

Online Learning Guide for Staff and Parents during Covid-19 Pandemic School Lockdown – Jan 21.

This guide is to inform Staff and Parents what to do when their child is unable to attend school due to Covid-19 restrictions or lockdown.

If a child is **well enough to do so** they should complete daily online learning using Google Classroom (Years 1 to 6) or Tapestry (Reception).

Each child will have received details of how to log on to Google Classroom/Tapestry and these should be kept secure and used at all times. If a child is having difficulty accessing online learning for any reason then they should contact the school office immediately and we will provide the support necessary. This may include the temporarily loan of a school laptop.

EXPECTATIONS - CHILD:

- ❖ To access online learning materials at home every day (Monday to Friday) for between 3 and 4 hours.
- ❖ To complete all online learning tasks set for the day **in the correct order during the week**, especially if a child is attending some face to face sessions in school.
- ❖ To either scan, upload or photograph work completed throughout the day as completed (or by the deadline set) and hand it in to the Class teacher using Google Classroom/Tapestry.
- ❖ To access any lessons that are made available live using Google Meet (via Google Classroom), following the instruction provided by the Class teacher. During a whole school lockdown Interactive Teacher led sessions will run between 9.00 and 9.30am for pupils in Key Stage 2 (Yrs 3 to 6) and between 9.30 and 10.00am for pupils in KS1 and EYFS (Rec to Y2). 12.30-1.00pm for KS2 and 1.00-1.30pm for KS1 and EYFS. Please note that these sessions are optional, you can join at any point during the meeting but they will end on time. **Live sessions will commence on Monday 11th January 2021 for all classes.** Please read the safeguarding guidance provided at the bottom of this document.

EXPECTATIONS – TEACHER:

- ❖ To provide between 3 and 4 hours of online learning tasks each day. This will include two live catch up sessions to introduce work, explain the tasks and provide both support and challenge.
- ❖ To provide regular daily feedback to all children via Google Classroom/Tapestry.
- ❖ To respond to any direct messages on Google Classroom/Tapestry, requesting support or guidance from either the parent or pupil. It may also be necessary for the parent and teacher to communicate over the telephone in order to provide support or intervention. This can be arranged via the school office on 01789 740236.
- ❖ Teachers will not respond to messages sent before 8am or after 4pm. However, feedback from the teacher may well be provided outside of normal school working hours.
- ❖ To provide a weekly timetable of learning.
- ❖ To provide two daily live teacher sessions as outlined above. This will be possible using Google Meet - details of how children can join the live lesson will be made available to pupils and parents via Google Classroom each day around 30 minutes before the session. If a child is joining an interactive session from home then the teacher will instruct the child to **turn off their camera and microphone** unless they are asked to engage in a discussion. Pupils attending lessons remotely will be able to use the chat mode to ask questions or request additional support. The Teacher will monitor this function when an online lesson is taking place.

Google Classroom guidance

<https://sites.google.com/welearn365.com/wl365hl/parent-child-help#h.vi7t85383fzu>

Direct link on navigating Google Classroom and uploading learning - Parent/Pupil video.

<https://www.loom.com/share/a3fbcd243b8f44b98b65da6a67fd07e9>

Additional information regarding online and remote learning as taken from the school's full Safeguarding Children Policy Sept 2020 - available on the school website.

Safeguarding pupils in online learning and communication between staff and pupils

Where school staff are delivering lessons online or virtually (e.g. to children unable to attend school due to COVID-19 or ill health), all such lessons will be delivered in accordance with the school's safeguarding and child protection, staff behaviour (code of conduct) and acceptable use of ICT policies. This will ensure that the school's filtering and monitoring software is enabled.

The school will take account of guidance from DfE in relation to the planning and delivery of online learning when it is issued; as well as nationally recognised guidance including [*guidance from the UK Safer Internet Centre on safe remote learning*](#) and [*London Grid for Learning on the use of videos and livestreaming*](#).

Staff will always use school/service owned devices and accounts for the delivery of online/virtual lessons/tutorials. Where possible, applications that facilitate the recording of lessons will be used subject to data protection and retention/storage guidelines. School leaders will randomly sample recorded lessons in order to safeguard pupils/students and staff and to ensure that policies are being followed.

When delivering online/virtual lessons on a one-to-one basis or communicating with vulnerable children who are not attending school via video chat, staff will speak to parents/carers before lessons/conversations commence and when they finish before logging off.

The school will request and obtain written consent from parents/carers including consent to record lessons and video conversations before staff communicate with children online.

It is important that all staff who interact with children online continue to look out for signs that a child may be at risk, distressed for some reason or vulnerable in some other way; and report and record any concerns to the DSL in the normal way. The DSL will respond to any such concern as they would any other safeguarding concern.

The school will ensure that online learning tools and systems are used in line with privacy and data protection/GDPR requirements.

Online/virtual lessons should be timetabled and the headteacher or DSL will be able to drop into any virtual lesson at any time – the online version of entering a classroom for pupil/student welfare and safeguarding purposes. Staff delivering online/virtual teaching will be expected to display the same standards of dress and conduct that they would when working face to face in school, modelling appropriate behaviour and presentation to pupils/students and parents.

Below are other issues that staff need to take into account when delivering online/virtual lessons or communicating with children online, particularly where webcams are used:

- Staff and children must be fully dressed and wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example not in bedrooms; and the background should be blurred. If it is not possible to blur the background, staff must consider what children can see in the background and whether it would be appropriate in a classroom. This includes photographs, artwork, identifying features, mirrors etc.

- Staff will ensure that resources and videos used are age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content.
- Live classes should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes will be kept to a reasonable length of time so that children do not have too much screen time and in order to minimise disruption for the family.
- Language must be professional and appropriate, including that used by any family members in the background.
- Staff must only use platforms specified by senior managers and approved by the school's ICT manager/co-ordinator for communication with pupils/students
- Staff should record the length, time, date and attendance of any sessions held.

Staff members delivering lessons or communicating with children online/virtually will raise any issues in respect of inappropriate dress, setting, behaviour etc with the child and/or parent immediately and will end the online interaction if necessary. Any such incident will be recorded and reported to the DSL.

If a staff member believes that a child or parent is recording a lesson or conversation without prior consent, the lesson will be brought to an end or the child will be logged out immediately.