voicemail option, a message will be left on Dojo asking for an appropriate time to call.
2.	If there is no response, a phone call will be made from a member of the Leadership Team via the school's phone line.
3.	If still no response, a member of the Leadership Team will send an email asking for contact to be made urgently.
4.	If there is still no contact, advice will be taken from the educational welfare officer.

Appendix A

Guide and protocol for using Google Classroom and Google Meets for staff and our families

February 2021

Safeguarding

- It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per our Child Protection Policy.
- Online classrooms will follow the same principles as set out in the code of conduct and the school's behaviour policy.
- There will be no 1:1 sessions on Google Meet other than when the Learning Mentor meets with children and these families will be informed of the separate protocols for these sessions.
- The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- There will be no email contact between staff and children via Google Classroom and this feature will only be available via DB Primary for children and Class Dojo for parents/carers.
- To safeguard our staff and pupils there will either be 2 adults in the meeting or staff will record the meeting. The recording will only be stopped when the last child has left the meeting.

Google Meets

Staff

- Have 2 members of staff attending the meeting or record the meeting via Google Meet. Save the meeting in the Google Meets folder with the name, date and time.
- Be in a quiet place to join the meeting and be mindful about what family activities could potentially be heard/seen while running the Google Meet.
- If possible, it is advisable that you sit in front of a plain wall/background but if not you can blur your background but no other backgrounds should be used.
- Wear suitable clothing to the Google Meet.
- Enter the meeting on time to allow children to enter the meeting.
- Remind children that they should enter the meeting with their microphone on mute but video on.
- Remind children of the rules for online meetings before beginning by referring to the usual classroom rules and expectations to show respect and kindness to all participants (refer to behaviour policy).
- Speak clearly and look at your screen when talking.
- Remind children of the rules for the chat function based on the focus of the Google Meet.
- Staff members should always be the last participant to leave the meeting.
- No screenshots, photos or recording of the meeting will take place by members of staff apart from recording the full meeting using Google Meet.

Children

- Follow the usual classroom rules and expectations to show respect and kindness to all participants (refer to behaviour policy).
- If possible, be in a quiet place to join the meeting and parents/guardians should be mindful about what family activities could potentially be heard/seen during the pupils' use of Google Meet. Where possible, children should use these tools somewhere that they can be monitored, but also quiet enough to concentrate on their video call.
- If possible, it is advisable that you sit in front of a plain wall/background but if not you can blur your background but no other backgrounds should be used.
- All children joining the Google Meet should wear suitable clothing.
- Enter the meeting on time.
- Enter meetings with your microphone muted but with your camera on.

- Only unmute your microphone when asked by the adult.
- Focus on the discussion being held in the virtual classroom and ensure the conversation remains on the focus of the Google Meet.
- One person speaks at a time.
- Speak clearly and look at your screen when talking.
- Raise your hand if you want to contribute and wait for the adult leading the session to call on you.
- Chat. Only use the chat as directed by the member of staff hosting the meeting. It should not be used for personal conversations between participants.
- If a child is using the chat function for off topic conversation, bullying or inappropriate content, they will be muted by the teacher and the school's behaviour policy will be followed.
- If you want to withdraw your child from live meets then please contact your child's class teacher by Class Dojo.
- Have an adult available for technical support, when required.
- End the meeting when the adult asks you to.
- No photos, screenshots, video, or audio should ever be recorded from these Google Meets by anyone other than the member of staff who is recording the full meeting.

Google Classroom

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and classmates. In Google Classroom, school staff can assign work to the students digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/guardians can login and view the tasks that have been set, whether their child has completed and submitted them, and any feedback that they may have received. Parents/carers and pupils are expected to read and adhere to the points outlined below.

- Direct communication between staff, families and children will be via DB Primary and Class Dojo.
- Staff email addresses will not be shared with families and children.
- If support is needed on work set in Google Classroom, families and children should contact the class teacher via DB Primary or Class Dojo.
- Feedback on work can be written or via voice notes. If recording voice notes, staff will ensure the notes are clearly recorded and are only related to the feedback needed.

Agreement to these expectations is shown by attending a Google Meet and accessing Google Classroom.

Any concerns/questions should be addressed initially to the class teacher or Mrs Shaw.