

St.Peter's C.E. Primary School



Parent/Carer Remote Learning Policy

December 2020

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To be reviewed: September, 2021

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1. Aims

- To outline St Peter's consistent approach to remote home learning for pupils that will not be attending school as a result of shielding or isolation (in line with government guidelines).
- To outline St.Peter's expectations for staff that will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.
- To provide appropriate guidelines for safeguarding whilst accessing remote learning.

2. Role and Responsibilities

This policy has been agreed by the staff and senior leadership team who hold key responsibilities in upholding this policy:

Mr Wedgeworth	Headteacher, Safeguarding Lead
Mrs Whiteside	Deputy Headteacher, Deputy Safeguarding Lead
Mrs Travis	Assistant Headteacher
Mrs Cheadle	Special Educational Needs Coordinator
Mrs Hood	Inclusion Manager
Mrs Rushton	Technical Support
Mrs Calvert	School Business Manager
Mrs Howarth	Office Administrator

3. Who is the policy applicable to?

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms:

- a continuous, dry cough
- a high temperature above 37.8°C
- a loss of, or change to, their sense of smell or taste
- have had access to a test and this has returned a positive result for Covid-19

Pupils and staff should also self-isolate if any member of the household display any of the symptoms above until a negative test result has been received.

4. The Remote Learning Platform

At St.Peter's, we use Google Classroom to set our work for the children to access during isolation. Appendix 4 sets out the instructions for how to access this for parents. For staff, the work needs to be set in 'classwork' and is split into the different subjects. All attached documents need to be Google Documents so children can edit them online and must be set to 'make a copy for every child' so that the children all have an individual copy to edit. General information for the class can be written on the 'stream' such as reminders for the work coming up that day.

5. Role of Teachers and Teaching Assistants

When providing remote learning, teachers must be available between 9am and 3.30pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. Remote learning will then be set by another member of staff.

Whilst it is impossible for staff to respond to every message from children on Google Classroom, staff will where possible respond to questions children or parents have about the work set.

Staff will respond to the work that children have done if there have been any particular errors; this may be addressed to the whole class in the following day's work if it is a common error or during a live lesson. Staff are expected to maintain the same level of professionalism at home as they would in school. If completing live lessons, staff should ensure the background is appropriate and that they are dressed appropriately; staff will not respond to any messages via Google Classroom from parents/carers or children outside of working hours.

Devices that staff use are secure and all staff have been issued with their own school laptop. These should be used for data protection purposes.

Sending children home to isolate

Immediately after receiving notification that a class needs to be sent home to isolate, the class teacher must identify children without access to a device (see appendix 3) and give those children a laptop from the hall. Staff must also identify any additional children in the class that may need a laptop if for example they have siblings at home isolating that maybe using the only device at home. All children taking home a laptop need logging with the office.

If a child doesn't have access to the internet (see appendix 3), a paper pack of work will be given. These are all located in the staff room and should be taken from the appropriate year group for that child's ability.

Where possible, these need photocopying and giving to the child before he/she leaves school.

Where this is not possible, a paper pack will be dropped off by a member of staff.

What to do if children are isolating but are not in school to receive work

If a singular child is isolating following a positive test result and the rest of the class remain in school, a pack of work will be dropped off at the child's house by a member of staff. While awaiting the outcome of the test, activities to complete at home are listed in appendix 5.

Contacting children at home when the whole class are isolating

Children who have not completed any work remotely (staff will see if work has not been 'turned in') after the first full day isolating will get a phone call from a member of staff to check if there are any technical problems. They will then continue to receive regular phone calls by a member of staff if the child continues not to access work until the difficulties have been addressed. Children identified as vulnerable-including those without access to the internet- will be invited into school.

Children who are on the child protection register in school, or who have otherwise been identified as vulnerable, will receive regular calls from a member of staff regardless of whether they are completing work or not and a home visit if deemed necessary.

6. Families with English as an Additional Language

At St.Peter's, we use CLAS (Curriculum and Language Access Service) to help communicate with our families who have English as an Additional Language and have had our Google Classroom instructions translated into Urdu (see appendix 4.2).

7. Pupils' work expectations

When providing remote learning, teachers are responsible for setting work for the class every day from the first full day that the class are absent from school.

This work includes daily:

- Maths

Work will be set on Mathseeds KS1/SEN, Learning by Questions KS2, IDL (SEN only) and/or IXL

- English writing
- Science/RE/History/Geography/French/Heartsmart depending on the lesson that children would normally be doing that day
- In KS1 and EYFS, daily Phonics sessions (including spelling) and for children Y3-Y5 with SEN Phonics 3x weekly
- Grammar for Y2-Y6
- Weekly spellings for Y3-Y6 via Purple Mash
- Times Table Rockstars
- Reading

The work needs to be set before 9am that day and can be scheduled at any time prior to this using the 'assign' and 'schedule' options on Google Classroom.

If parents/carers request additional work, links can be given to BBC Bitesize and Oak Academy which can be found in appendix 5.

Home Reading

For children isolating at home, it is expected that they read any school reading books they have taken home with them and use MyOn to supplement home reading when they finish the books. MyOn is the online version of the school reading programme: 'Accelerated Reader'. Children all have their own log in details for this and should be reading for at least 15 minutes each day that they are out of school. Children can then quiz on the book online via Accelerated Reader as they would in school.

If a child is in school as a key worker's child or vulnerable child, the normal reading scheme can be accessed and children will be expected to quiz on Accelerated Reader as usual.

Staff are responsible for monitoring the number of minutes children are accessing MyOn on a weekly basis via its website and can also monitor the success of children's Accelerated Reader quizzes.

See Appendix 2 for log in details

See Appendix 5 for instructions on how to access this from home.

Time Table Rockstars (TTR)

All children have log in details for Times Table Rockstars (see appendix 2). Alongside remote learning set by the class teacher, it is expected that children will go on TTR for at least 15 minutes each day they are out of school.

Information regarding access to Mathseeds, MyOn, LBQ, IDL, IXL, Phonics Play, TTR can be found in appendix 5

Live lessons

Where a full class is sent home to isolate, the class teacher will set live lessons or use the school Youtube channel to video lessons that can then be accessed by children following the link on the Google Classroom page. Depending on the length of time the class are sent home to isolate, will depend on when these live

lessons will happen and how often they will occur. All information parents and carers need will be posted on the Google Classroom page.

Live lessons in the case of school closure

Live lessons for Phonics in Nursery and Reception will take place daily at set times via Google Meet. Every class from Reception – Y6 will have a weekly celebration assembly with the class teacher which will also include feedback from the week and the chance for children/parents to ask any questions they may have. There will also be a weekly Google Meet drop in session for every class on a different day to the assembly to allow children/parents to ask any questions or get help on a particular piece of work. In addition to this, all class teachers will use pre-recorded live lessons to support teaching and learning on a daily basis either through Google Classroom or Tapestry (EYFS).

8. Handling complaints or concerns including safeguarding

If a child is in immediate danger during isolation, parents/carers should contact the police. For other safeguarding concerns, ring the office on 0161 – 764 – 2017 or email stpeters@bury.gov.uk. Mr Wedgeworth (Safeguarding Lead) or Mrs Whiteside (Deputy Safeguarding Lead) will then follow this up.

If parents/carers have any complaints or concerns regarding the remote learning process, they can ring or email the school office and will be passed on to the relevant member of staff.

9. Role of Parents and Carers

It is the role of the parents and carers to:

- ensure children complete all work set remotely
- notify school of any technical problems that can be fixed so that work is not affected
- notify school if the child becomes ill and work cannot be completed
- notify school if there are any difficulties surrounding the work set for either the adult or child
- contact the school with any safeguarding concerns

Appendix 1: Government Guidance regarding Remote Learning

Government remote education expectations

Where pupils need to self-isolate, or local restrictions require pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. All pupils not physically unwell with coronavirus (COVID-19) but who are at home as a result of coronavirus (COVID-19) should have access to remote education by the next school day. Schools are expected to consider how to continue to improve the quality of their existing curriculum, for example through technology, and have a strong offer in place for remote education provision.

Delivering remote education safely

Keeping children safe online is essential. The statutory guidance '**keeping children safe in education**' provides schools and colleges with information on what they should be doing to protect their pupils online.

This document can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf

Support on delivering online remote education safely is available from:

- safe remote learning, published by SWGfL
- online safety and safeguarding, published by LGfL, which covers safe remote learning
- the National Cyber Security Centre, which includes which video conference service is right for you and using video conferencing services securely
- safeguarding and remote education during coronavirus (COVID-19)

The full Government guidance can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res>

Our St.Peter's ICT and Internet Acceptable Use Policy has been updated and posted on all the class Google Classroom Pages and is on the school's website. We also have a number of online safety links for parents and carers on the 'Classwork' section of each class Google Classroom Page.

Appendix 2: Instructions 'How to access Google Classroom from a tablet or laptop'

Please let school know if you would rather have these instructions in Urdu and we can give you a translated copy.

Introduction

We are determined that your child will continue to receive a high standard of education despite your child's year group being in isolation

Children in Years 1 to 6 will be able to access lessons set by their teacher on google classroom.

We have set up an email address for every child that will be managed by the school. Every child's email address has the same ending (domain): @st-peters-bury.co.uk and each child has a unique password. This will consist of the word Password (capital P) followed by three digits e.g. Password965

To access their account, please follow the instructions below:

If you are using a mobile phone: download the google classroom app

You can install the Classroom app on Android, Apple® iPhone and iPad, or Chrome OS mobile devices. The Classroom app isn't available for Windows® mobile devices. Once you've downloaded the Classroom app, sign in using your child's login details.

To use all the features of Classroom on your mobile device, install Google Docs, Sheets, and Slides.

If you are using a computer: Sign in to google classroom from a web browser (e.g. Internet Explorer, Chrome, Firefox)

1. Search for 'google classroom'
2. Click on the link to google classroom
3. Click 'Go to classroom'
4. Sign in using your child's login details

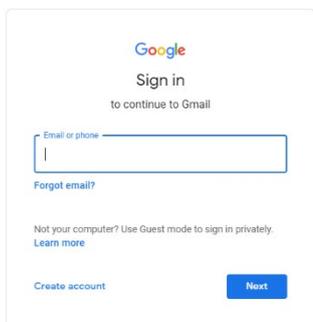
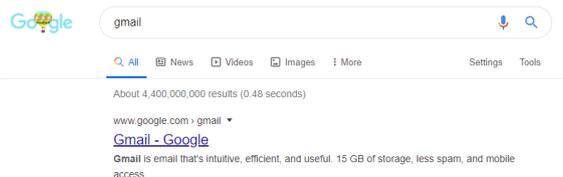
We will be adding new lessons regularly and will be providing technical support for any child who is having difficulty getting started. We will contact you if your child has not completed any tasks in the next few days.

We would greatly appreciate your patience and I would like to reassure you that we will be in touch if you need technical support, so please do contact the school if you are having difficulties.
On behalf of the staff and governors at St. Peter's, we would like to send you our warmest wishes during this difficult period and hope that you and your family remain in good health.
Please find below a helpful guide to help you manoeuvre the learning platform.

General access (desktop & app)

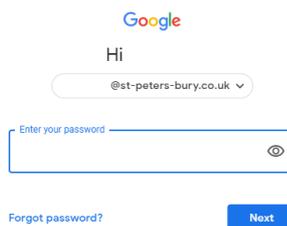
Desktop

Step 1: Search Gmail



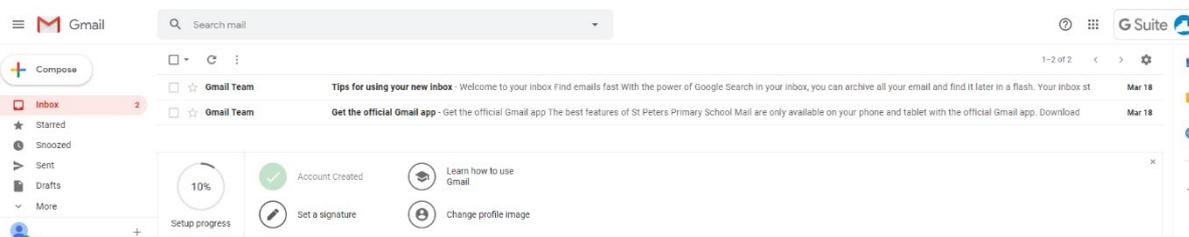
Step 2: Click to open.

Step 3: Type in your child's email address (see slip sent home) then click next.

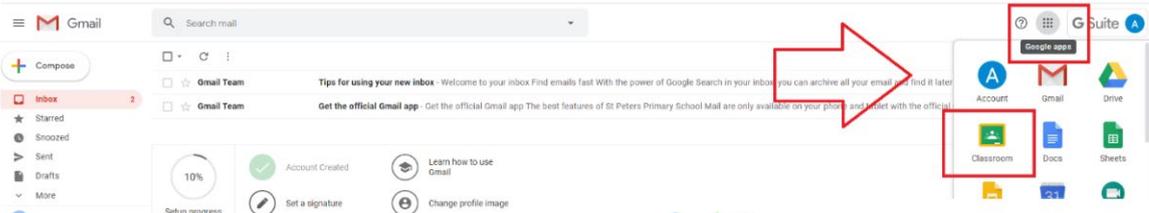


Step 4: type in your child's password and then click next.

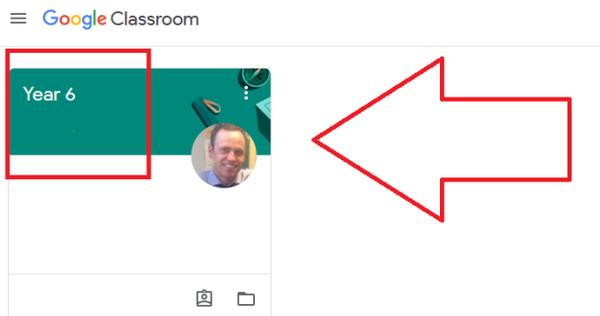
Step 5: You should now be logged in to your email account.



Step 6: Click the square made up of nine dots in the top right hand corner. This will drop down a menu. Select google

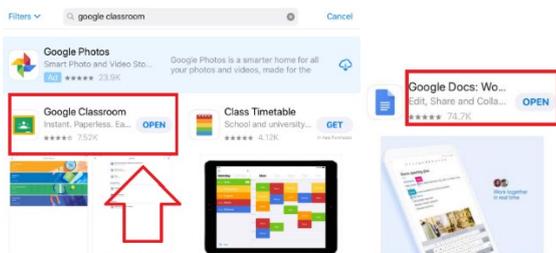


classroom.



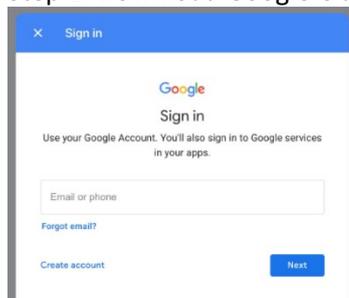
Step 7: This should take you to your child classroom.

Step 8: Click to Year group to open

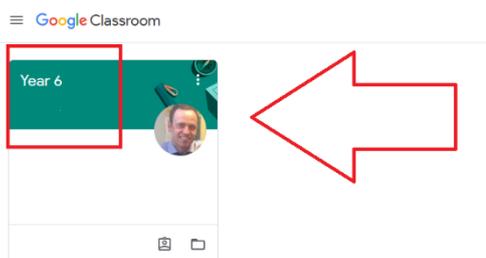


App

Step 1: Download Google Classroom App & Google Docs



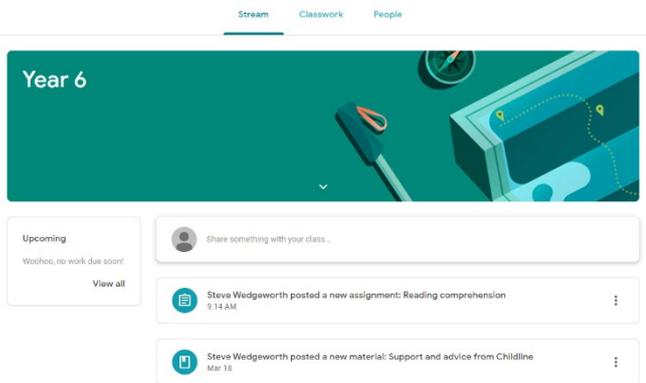
Step 2: Log in to both using the email and password provided.



Step 3: On Google Classroom it should take you to your child's classroom, Click the year group to open.

Layout

Step 9: Once in, you have three tabs at the top of your classroom, if on desktop. If you are on the app the tabs appear at the bottom. Stream, Classwork and people.

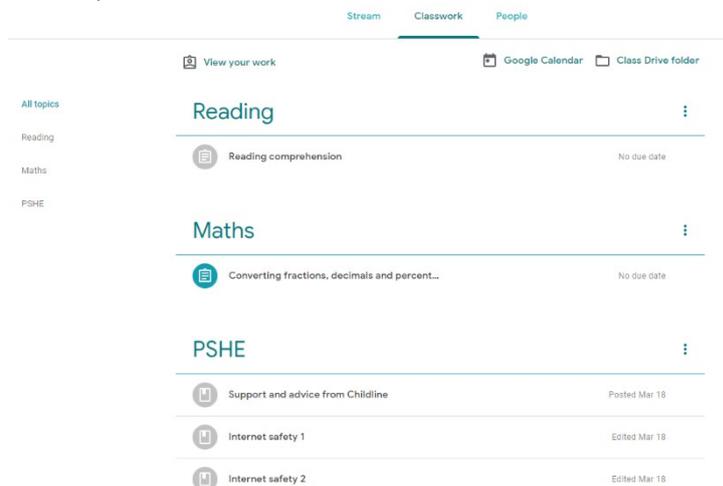


Stream

This page allows you to see general activity of the class, posted by the teacher.

Classroom

This page allows you to see all the work that has been set, submit this work and also communicate with your class



teachers.

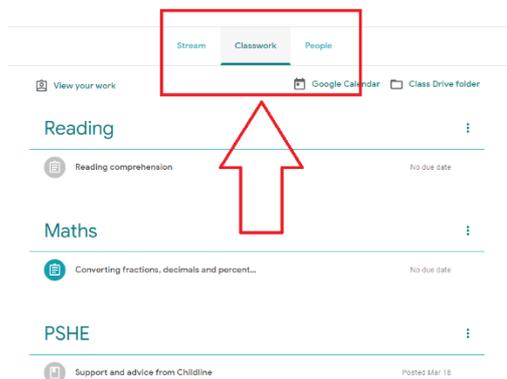
People

This page allows you to see who else is in your class including staff. This page DOES NOT allow you to communicate with other classmates.

Accessing & Submitting Work

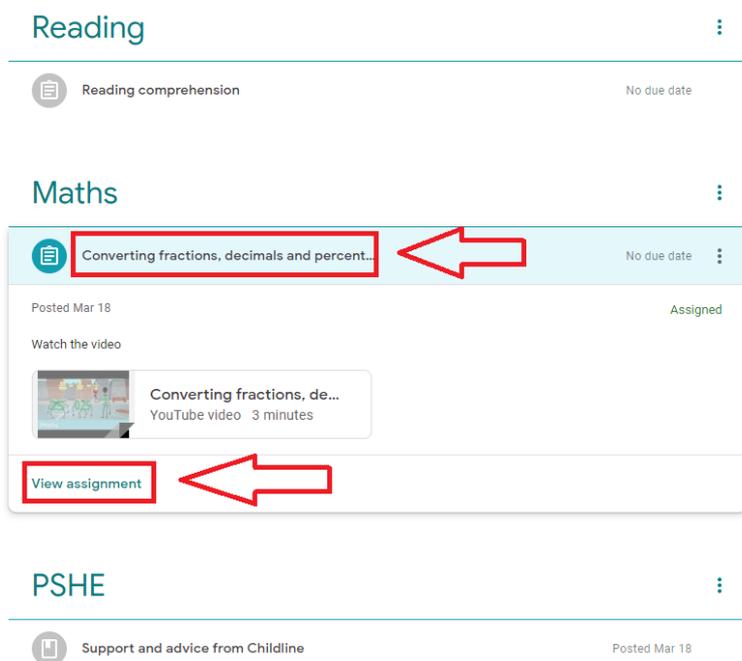
Access

Step 1: Open Google Classroom and click the Classroom tab at the top of the page.



Step 2: Once you have done this, today's work will be displayed below.

Step 3: Select the piece of work you wish to do and then click view assignment.



Step 4: This will take you to the piece of work.

Submission - Desktop

Step 1: When clicking on view assignment you should be able to see a screen similar to this. On the right hand side of the screen, you will see the work that needs to be completed. Any support material (books, YouTube link or pictures) may be viewed also.

Due Mar 26, 9:00 AM

The Great Explorer - Reading Comprehension

100 points

Lisa Jones Mar 19 (Edited 9:03 AM)

Read the story of The Great Explorer and answer the questions.

 The Great Explorer Powerpo... PowerPoint

Class comments

Add class comment...

Your work Assigned

Google Docs - Th... X

+ Add or create

Turn in

Private comments

Add private comment...

Step 2: Click the work on the right hand side. This will open Google Docs and allow you to complete the work.

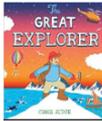
All changes saved in Drive

18 B I U A [tools]

TURN IN

Editing

The Great Explorer



1. How do you think Tom felt when he found out his dad was missing? I think he felt

Submission – App

Year 1

General

 Timetable
Posted 20 Mar, 09:39

PSHE

 Internet safety: Thinkuknow website
Posted 19 Mar, 14:00

 UK Safer Internet Centre
Posted 19 Mar, 13:56

 Support and advice from Childline
Posted 19 Mar, 13:52

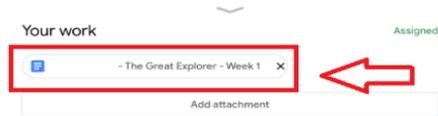
Reading

 The Great Explorer
Due 23 Mar, 09:00

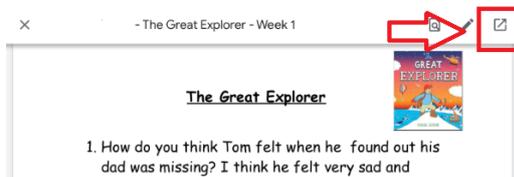
Step 1: Click the title of the work you wish to begin.



Step 2: You will be presented with a screen similar to this.
Slide the page up using the up arrow.



Step 3: You will see the work, click this.



Step 4: This will open a document to view.
To write on this document click the open button in the top right hand corner.



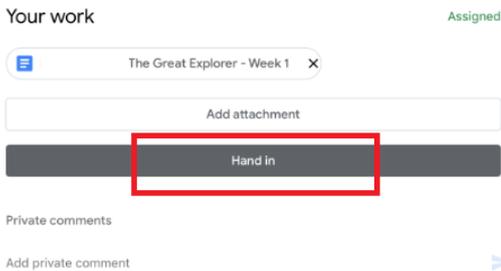
Step 5: select the edit icon (pen) in the bottom right corner.



Step 6: This will now allow you to edit the work. Once completed tick the tick button.



Step 7: Now you can click return to classroom by clicking google classroom and the X.



Step 8: You can now click 'hand in' this will submit your Child work to the class teacher.

If you do not have access to an iPad, tablet or laptop at home please contact the school.



SCHOOL IPAD

Access

1. Connect the ipad to your WIFI.
 - Open settings
 - Then WIFI
 - Select your home internet
 - Input your code

2. Open Safari



3. Type in the search/address bar at the top of the page
classroom.google.com
4. Click go to classroom
5. Use your google classroom log-in details to sign in
6. You should now be able to see your classroom
7. Click the classroom tab and then view assignment to see work
8. Complete your work in your book and take a picture of your work.
10. Upload picture
 - Click add or create
 - File then
 - Select file from device
 - Click the pictures you wish to upload
 - Click upload and turn in

Appendix 3: How to access other resources

Here are the links and information for access to these online resources.

MyOn

Year Groups: Y1-Y6

LINK: <http://www.myon.co.uk>

Please make sure:

- You are using the link above for myon.co.uk NOT the .com site
- Your log in details are exactly as they appear in your email
- You input the school name exactly as 'Bury' and then 'St.Peter's Bury' will come up as an option to click. MyOn will not work if this name is incorrect.

Mathseeds

Year Groups: Y1-Y2 all pupils, Y3-Y4 specific pupils

LINK: <https://mathseeds.co.uk/>

Click 'LOGIN' at the top of the home page and use your username and password to access.

Parents Guides are also posted in the 'general' section of the Google Classroom for relevant year groups.

IXL

Year Groups: Y1-Y6

LINK: <https://uk.ixl.com/signin/stpeterscep>

Using the link above will take you straight to the sign in page for our school - if you are using the IXL homepage you must remember to put @stpeterscep after your username to get access.

Times Tables Rockstars

Year Groups: Y2-Y6

LINK: <https://play.ttrockstars.com/auth/school/student/22771>

The link above takes you directly to the student log in page for St Peter's.

IDL

Year Groups: Y1-Y6 specific pupils

LINK: <https://idlsgroup.com/>

Just click on on 'my IDL login' and use your log in details.

Phonics Play

Year Groups: Y1-Y2 all pupils, Y3-Y4 specific pupils

LINK: <https://www.phonicsplay.co.uk/>

During full school closures, Phonics Play usually offer free access to all their games. Details of log ins to access this are found on their website.

Learning by Questions (LBQ)

Year Groups: Y3-Y6

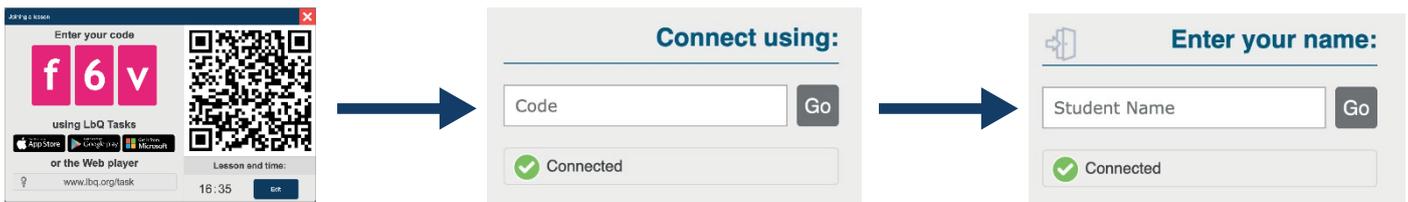
See over page for detailed information on how to access Learning by Questions.



Information for Parents on how to connect from home

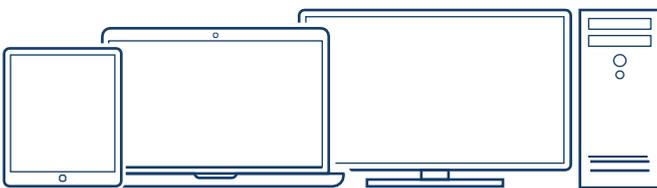
Your child's school uses Learning by Questions (LbQ), which is a great way to learn by answering questions and then instantly receiving helpful feedback after every answer to guide learning and build confidence.

If your child has received a 3-character session code from their school, they will need to use an internet connected device to log in to the activity on the same day. The code will no longer work on the following day and the school will provide new codes for each day.



The teacher can set up to three Question Sets at any time and can see immediately when answers are entered.

What devices can we use at home to connect to a school LbQ session?



- Windows 10 Personal Computers, Laptops and Windows 10 Mobile.
- iPad 2 or higher with iOS 8 or higher.
- Chromebooks running ChromeOS.
- Android devices with Android Version 4.1 or higher.

We don't recommend using a mobile phone because the LbQ interface is designed for 7" plus screen sizes.

How does my child login to a school LbQ lesson?

There are two ways, use a web browser to login at www.lbq.org/task or you can download and install the FREE LbQ Tasks App from:

Alternatively you can search for 'LbQ Tasks' in your iPad App Store or Android tablet Play Store.
There is no advertising or in-app purchasing within the LbQ app.

How to switch from one Question Set to another when connected?



Click on the exit door icon on the top corner of the screen, this will take you to a list of one or more tasks that have been set up by the teacher.

Logging out

If you log out, you can log back in again during the session. Please input exactly the same name each time. Please exit the lesson session after you have finished each day by clicking on the exit door symbol.

If your child has finished the work set, parents/carers may wish to access work from one of the websites below:

OAK National Academy

Year Groups: Y1-Y6

LINK: <https://classroom.thenational.academy/year-groups>

Free access to lessons, learning and resources across all curriculum areas - no log in information required.

BBC Bitesize

Year Groups: Y1-Y6

LINK: <https://www.bbc.co.uk/bitesize>

Free access to lessons, learning and resources across all curriculum areas - no log in information required.