

Watford Field School Infant & Nursery



Nurturing all to aspire to achieve

Remote Learning Policy

January 2021

Statement of Intent

The intention of this policy is to set out how we will continue to support children with their learning due to a local or national lockdown, or for individuals or groups of children who may need to self-isolate. Remote learning will be of high quality and will follow the school's curriculum; it will align as closely as possible with in-school provision, however some adaptations will be necessary.

Aims

This policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning
- Provide appropriate guidelines for data protection

The Remote Curriculum

All children have access to Google Classrooms to facilitate remote learning and would need to use this initially to access immediate remote learning.

Teachers have planned for immediate remote learning and will provide lessons for English, Maths and one foundation subject per day. The foundation subjects will be rotated daily to ensure coverage of all subjects. Teachers will be available between 8:30am – 4:00pm to provide remote learning.

We will be providing all parents with a weekly overview that details the learning for their child to complete, any instructions they may need as well as any links to access online activities.

Nursery	A variety of daily learning activities will be provided to support all areas of learning from the EYFS with a particular focus on Communication and Language, Physical Development and Personal, Social and Emotional Development. The Nursery team will pre-record weekly stories, songs and rhymes for the children to watch at home.
Reception	Daily learning activities will be provided to support the areas of learning from the EYFS, this will include: <ul style="list-style-type: none">• A daily phonics, English and Maths lesson• Foundation subjects will be taught in rotation to ensure equal coverage of the curriculum.• A 'live' keeping in touch session will be delivered twice a week. This may consist of sharing a story, checking on the well-being of the children and playing a class game.
Key Stage 1 (Years 1 & 2)	Daily learning activities will be provided to support all subjects within the National Curriculum, this will include: <ul style="list-style-type: none">• A daily phonics, English and Maths lesson• Science, PSHE and PE will be taught weekly• The other foundation subjects will be taught in rotation to ensure equal coverage of the curriculum.• A 'live' keeping in touch session will be delivered twice a week. This will consist of sharing a story, checking on the well-being of the children and playing a class game.

As a school we are using Google Classroom to facilitate remote learning. Class teachers will upload daily learning to each classroom. This will include daily tasks for Phonics, Literacy and Mathematics. In addition to this we will alternate the other areas of the curriculum including Science, ICT, History, Geography, Art, D&T, PSHE, RE and PE. Through this platform, children will be able to communicate with their teachers, as well as submitting work to be viewed and marked by a teacher on a daily basis.

In the case of a local or national lockdown an overview of learning for the week will be provided to assist parents with the details and/ or instructions for each session. It may also contain links to any online resources that are being used to support the learning.

Year group emails have been set up to support communication between home and school. Teachers will access these during working hours daily during a local or national lockdown. Parents can also use the email to return completed work as an alternative to doing this via Google Classroom.

We teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we have needed to make some adaptations in some subjects. For example, in Maths, children may not have manipulatives such as Cuisenaire's or base 10 equipment at home so the teaching would become pictorial and therefore the approach to teaching would need to be adapted.

We expect that remote education (including remote teaching and independent work) will take children approximately the following number of hours each day:

Nursery	1 hour per day
Reception	2 hours per day
Key Stage 1	3 hours per day

Accessing Remote Education

We are using Google Classroom to deliver our remote learning. We will also use Purple Mash, Ruth Miskin RWI daily phonics videos and YouTube to support the delivery of our curriculum.

We recognise that some children may not have suitable online access at home. We take the following approaches to support children to access remote education:

- Any child who does not have a device or an internet connection will be provided with a paper copy of the home learning. This will include a copy of the teaching slides for all subjects and a paper copy of the accompanying activities.
- We understand that some children may be sharing a device with their parents or siblings, or may not have the means to print the home learning. If this is the case the school will provide the family with a paper copy of the home learning pack.
- The home learning packs will be available from 9am every Monday morning and will be left in a year group box outside of the main entrance of the school. Parents are encouraged to return their child's home learning pack from the previous week in order for the teacher to provide feedback. Once the class teacher has marked the home learning pack the parent will be emailed with feedback for their child.
- Any parent who is struggling with accessing Google Classrooms or to complete the remote learning which has been set should contact the school and support will be offered.

Remote Teaching

We use a combination of the following approaches to teach children remotely:

- Teachers will provide a weekly overview that details the expectations for each day along with links to access any additional resources.
- We will use additional online resources to support teaching and learning, this will include and is not limited to: Purple Mash, Ruth Miskin RWI daily phonics videos and books, videos from CBeebies, Oak Academy, BBC Bitesize and YouTube.
- Within the EYFS, teachers are using a variety of approaches to support remote learning which include: pre-recorded videos; pre-recorded stories and rhymes read and shared by members of staff; links for online educational resources; teacher-made presentations to support learning.
- Within KS1 teachers are creating their own presentations to support learning, this could be a pre-recorded video or a narrated presentation that demonstrates and explains the learning as well as pre-recorded stories read by members of staff.
- A live keeping in touch session will be scheduled twice a week for all children in Reception, Year 1 and Year 2. Nursery staff will contact their parents by telephone at least fortnightly.
- Paper copies of the home learning pack will available on request to any parents who needs one.

Engagement and Feedback

- Engagement and Feedback is valued as an important feature of remote learning.
- All children are expected to engage with the remote learning that has been set.
- Parents will need to support their child with accessing their remote learning.
- For those children using a device, parental support and supervision will be needed to ensure it is operated safely.
- Parents and children to follow the Google Meet live session rules (*See appendix 1*)
- Google Classrooms and the year group emails will be checked daily Monday- Friday. A teacher will be available from 8:30am–4pm to respond to any questions or queries that parents may have.
- Feedback will be provided twice weekly with a summary of learning and a next step comment for children who are submitting their work online.
- Feedback and a next step comment will be emailed to parents who have returned their child's home learning pack to the school within 2 working days.
- Children's engagement will be monitored; where engagement is a concern a member of staff will make contact with the family via telephone to offer support.
- Levels of engagement will be recorded, this will include monitoring individual children's learning received, the frequency that they are logging on the Google Classroom and Purple Mash, accessing live sessions and correspondence from emails and telephone calls. These will be maintained and tracked by the class teacher and overseen by the SLT.

Safeguarding

Safeguarding remains a priority, staff in school will continue to follow all safeguarding procedures and report any concerns immediately to a DSL. Where teachers are unable to make contact with a family this will be reported immediately to SLT.

When a family requires additional support, the school will contact their family support worker who will assist the family. The school will continue to liaise with external professionals, attend meetings and support vulnerable children.

Additional support for pupils with particular needs

- The SENDCo is responsible for ensuring that all children with additional needs are fully supported.
- All children with an EHCP have been invited to attend school.
- SSP's have been shared with parents via Google Classrooms.
- SSP's have been reviewed and adapted where they can be, to ensure children are able to continue working from their targets.
- A stepped approach is planned for in English and Maths, allowing children of all abilities to be able to access their learning.
- Parents are encouraged to contact the school if they require any additional support.
- EPEP's will continue to be monitored and reviewed termly with the appropriate agencies.

Remote education for children who are self-isolating

Where individual children are required to self-isolate but the majority of their peer group remains in school, remote learning will be provided. This will be available via Google Classroom or a paper pack can be provided if required. A member of staff will contact the family via telephone in order to check on their wellbeing and provide support if necessary. They will confirm how the family would prefer to access remote learning for their child. Remote learning will be provided which will consist of the same learning that is taking place in school. Feedback and a next step comment will be emailed to parents weekly.

Appendix 1

Live Sessions Policy and Expectations:

Watford Field School Infant and Nursery are providing lessons remotely to all children during the National Lockdown. The school is using different online platforms such as:

- Emails
- Google Classrooms
- You Tube
- Purple Mash

Some sessions will be 'live' with the children. The children, parents and staff will need to be aware of expectations and follow the rules.

Your child's meeting will be scheduled on the calendar, please click on the link at the time of the meeting.

Rules for Google Meet –

Children

- Children must remember that this is a school session and are expected to behave as they would in the classroom
- Children must be wearing daytime clothes for the meeting
- Children must keep their cameras on throughout the call
- Children must keep their microphones muted throughout the call, unless directed by the class teacher to unmute
- Children must not use the chat facility, if they need to speak they need to click on the *raise hand* icon
- Check that you are in a quiet place and you can hear the teachers
- Make sure there is an adult nearby who is watching your session
- Children will leave the meeting before the teacher

Parents

Before the meeting:

- Make sure the device is charged before the session
- Help your child set up and access the Google Meet lesson using the link provided
- Try to be in a quiet area of your home
- Make sure that your child is ready 5 minutes before the start of the meeting and click on the link at the time of the meeting
- Please ensure that other household members are aware that your child is on a video call
- Ensure your child is appropriately dressed for meetings e.g. not in pyjamas
- Discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school
- These live sessions are for the children, if you have any questions or concerns then please call or email the teacher to discuss these further

Important privacy issues:

- When your child participates in a video meeting, remember that you are providing a 'window' into your home – you can use the Google Meet 'change background' option so that your home is not seen
- Consider what is behind you on the video and who may come into view during the meeting
- Remember to keep siblings out of the meeting, only your child in that class should be seen on camera
- Never record or photograph any part of a virtual lesson
- The teacher may record some sessions so that they can refer back to them for learning purposes. You teacher will say that this will be happening at the beginning of the session. These will be stored securely on the school's server and will be deleted half termly.

Joining a meeting:

Click on Meet link which will appear in the banner on the class stream page in Google Classroom or on the calendar, please click on the link at the time arranged by your teacher

- Please keep your microphones muted throughout the call, unless directed by the teacher to unmute
- Using the microphone: Click on the **raise hand icon** up when your child wants to talk and unmute your mic and talk as you usually would – please do not shout
- Mute yourself again once your child has finished speaking

Behaviour

- Please treat the call as a lesson e.g. not eating or getting up and leaving
- If a child is behaving inappropriately they will be given a warning by the teacher
- If the inappropriate behaviour continues they will be removed from the call and a member of staff will phone you to discuss it

Stay engaged:

- Encourage your child to participate by nodding or do a 'thumbs up' when other people are talking
- Try to focus on the meeting and not do anything else at the same time

Final reminders:

- Always behave as if your camera and mic are on!
- Be respectful and patient when someone else is speaking
- At the end of the lesson, click 'Leave Meeting' to exit the Meet.

Google Meet Rules

Be on time

Log on 5 minutes before the time scheduled.
Ask an adult to log you on and make sure you are ready.



Keeping Safe

Check that you are in a quiet place and you can hear the teachers.
Make sure you have an adult nearby who is watching your session.



Be prepared

Make sure your device is charged.
Your camera should be on.



Presentation

Make sure that you are dressed appropriately.
Remind the people in your home that you are on a live session.

Sit up straight and face the camera!



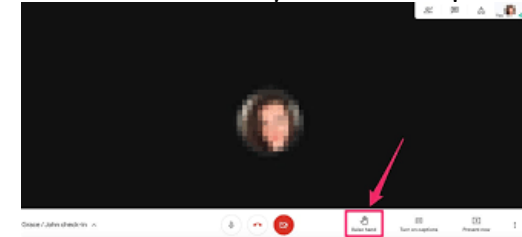
Mute Yourself

Make sure you are on mute when the teacher or another child is speaking.



Raise hand!

When you want to speak press the hand to show the teacher you want to speak.



Speak Clearly and Good listening

- Speak clearly
- Good sitting
- Look straight ahead
- Be kind with your words
- Listen to the teacher
- Stay on the meet - don't get up and leave
- Stay focussed on the topic

Health and Safety

Practice the 20-20-20 rule:

- Look away from the screen after 20 minutes
- Look at something outside the window (about 20 metres away)
- Look at it for 20 seconds before looking back at the screen
- Get up and walk around, do some star jumps, run on the spot and have a stretch!

Leave the room

When the teacher tells you the session is over leave the meeting.
The teacher won't leave until all the children have left.

