

## **Remote/Blended Learning Offer at Holywell C of E Primary School**

We are fully committed to delivering a remote learning offer which replicates as much of the day to day experience of Holywell C of E Primary School. We want to align our remote education curriculum as close as possible to our classroom curriculum.

We have launched our comprehensive online learning to all primary pupils via Microsoft Teams for Y1 to Y6 and Tapestry for Reception pupils. We are very excited to be able to support our school community using these innovative platforms.

Our underlying teaching and learning principles will continue to be delivered. These principles are:

- a broad and balanced experience for our pupils
- stimulating pupils' enthusiasm and love of learning
- enabling and encouraging high standards of achievement through good quality teaching and learning
- encouraging our children to strive to achieve their maximum potential
- allowing for the needs of all pupils, offering a differentiated approach when needed

### **1. Remote access to learning via Microsoft Teams or Tapestry**

Where possible, we are expecting that remote learning will reflect a normal school day. Online work will start at 9:00am and will finish by 3:15pm. Time will be given for rest breaks, time for physical activity and a lunchbreak throughout the day. The DfE have stated that KS1 pupils should receive 4 hours of home learning per day and Key Stage 2 pupils 5 hours per day.

Each teacher will set their own timetable for each day and for over the week and will go through this or post this so children know what to expect each day.

Lessons will be posted onto Teams or Tapestry daily for children to access and may include live lessons, pre-recorded videos, power point presentations, worksheets, Times tables rock stars, Oak Academy resources, BBC resources and other resources used within are normal school curriculum.

Whilst nearly all pupils have been able to access remote learning from home, we recognise that some pupils may not have suitable online access at home. Please let us know if this is the case.

Children are able to access both Microsoft 365 Teams and Tapestry on many different devices and these include; computers, laptops, tablets, mobile phones, games console such as Xbox, Playstation and Nintendo switch.

Please ensure devices are based in a family room that is free of distractions and parental controls have been set ensuring safe access for your child is in place. Access through a mobile phone seems to be causing the most issues.

Your child will see posts from their teachers on Teams. Posts may contain links to websites, classwork set by your child's teacher or simple communications between all the members of the class. Posts are always monitored by your child's teacher, as are any accompanying comments made by individuals, so we ask that children only use this feature if they are asking a question about their work or responding sensibly to a post.

Where possible, teachers will create live or recorded lesson links in Teams and share them with children. Each class will have a minimum of four taught sessions each day that will include reading,

writing, maths and topic work. There will also be videos to watch, as well as activities and project work to complete!

Teachers will deliver these sessions to all pupils, including those in school who will be supported by adults in class.

Teachers may divide each lesson/assignment into smaller chunks to make them more manageable.

Teachers and TA's may deliver extra support to children via Teams in a 1:1 situation or a small group. Children will be invited into these sessions via Teams.

We also recognise that some children, for example some children with special educational needs and disabilities (SEND), may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and carers to support those children in a variety of ways such as personalised work packs, 1:1 learning sessions and extra resources where needed.

### **Early Years & Key Stage One**

If your child is in Reception, Year One or Year Two we appreciate access to online learning might be a little more difficult and ask that you support your child with logging in etc.

Teachers will schedule Teams meetings throughout the day. They may be used as a meet and greet sessions, individual support, 'check ins' where children can show and talk about the work done that day and story times. Teaching input and tasks will be posted and set using Tapestry and Teams as normal which will include daily phonics sessions!

### **Key Stage Two**

Children in Key Stage Two are more familiar with computers and other electronic devices, but may still need some adult support to start with.

Following taught sessions delivered by their class teacher or through pre-recorded videos and Powerpoints, children will usually have tasks to complete independently

## **2. Attendance and engagement**

Where possible, we expect all children to engage with remote learning in the same way they would be if they were still in school. We will try and adapt lessons so children should be able to complete tasks independently once logged in. Teachers will be asked to keep registers of children accessing remote education each day. Children should be encouraged to participate fully in lessons and complete any work set to the best of their ability.

We will be monitoring engagement in lessons and we will be regularly contacting parents and carers to see how home learning is progressing. If you are experiencing difficulty accessing work set, if technology fails or have any other concerns or challenges, please contact your child's class teacher through Teams or call the school office and we will get back to you as soon as we can.

We are sure there will be bumps in the road and together we will overcome challenges as they occur.

## **3. Monitoring and feedback**

Teachers will record on a register which children are engaging with remote learning and we will use Teams Insight to check work completed.

Daily English and Maths tasks will be assessed and where possible feedback will be given. Other curriculum tasks will be assessed and feedback may be given or teachers may give collective feedback the next day. Any work or comments posted after 3:15pm will be reviewed during the next school day. There may be additional assessment tasks provided and these might include quizzes using Microsoft forms, timed tasks, pupil conferencing in small groups or individual conversations with children.

#### **4. Remote Learning protocols for pupils and parents**

To enable teachers to teach effectively to both children in school and those at home it is important that we all work together. Children at school and at home will be expected to follow the school behaviour policy and be respectful to everyone in their class group. All communication with children, teachers or others online must be responsible and sensible.

##### Live lesson etiquette for parents:

- By joining the live meeting, you as parents/carers agree to the terms set out in this document.
- Teams should only to be accessed by a device in a communal family space.
- Where possible, sessions should be supervised by adult to deal with any technical difficulties.
- A quiet learning zone and blank background is preferable and ensure the setting for the call is appropriate if others could be seen.
- Headphones may be helpful for your child to retain concentration
- Attendees and any person who could be seen during the session should be dressed appropriately.
- Any videos created and posted by your teachers or other staff must not be shared with anyone who is not a pupil or a member of our school community.
- We ask that you do not record or take any photographs of members of your class or members of staff during live lessons and you do not share any school content on social media.
- Please be mindful that any comments or work you post can be seen by school staff and usage will be monitored carefully. We will contact parents if any posts are inappropriate or unsuitable.
- Recording, photos or screenshots of the Teams meeting are not allowed by participants.
- If the meeting is recorded by the hosting teacher and stored inline with the school GDPR and ICT policy – cameras are to be switched off if your child is not to be recorded.
- The same behaviour expectations that are set within a classroom apply to the Teams meeting and the teacher retains the right to terminate a pupil's participation.
- Please support your child to complete the work, but please DO NOT do it for them
- If you have any serious concerns regarding online sessions or provision, please contact the school office who will put you in touch with the relevant member of staff.

##### Live lesson etiquette for children:

##### **Before you log on...**

- Find a quiet place in a communal family space (not a bedroom) for lessons
- Dress appropriately for learning (eg no pyjamas) Turn off TV and avoid other distractions, headphones may help
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- Either have a 'blurred' background or select an appropriate alternative background from the Teams gallery of background options
- Set yourself a learning zone if you can - bring paper, pen and all equipment you might need
- Be on time
- Join with your microphone muted
- Make sure you are comfy, so you don't have to leave the screen and miss anything important.
- Have a drink with you just in case you get thirsty

#### When you are logged on...

- Mute your microphone when you are not talking
- Try to keep any distractions away for the lesson time- unless your teacher asks to meet your cat or family pet!
- Switch your camera on if your parents are happy for you to be seen in the recording of the session. Unmute your microphone when you need to speak and then mute again once finished
- Use the 'hands up' and 'chat functions' to interact with your teacher
- Be present in meeting – don't record, take photos or screenshots of the meeting.
- Use the reactions button to engage with your class
- Think before you write anything in the chat
- Remember that we have the same behaviour expectations that are set within a classroom.
- Participate fully in all activities
- Try to be positive and enjoy your sessions – it is a very special time.

Please remember to be patient, kind and understanding if things go wrong. Sometimes technology will let us down. If that happens take a break and the start again and don't stress about what you have missed. You are able to message the teacher to let them know if you have a problem.

#### How school will support you at home:

- If your child does not have access to any devices in order to complete their work, e.g. laptop, tablet or smartphone, please contact the school as soon as possible and we will arrange for a printed pack of work to be sent to your house.
- If your child is unable to complete the daily work because they are unwell, please email the teacher to let them know.
- If your child does not understand any of the daily work, please message/email the teacher and they will arrange for someone to call your child and explain it over the phone/ via Teams
- A member of staff from your child's class will check in with you during the week

#### **5. Online Safety & Home Learning**

In these unprecedented times, as children are having to be taught from home, children will be accessing many different mobile devices and computers on a daily basis. Now more than ever we want to work with you as parents and carers to help protect your children when they are online.

Please take time to read through the following guidance and answers to questions you may have:

## Setting Parental Controls

Along with talking to your child regularly, using parental controls is one of the best ways to help keep children safe online. The NSPCC have produced an easy to follow guide to help you secure your online connections at home: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/parental-controls/>

## Where can I go to get support to help keep my child safe online?

There is a lot of support available to keep your child safe online. National Online Safety have produced this Top Ten Tips:

At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one platform of many which we believe trusted adults should be aware of. Please visit [www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) for further guides, hints and tips for adults.

**NOS** National Online Safety  
#WakeUpWednesday

# REMOTE EDUCATION 10 TOP TIPS FOR CHILDREN

Remote education ensures continuous learning outside the classroom. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However, it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote education and to support them in ensuring their experience is as safe and secure as it can be.

- 1. TREAT REMOTE EDUCATION THE SAME AS CLASSROOM LEARNING**  
Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.
- 2. USE CLASSROOM LANGUAGE**  
If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.
- 3. TAKE REGULAR SCREEN BREAKS**  
Whilst remote education might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.
- 4. ALWAYS CONDUCT VIDEO LEARNING IN AN OPEN SPACE AT HOME**  
To get the best experience from remote education, it's important to create the right environment around you. Try to set up a 'mock classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.
- 5. ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS**  
It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.
- 6. STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION**  
Your school should issue you with guidance on remote education and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.
- 7. DRESS IN SCHOOL UNIFORM**  
As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.
- 8. DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION**  
In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.
- 9. DON'T USE SCHOOL PLATFORMS TO DISCUSS PERSONAL MATTERS.**  
It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.
- 10. LOOK AFTER YOUR MENTAL HEALTH AND WELLBEING.**  
Remote education ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.

[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) Twitter - @nationalonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

Sources: Remote education good practice. DfE guidance. | Safeguarding and remote education during coronavirus (COVID-19). DfE guidance.  
Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 04.11.2020



To find out more please head over to <https://nationalonlinesafety.com/>

## **Covid-19 – Keeping Children Safe Online**



**DigiSafe**

*keeping children safe*

## **SIX TOP TIPS**

To Keep Primary Kids Safe Online During School Closure

Children are bound to spend lots more time on devices during school closure. **DON'T FEEL BAD ABOUT IT** – lots will be schoolwork or catching up with friends. But there are ways to keep them safe, healthy and happy.

### **Don't worry about screen time; aim for screen quality**

Scrolling through social media isn't the same as making a film or story, or Skyping Grandma. Use the Children's Commissioner's 'Digital Five A Day' to plan or review each day together.



### **Check the safety settings are turned on**

Whether it's your home internet, mobile devices, consoles, apps or games, there are lots of settings to make them safer. The key ones are - can they chat to strangers, can they video chat or 'go live', are their posts public? **Internet Matters** has hundreds of guides to parental controls.



### **Get your children to show you their apps and games**

You don't need to know all about the latest app or game, but if your child shows you what they are doing and with whom, you'll probably see if it's appropriate or not. Remember 18 games are not more advanced – they are harmful to children! For parent guides to apps, including recommendations for kidsafe apps and video platforms, search for **Common Sense Media** or **NSPCC's NetAware**. And why not download the **BBC Own It** app?



### **Don't try to hide the news about coronavirus**

If you don't talk about it, your children might read inappropriate pages, believe scare stories or simply catastrophise in their heads. Why not watch **Newsround** together and talk about how they feel – there is guidance from **Childline** to help you.



### **Remind them of key online safety principles**

There are too many to list, but remember human behaviour is the same online and offline. Remind your children to be a good friend, to ask for help if they are worried or if someone is mean, not to get undressed on camera and most important of all... if somebody tells them not to tell or ask for help because it's too late or they will get in trouble, **THAT'S A LIE!**

### **If you aren't sure, ASK!**

Your school may be able to give you advice, but there are plenty of other places to ask for help as a parent or a child, whether it is advice or help to fix something. Lots of sites are listed at **reporting.lgfl.net**, including ones to tell your kids about (they might not want to talk to you in the first instance).



You can find anything above by just googling it, or follow us @LGfLDigiSafe on Twitter or Facebook where we regularly share these resources

