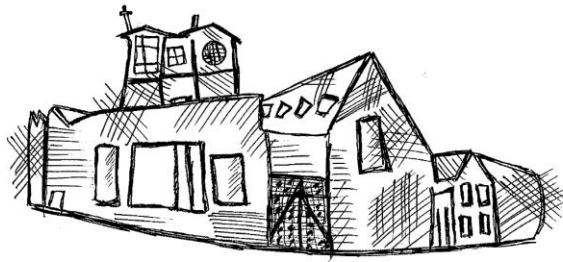


Grange Primary School



Remote Education Provision

(DfE Guidance- January 2021)

[Providing remote education information to parents: template - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/providing-remote-education-information-to-parents-template)

Belong

Believe

Achieve

Remote education provision: information for parents

This information is intended to provide clarity and transparency to pupils and parents or carers about what to expect from remote education if local restrictions require entire cohorts (or bubbles) to remain at home.

For details of what to expect where individual pupils are self-isolating, please see the final section of this page.

What is remote education?

There are different definitions out there, but these are the most common ones:

- Remote education: a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.
- Digital remote education: often known as online learning, this is remote learning delivered through digital technologies.
- Blended learning: a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where main input happens remotely (for example through video), while practice and tutoring happen in class.
- Synchronous education: this is live;
- Asynchronous education: is when the material is prepared by the teacher and accessed by the pupil at a later date.

The remote curriculum: what is taught to pupils at home

A pupil's first day or two of being educated remotely might look different from our standard approach, while we take all necessary actions to prepare for a longer period of remote teaching.

What should my child expect from immediate remote education in the first day or two of pupils being sent home?

- During the first morning of remote learning, your child's teacher will organise a Microsoft Teams 'Meet and Greet' where they will explain exactly how learning will work, set out expectations of your child's involvement and remind children how work will be set, handed in and marked.
- During the 'Meet and Greet' the teacher will explain the timetable for the rest of the day and how the children can access extra support if they need it when working independently.
- Children will be given some simple tasks to complete to make sure they know how to hand in work that they complete.
- An online protocol which was distributed to all pupils will be reinforced and discussed to ensure that expectations of children, adults at home, and school are all clear.
- Children will design, discuss and agree their class remote learning rules to ensure that all remote learning is carried out in as supportive and caring manner as in their "real" classroom.
- Children should expect a full timetabled day of learning from day 2 of any self-isolation period.

Following the first few days of remote education, will my child be taught broadly the same curriculum as they would if they were in school?

- Yes, we will teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may need to make some adaptations in some subjects. For example, where a task requires lots of discussion the teacher may amend to make it more suitable for remote learning.
- PE and other outside learning tasks will need to be flexible to allow for children to access them depending on their individual circumstances.

Remote teaching and study time each day

How long can I expect work set by the school to take my child each day?

We expect that remote education (including remote teaching and independent work) will take pupils broadly the same amount of time as children in school. The timetable for the day will match that of children in school and individual support will be available during normal school hours. If children are unable to complete the learning tasks they are set, then they (or parent/carers on their behalf) should discuss this with the class teacher. This is a blended approach with a mixture of 'live sessions', pre-recorded sessions and assignment based lessons.

| | |
|-----------------------------------|--|
| Primary school-aged pupils | (Number of hours – there are minimum expectations for remote provision. Consider breaking this information down by key stage or year group if applicable) |
| EYFS Nursery and Reception | Live Phonics, Maths (Recorded), Reading, Writing?? (3 Hours) |
| Keystage 1 Years 1 and 2 | Year 1 – Live Phonics & Live Reading session. Maths and Writing assignment based sessions. Year 2 – Live Writing & pre-recorded reading sessions. Maths assignment based lessons. |
| Lower Keystage 2 Years 3 and 4 | Year 3 – Live Writing & Grammar sessions. Maths & Reading assignment based lessons. Year 4 - Live Writing & Grammar. Maths & Reading assignment based lessons. |
| Upper Keystage 2 Years 5 and 6 | Year 5 – Live Writing. Maths & Reading assignment based lessons. Year 6 – Live Maths |

Accessing remote education

How will my child access any online remote education you are providing?

- All children will access their online lessons using Microsoft Teams.
- Children will be able to ask questions and request support during the day using Teams chat and if appropriate small groups of children may receive additional live teaching to help their learning.
- All tasks will be set as Teams assignments and children will “hand in” the work they do and feedback will be given using Teams.
- School is currently using Microsoft Teams for a daily live ‘Meet and Greet’ and lesson 1x per day.
- ZOOM is used by all pupils at 09:10am for ‘Wake and Shake’ with Jaffa Jaffa- School Health Mentor (EVOLVE)
- Pre-recorded math's lesson (using Oak Academy)
- Children will continue to be rewarded for their effort and achievement using ClassDojo and parents and carers may message teachers using this platform as usual.

If my child does not have digital or online access at home, how will you support them to access remote education?

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

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

- If your child does not have access to a laptop or other suitable device but your home does have a high speed internet connection, then we may be able to lend them a laptop. Parents and carers should contact the office via: office@grange.southwark.sch.uk or call the school office (020 7771 6121) for further information.
- For any pupils that do not have any access to the internet, printed materials will be prepared and can be collected from school or delivered if required. Work can be collected on a fortnightly basis.

How will my child be taught remotely?

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

- live teaching (online lessons) – most lessons will include a live introduction from your child's class teacher
- recorded teaching (e.g. Oak National Academy lessons, video/audio recordings made by teachers) – for some lessons your child will download and view a pre-recorded video
- your child will continue to use the range of online tools that they are familiar with and use in school such as: Reading Eggs, Mathletics, Purple Mash
- Printed paper packs produced by teachers (e.g. workbooks, worksheets)
- Our school website is also updated weekly with new resources to support Online Learning <http://grange.southwark.sch.uk/home-learning-resources/>

Engagement and feedback

What are your expectations for my child's engagement and the support that we as parents and carers should provide at home?

- Please expect that your child will be completing a usual day of learning from 9:10am to 3:00pm. Parents and children have received an online learning protocol and will be reminded regularly about expectations of school, children and parents/carers on the first day of any remote learning period.

We expect that children will:

- "arrive" or log in on time to all of their live lessons
- be dressed appropriately for learning
- do their best to complete all independent learning tasks
- request help through Teams if they are unsure of what to do, or how to do it
- abide by the class's agreed remote learning rules and the remote learning contact

We ask that parents and carers

- help children to log in to live learning
- monitor children's safe access to the internet
- report any problems accessing learning to the class teacher
- set routines at home to support your child's education
- ensure that children "arrive" or log in promptly each morning
- monitor Microsoft Teams account for messages from your child's teacher

How will you check whether my child is engaging with their work and how will I be informed if there are concerns?

It is important that children continue their learning during any period of learning at home. In order to monitor this:

- a daily register will be taken each morning and during every online lesson
- any child not attending will be marked absent and we will contact you to find out the reason for your child's absence
- in addition, the class teacher(s) will monitor children's completion of work to ensure that all tasks are completed during the day

If we are concerned that a child is not attending or not engaging successfully with their remote learning, we will contact you by telephone to discuss how we can work together to ensure your child's education is not interrupted.

How will you assess my child's work and progress?

Feedback can take many forms and may not always mean extensive written comments for individual children. For example, whole-class feedback or some quizzes which are marked automatically via digital platforms are also valid and effective methods, amongst many others.

Our approach to feeding back on pupil work is as follows:

- Feedback will usually be a written comment
- For some pieces of work, we will issue a marked score
- Oral feedback will also be given during lessons
- Where necessary, more detailed feedback may be issued to help a child or group of children understand a misconception in a virtual live meeting

Additional support for pupils with particular needs

How will you work with me to help my child who needs additional support from adults at home to access remote education?

We recognise that some pupils, for example some pupils 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 pupils in the following ways:

- Teachers may differentiate tasks
- Additional supports, examples and checklists may be issued
- Where individual approaches are required we will discuss these with you.
- Please contact our SENDCo at school if you would like to discuss the needs of your child and how they will access remote learning.

Remote education for self-isolating pupils

Where individual pupils need to self-isolate but the majority of their peer group remains in school, how remote education is provided will likely differ from the approach for whole groups. This is due to the challenges of teaching pupils both at home and in school.

If my child is not in school because they are self-isolating, how will their remote education differ from the approaches described above?

- While live remote teaching is not possible while the class teacher is teaching their class, we will use broadly the same approach as outlined above.
- We will ensure individual pupils self-isolating are taught a planned and well-sequenced curriculum with meaningful and ambitious work each day in a number of different subjects, including providing feedback.
- Each day, the class teacher will set work that is broadly in line with the work that is happening in the classroom.
- Children can request additional support using Teams and adults in school will respond to support when they are available.

Protocols for online learning – January 2021

Teachers

- Teachers will check that all the correct participants are present on all video calls. They will start the call with a register, particularly if many users are involved on the call.
- Before the session starts turn off the private chat feature and ensure settings are fixed so that other users on the call cannot record the conversation covertly.
- Check the system's settings to ensure that other users cannot record calls. Also remind users at the beginning that the call should not be recorded.
- Teachers must not share sensitive documents over video call e.g. Do not screen share personal data. Other users can click "print screen" and then have a copy of documents they may not be entitled to.
- Teachers will take control of the Teams meetings. They will set the ground rules e.g. making it clear there is to be no recording, setting rules on communication etiquette (such as asking children to raise their hand before speaking).
- When sending Teams links or if you need to send documents or work in advance or following a chat session, do ensure that (1) all users are blind copied (BCC) into the email and (2) avoid sending any sensitive data in those emails. If you need to send sensitive data to a specific individual, do re-check the email address before sending to check it is being sent to the correct recipient.
- Do not give out any email addresses and numbers to users. Only the school office email address should be provided.
- Remember that there might be limits to what can be achieved through virtual and remote learning. Try not to give children too many steps to a task you are expecting them to achieve on any given day.
- However, please be as clear as possible about the expectations for the day in your lessons. This will avoid lots of questions throughout the day.
- Be in touch with your year partner / line manager if you have any concerns during the teaching day.
- Parents may e-mail questions about the learning. These will be emailed to you from office@grange.southwark.sch.uk . Please check your email regularly and try to reply to enquiries within **the school day**. Please do not feel obliged to reply to the queries before 8:30am or after 3:30pm.
- When live streaming lessons, teachers should be in a neutral area where nothing personal or anything deemed to be inappropriate can be seen or heard in the background. Either use a plain default background or a background in your home which does not contain any distractions for children.
- Please dress appropriately for online sessions - if unsure please refer to the school's code of conduct.
- Live streamed sessions should be recorded and backed up elsewhere, so that if any issues were to arise; the video can be reviewed. This will only be for the host/school to view if needs be. You must inform parents that this is for safeguarding purposes in advance.
- There will be time in every day where you will discuss the learning with children. Apart from these times, please refrain from contacting children directly.
- 1:1 contact with a child should be avoided unless a parent or other member of staff is available during the meeting.
- In the event that you need to telephone a parent, please take steps to withhold your number.
- If you find any contact made by parents or children inappropriate, report this to your line manager immediately.
- If you have any safeguarding concerns, please inform a DSL as soon as practically possible.
- If you are having issues with the device you are using to the point where this is affecting your ability to teach, please contact your line manager as you may be able to borrow a device from the school.

To ensure children get the most out of online contact with their teachers we have put together some protocols that will support children in getting the most out of remote learning. We ask parents to please support children with the following:

Children

- Check your timetable for when your group session with your teacher will be today.
- Begin your day at 9:10a.m. with a 'Wake and Shake' session led by Jaffa. At 9:30 log on to Teams for a 'Meet and Greet' session with your teacher.
- Listen carefully to the instructions, and if you have any questions or if there was any part you didn't understand, please ask your teacher.
- If there is a question you have about the learning, please wait until you have a chance and speak to your teacher in the group session.
- If you are completely stuck and you cannot continue with any of your other learning, ask an adult at home to help you contact your teacher, using the chat function on Microsoft Teams or call the school office.
- Please make sure you are appropriately dressed for times when you are talking to your teacher online.
- Please make sure you are ready for learning (not eating, not watching TV, not using another mobile phone etc.) when you are talking to your teacher online.
- Please do not take screen shots or record the screen while you are completing online learning.
- The language and your behaviour you use during online sessions should be appropriate at all times.
- Be ready to mute your microphone if you are asked to by the teacher.
- Do not use the chat function on Microsoft Teams to send any messages to others apart from questions that relate to your learning.
- Complete your learning to the best of your ability at all times but remember not to get too frustrated if there are things you find tricky!
- ✓ **THINK** before you post online.
- ✓ Is it? • True • Helpful • Inspiring • Necessary • Kind If not, don't post it!
- ✓ Show gratitude to all those who are supporting you.
- ✓ Be respectful and considerate to adults and siblings at home who might also be trying to work.
- ✓ Leave your work area neat and tidy at the end of each day.
- ✓ Ensure you use electronic devices responsibly and if you are concerned by something you see online, speak to an adult or report it immediately:
 - ❖ Childline - for support
 - ❖ UK Safer Internet Centre - to report and remove harmful online content
 - ❖ CEOP - for advice on making a report about online abuse
 - ❖ UK Safer Internet Centre - advice for parents and carers

Parents

To help facilitate online learning please ensure the following:

- That the computer or device is placed in a neutral area without distractions.
- Please ensure that household members who may be seen during live streamed sessions are appropriately dressed and use appropriate language.
- Live streamed lessons will be recorded for safeguarding purposes by the teacher. These will be deleted in line with our data retention policies.
- Children and parents are not permitted to record these lessons or share them with others.
- Ensure your child/ren can access a designated place in the home in which to complete schoolwork.
- Check that your child/ren stay up to date with their schoolwork as much as possible.
- Share with your child/ren's teacher/s any concerns you have concerning your child/ren's engagement or wellbeing that may affect their progress.

- Keep in touch with developments affecting the school's ongoing provision by reading regular school communications and routinely checking the school's website.
- Make sure your child/ren use all electronic devices in ways that respect every member of the school community.
- Alert the school to any online concerns, using any the following for guidance at home if needed:
 1. Internet matters - for support for parents and carers to keep their children safe online.
 2. London Grid for Learning - for support for parents and carers to keep their children safe online. Net-aware - for support for parents and carers from the NSPCC.
 3. Parent info - for support for parents and carers to keep their children safe online.
 4. Thinkuknow - for advice from the National Crime Agency to stay safe online.

Data protection

When accessing personal data for remote learning purposes, all SLT will:

Explain:

- How they can access the data, such as on a secure cloud service or a server on the school's IT network
- Which devices they should use to access the data

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses and telephone numbers with their year group team as part of the remote learning system. When emailing a group of parents from the teachers Microsoft email account the teacher will blind copy parents email addresses using the BCC function to avoid sharing personal data. Any data breaches that occur will be dealt with in line with the schools Data Breach Policy.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Safeguarding

Live streamed sessions will be recorded to protect all parties. These recordings will be stored safely and deleted in line with the school's data retention policy. Most teacher delivered lessons will be pre-recorded. Increased activity online places children at greater risk so children

Timings and deadlines:

The mental well-being of both parent/carer and child is very important to us. We know there may be challenges when moving to remote learning. We ask everyone to do their best in supporting the learning the school is providing.

We expect parents/carers to continue to support their child's education at home. MS Teams (and paper activities) can be accessed to work within family schedules and the requirements

of parents and siblings to use shared technology. We will try and work with all families to encourage children to engage throughout remote learning episodes. Microsoft activities can be completed by the child on the day, at a time suitable for the family.

Teachers will set deadlines for work to be uploaded or evidenced and we ask that parents encourage children to continually meet such deadlines so that children do not fall behind. If your child is at risk of falling behind, please contact the school.

As we work through remote and online learning together, it is likely that we will face challenges. We will continue to reflect upon practice and may make further modifications and enhancements to improve our offer.