



The Forest CE Federation

Remote Learning Policy

**Approved by:**

**Date:** December 2020

**Next review due by:** December 2021

## **Visions and Aims**

The Forest CE Federation aims to provide children with an exciting, broad and balanced curriculum that will instil a love of learning. Our approach enables all children to become lifelong learners by developing transferable skills to equip them to succeed in a competitive world. A strong **Christian** ethos permeates through our daily lives ensuring our pupils are cared for in a safe, nurturing environment within our small **community**.

Everyone is valued as an individual and helped to develop and progress in their own unique way within a Christian environment. Our vision, **'Small enough to care, Large enough to inspire, Valuing All God's children'** is at the core of everything we do. The curriculum we offer is not merely academic, but embraces the spiritual, moral, social and cultural development of all pupils and is deeply rooted in our vision that:

**'All things are possible for one who believes' Mark 9 v23.**

We believe in the "whole child" and are committed to children's wider well-being through our **creative** inclusive curriculum, which is driven by our spiritual values.

Our curriculum is designed to spark **curiosity** in young minds through carefully planned opportunities for pupils to acquire, apply and master their knowledge and skills in a unique learning environment.

We know that a child who feels happy, safe and secure will have the **confidence** to try their best and achieve in all that they do. We endeavour to provide all children with the knowledge, skills and environment in which to thrive.

We define progress as the widening and deepening of essential knowledge, skills, understanding and behaviours. This is done through how we deliver our curriculum; Continuous Provision.

**Policy:**

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic and for any future events requiring school closure.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families.

The school's usual Online Safety Policy and Acceptable Use Agreements still apply at these times, but this policy is an addendum in any unprecedented circumstances.

The staff remote learning lead is Eliza Hollis and any concerns, questions or feedback can be communicated with her through Class Dojo or email.

If you are unable to access the internet or do not have enough devices then please get in touch, we may be able to help.

**A flexible approach:**

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we are providing a flexible approach to remote learning. We will offer a variety of weekly learning activities across the curriculum so that pupils can work their way through as much as they are able, at a time that suits them.

**Remote Educational Provision for Individuals Who Are Self-Isolating or Shielding**

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class Teachers will provide access to a weekly timetable of remote learning activities. This will be shared through Class Dojo. This timetable will, as much as possible, link to our long-term curriculum plans and the learning those in school will be doing, while remaining manageable for staff to prepare on top of their usual weekly workload. To do this, we will make use of a number of ready prepared high quality online materials and supplement these with our existing subscription packages which children are familiar with.

We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

Staff will endeavour to view and feedback on as much of student's work as they are able, while balancing their workload inside of school. Students at home should receive feedback at least twice a week.

### **Remote Educational Provision for Whole Classes**

In the event of that a whole class, Key Stage or whole school must self-isolate, Class Teachers will post weekly timetables on Microsoft Teams and Class Dojo for their class. This will outline a range of learning activities in the full range of subject areas and contain tasks and links to follow (in any order and at a time that suits across the week). We appreciate that some families won't be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's core Maths and English skills.

English and Maths activities, including some pre-recorded videos, will be provided each day. Pupils will also have regular 'live' check-in sessions with their teacher's. These will be arranged at set times to enable as many pupils to join the lesson as possible and will also be recorded to enable pupils to look back or access it if they are unable to join live. The length of these sessions will be adjusted according to the age of the pupils. Follow up work will be set via Microsoft Teams or Class Dojo. Any pupils unable to access online learning will be provided with a paper copy of the work to be completed; parents will notify teacher's if this is required.

Opportunities to join in with time-scheduled LIVE events will be highlighted, for example, Live meets with the teacher, Times Tables Rockstars competitions, Mathletics Live, etc. Throughout the day, further posts on Microsoft Teams and Class Dojo will add extra detail or examples as necessary and assignments will be set to 'collect in' a piece of work through individual children's accounts. Staff will approve portfolio posts as soon as possible and give regular feedback on a student's portfolio using Class Dojo. Other optional events and enrichment activity ideas will be spread throughout the week to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

### **Interaction:**

We are keen to make remote learning an interactive experience through the submission and sharing of work by children and delivery of feedback from teachers and arranging opportunities for pupils and families to compete, interact and collaborate, for example through Microsoft Teams activities, Times Tables Rockstars Battles, etc. We will also provide some live face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Microsoft Teams tool to do this. While teaching a primary-age class a full lesson is not practical, we will provide teacher 'input' sessions at regular intervals throughout the week. We are also hoping to use it to provide some safe, supervised and structured opportunities for children to 'meet up' with their teacher and classmates.

Communication between staff and pupils / families must be through the authorised school systems above and not through personal social media accounts. It should follow the usual rules outlined in the Online Safety Policy and Acceptable Use Agreements. Due consideration should be put in by staff before sharing photo or video as to whether there are any issues regarding reputation, professional conduct, online safety or other safeguarding. We would strongly recommend that staff avoid using personal devices and should only use school provided equipment.

### **Use of Video Conferencing technologies (Microsoft Teams):**

If whole classes are self-isolating, we will arrange group meetings for children to connect and interact with their teacher and peers. Further details will follow through

Class Dojo. 1:1 meetings with pupils are not encouraged for safeguarding purposes and need prior authorisation by Eliza Hollis.

Like the rest of our online offer, these meetings are not compulsory, so your child does not need to attend, and we appreciate that not all families will be able to. If you would like to but are unable to due to technology restraints, please get in touch in case we can help. The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Microsoft, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Microsoft Teams, you agree to the following:

- No 1:1 video meetings must take place between staff and pupils. This is to protect all involved. If you want to hold a 1:1 meeting then please speak to the Head or Deputy prior to the meeting.
- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background.
- Microsoft Teams has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo.
- If you need to contact staff for any reason you will do so through Class Dojo as normal.
- Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.
- Staff may record the meetings as a safeguarding precaution and recorded lessons may be shared with the rest of the class/group.

**We will ensure that:**

- No staff member will contact you or your child using Teams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo.
- Teachers will ensure appropriate security settings are in place for the meeting.
- They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and some chat options will be restricted.
- Children will not be able to enter a 'meet' without the teacher being present and the teacher will be the last person to leave the 'meet'
- Your Teams account must clearly identify you by name and renaming during the meeting will not be allowed. Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.

- In meetings with only one child, a teacher and one other staff member will be present throughout the video call to help safeguard all participants and monitor appropriate use.
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.
- Teacher's will use the 'together mode' in Microsoft Teams to block the background of all children in the live 'meet'

We will then make arrangements to schedule meetings and will be in touch with further information via Class Dojo. If we do not get consent your child will not be able to join in.

### **Sites and services:**

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children:

- Class Dojo is our main method of communication between school and families and is used for posting daily timetables and text, video and photo updates between staff and families. [www.classdojo.com](http://www.classdojo.com)
- Microsoft Teams – this is new to the staff and children and so we are currently learning together! Teacher's can set work (assignments) for the children to complete and return to them all via Teams. Video lessons can be shared as well as teacher's hosting live interactions with the children.
- Differentiated maths activities can be assigned and completed through Mathletics (Whole School) [www.mathletics.com](http://www.mathletics.com) and Times Tables Rock Stars (Year 1 to 6) <https://trockstars.com>
- Those children who access Nessy Reading and Spelling ([www.nessy.com/uk](http://www.nessy.com/uk)) interventions can continue to access these at home using their logins.

We may try and make use of other subscriptions as time goes on. Further details will follow as necessary. If you require login details for any of these, please get in touch with your child's class teacher via Class Dojo.

### **Safeguarding & Remote Learning:**

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school through class teachers. They can escalate these to the appropriate person where necessary. Parents can do this through Class Dojo messaging.

**The following websites offer useful support:**

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

In addition, the following sites are an excellent source of advice and information:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need discussing, they can contact us on [e.hollis@forestfederation.co.uk](mailto:e.hollis@forestfederation.co.uk) and one of our Safeguarding Leads will get in touch.

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance.

**Appendix: Remote Learning Tips for Parents**

# 10 TOP TIPS

## REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

### 1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



### 2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



### 3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



### 4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher's will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



### 5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



### 6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



### 7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



### 8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



### 9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



### 10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

