

Gamesley Primary School Remote Learning Policy

AIMS

Gamesley Primary School is committed to ensuring all our pupils continue to learn when they are unable to attend school.

Every child has a unique login to **Google Classroom**; which looks like an email address but has the email function disabled. They also have usernames and passwords for **Class Dojo**, **Times-Table-Rock-Stars** and **Numbots**, **Lexia** or **Nessy**, **Spelling Shed**, **Oxford Owl e-library** and **Read Write Inc.**



During a whole school or bubble closure, pupils will be able to access a mixture of live and recorded lessons using **Google Classroom** and **Google Meet**.

Google Classroom is a free Google APP designed to create, distribute and assess learning in a paperless way. Teachers can use **Google Classroom** to send announcements and to share resources, lesson notes, PowerPoints, diagrams and home learning. Pupils can use it to access work covered in class and to complete home learning. Parents can use the features of **Google Classroom** to engage with and support home learning. During **Google Meet** sessions, the children will be able to communicate with their teacher and classmates helping to maintain relationships and reduce the feeling of physical isolation. Pupils are expected to conduct themselves online in the same way that they are expected to do in school.

Accessing Google Classroom

Pupils can access *Google Classroom* using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com. They should sign in using their @gamesleyprimary.dnfl.org.uk username and the password that they have been given by their teacher. See appendix C for our simple guide to using Google Classroom. This has been emailed to all parents and carers and is available on our website.

On Line Safety

Although many safety features have been enabled by our administrators, it is still the responsibility of parents to monitor what children are accessing online at home. We will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we greatly appreciate parents supporting this at home with their children.

In our planning and expectations, we are aware of the need for flexibility from all stakeholders:-

- parents may be trying to work from home so access to technology as a family may be limited;
- Parents may have two or more children trying to access technology and need to prioritise the needs of their child that is studying towards GCSE/A Level accreditation;
- teachers may be trying to manage their home situation and the learning of their own children;
- systems and technology may not always function as they should.

We encourage our pupils to spend at least 2 hours each day on their learning in Key stage 1 rising to up to 4 hours in Key stage 2. .

Work will be uploaded onto **Google Classroom** on a daily basis to provide children with manageable daily work expectations. Work should be available online by 9.00 am each morning to allow parents time to access the materials for the day. Some pieces of learning may have a deadline for submission; children should be encouraged to complete their learning by the given dates.

- Work provided for children will closely follow the curriculum and should be the planned work and activities, as much as possible, that children would have completed during that time period in school.
- We aim to follow the curriculum as closely as possible with daily Power Maths Lessons, Reading, spelling, grammar and punctuation English activities, plus wider curriculum learning activities delivered through whole school topics to support family learning.
- Each morning, the class teachers will introduce the day's tasks and explain what each one involves (as outlined below). Some tasks may need the children to carry out a practical activity. For example: growing seeds, organising tins in to alphabetical order, finding different coloured leaves, drawing or making a model etc.

Roles and responsibilities

Staff will:-

- Share teaching and activities with their class through **Google Classroom**
- Understand that learning remotely will be more difficult, so tasks will be set in smaller steps to allow for this;
- Keep in contact with children and parents through the **Google Classroom** and **Class Dojo**. The will use the chat option to comment about the task or activity set and staff will reply in this way.
- Reply to messages, set work and give feedback on activities during the normal teaching hours of 9.00 am – 3:15pm;
- Allow flexibility in the completion of activities, understanding that the circumstances leading to our closure will affect families and staff in a number of ways;
- Take regular breaks away from the computer or iPad;
- Inform their line manager if they are unwell and not able to participate in distance learning. Arrangements will be made for another staff member to take over the sharing of activities. It may not be possible to follow up messages on **Class Dojo** until the teacher is fit to work.
- Make daily contact with their class during a school closure period using daily pre-recorded sessions to provide details and instructions for the day's learning.
- Keep records of children accessing **Google Classroom** and completing work set. Children failing or unable to participate in their class learning will be contacted via telephone in the first instance by the class teacher on the first day of distance learning. If the member of staff is using their own phone they will block their number.
- Note all phone calls home in the communication function of **Arbor**.
- Refer concerns about lack of engagement with home learning to SLT and PM via **My Concern**
- Follow the usual expectations for staff conduct and dress code
- Ensure compliance with the school **Google Classroom** etiquette rules for children
(appendix a)

DATA PROTECTION

- Staff must not keep contact details of pupils on laptops or computer devices. All data can be accessed remotely through **Arbor**.
- Staff should not save passwords for confidential sites on their computer.
- All staff to use school laptops and I-pads rather than their own personal devices
- Any data protection breaches must be reported immediately.
- Staff members should not collect and/or share personal data such as email addresses as part of the remote learning system.
- Make your devices are locked when left unattended and automatic locks in programmed into settings if the device is left inactive for a period of time
- Don't sharing the device among family or friends

COPYRIGHT

Resources used for remote learning must not infringe copyright rules. Staff are advised to use websites we already subscribe to.

LINKS WITH OTHER POLICIES

- Behaviour
- Safeguarding
- ICT and internet acceptable use policy
- Online safety policy
- Staff Code of Conduct

Google's Privacy Policy for G-Suite can be found here: <https://policies.google.com/privacy/update>

Parent Agreement for Remote Learning using Google Classroom:

Name of Child

Class / Year group

I give permission for my child to access Google Classroom including live “Google Meet” lessons. I will

- Monitor my child’s internet use and check that they are using technology safely
- Check my home online filtering and protections systems so that my child is as safe a possible on-line
- Make sure my child is sitting comfortably and in the correct position to learn
- Ensure my child has a suitable amount of time away from their screens
- Support my child’s learning by checking they understand tasks set and giving help and advice where needed
- Discuss their work with them after they have completed it.

I will ensure that my child agrees to

- Keep their password private
- Mute their microphone unless asked to contribute in live sessions
- Position themselves in a quiet space and if possible with a wall behind them so other family members do not appear on screen by mistake!
- Be fully dressed when joining in live meetings on line
- Raise their hands before they speak
- Be polite and respectful of others.
- Pay attention and listen carefully
- Don’t eat or drink during live lessons

Signed

Date