



# The Russell School Remote Learning Policy

October 2020

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## Definition of Remote Learning






**Remote Learning** can be defined in a number of ways. Traditional learning takes place in school and is a face-to-face interaction between a child, their peers and/ or an adult. Remote learning takes place outside of school, usually in the home, and uses a combination of educational platforms to support learning online and ‘pencil and paper’ learning tasks.

## Aims

Our aim is to continue to provide access to schooling remotely for children at The Russell School if:

-  An individual child is isolating due to COVID-19
-  An individual has been identified by track and trace that they may have been exposed to COVID-19 and is therefore isolating
-  A whole class/ year group is isolating due to COVID-19
-  A local/national lockdown occurs

This policy will support the school to:

-  Ensure consistency in the school’s approach to remote learning
-  Set out expectations for all members of the school community with regards to remote learning
-  Ensure that the curriculum, teaching and learning are current, appropriate and progressive
-  Reflect the school’s commitment to safeguarding our children
-  Reflect the school’s commitment to staff workload and wellbeing

## Absence from School

There are a number of reasons why children may be absent from school.

# Individual Absence

## **If a child is absent due to sickness, *not* coronavirus (COVID-19)**

If a parent has reported a child absent due to non-coronavirus related sickness, we will not provide and do not expect the child to complete work. As in normal circumstances, when the child is fully recovered, they should return to school.

## **If a child is absent due to symptoms of coronavirus (COVID-19)**

If a parent has reported a child absent due to illness from the symptoms of coronavirus, we will not provide and do not expect the child to complete work. As in normal circumstances, when the child is fully recovered, and has completed the required period of isolation, they should return to school.

## **If a child is no longer symptomatic\* but remains absent due to isolation or is awaiting a coronavirus (COVID-19) test result**

We will provide and expect the child to access the remote learning for individuals self-isolating. This will be provided by email to parents/ through Google Classroom once the child is recovered.

*\*A child may be well enough to work if they have a lingering cough and loss of smell/ taste but **not** if they still have a high temperature.*

## **If a child is absent due to self-isolation/ a family having to isolate but they are symptom free**

We will provide and expect the child to access the remote learning for individuals self-isolating. This will be provided by email to parents/ through Google Classroom.

# Individuals Self-Isolating



A child's first few days of remote learning may look slightly different to our standard approach whilst the class teacher takes all necessary actions to prepare for a longer period of remote teaching. Initially, daily tasks will be provided whilst the Blended Learning Timetable is planned and resourced.

Once the Blended Learning Timetable is uploaded, the work planned will be similar to that detailed below; we will not provide 'Mindfulness Moments' or 'Daily Exercise' as the period of isolation is likely to be shorter and more defined.

As class teachers will be teaching the remaining children in the class, there will not be the opportunity for a daily live session. However, staff will have a regular catch up with all children during their period of self-isolation.

# Class/year group/ whole school Closure

In the circumstances of a class/ year group or the whole school having to self-isolate or close, our remote learning offer will differ to that described above. Work will be presented depending on the age and stage of the child. This will be based on the three Key Stages:

-  Early Years (Nursery and Reception)
-  Key Stage One (Year 1 and Year 2)

## Key Stage Two (Year 3 to Year 6)

Our aim is that all children will make at least good progress when learning in school and that this should also be the case when learning remotely from home. Therefore, remote learning will follow the learning that takes place in school as closely as possible. We will teach the same curriculum remotely as we do in school wherever possible and appropriate. However, we may make some adaptations in certain subjects, for example, practical design and technology using tools or specific science experiments requiring specialist equipment.

A Blended Learning Timetable will be uploaded to Google Classroom ready for the week ahead. Additional resources will be added each day as necessary. The planned tasks will form the basis of three to four hours of daily learning for all children, again, age and stage appropriate. In the event of a class/ year group/ whole school closure, we recognise that the positive mental health and wellbeing of our children is paramount. Therefore, adaptations have been made to the timetable which would normally be followed in school to allow families flexibility to continue to work and also to take daily exercise where allowed.




The daily timetable for children in the Early Years will take the form of a rhyme/ phonics session and a number activity in Reception, as well as one or two learning challenges. There will also be learning challenges for the children in the Nursery. There will be a daily story, activity or song to join in with online for Nursery and Reception.

For children in Key Stage One and Key Stage Two, their daily timetable will include reading and/ or phonics, an English task, a maths task and a project task.

The daily timetable for everyone will also include 'Mindfulness Moments' and some daily, physical exercise.

Big Question and maths homework will continue as normal, as will access to Pathway to Spelling and Maths KIRFs.

**Google Meet** is the live interaction function of Google Suite. It will be used for

-  Phonics/ rhyme/story/ listening/ maths sessions for Early Years and Key Stage One
-  A whole class meeting at the start of the day to complete the register and discuss tasks for the day ahead for Key Stage Two
-  One-to-one 'check-ins' for all children once a week with their class teacher or a familiar member of staff

At the class teacher's discretion, a member of staff may be assigned to support an individual or group who require additional support during a specific lesson. These children will be invited to join a Google Meet with a school adult and will be guided through their learning.

*\*Please refer to the Google Classroom and Google Meet Acceptable Use Agreement (see Appendix 1).*

**Google Stream** is the interactive communication function of Google Classroom. It is available to all children during the school day and will be checked regularly by class teachers. All Key Stage Two class teachers will also hold a 'surgery' between 1pm and 2pm to answer specific questions about the day's work. This can be within the class stream or using the private comment function.

**Pre-recorded videos** may be used to support learning. This could be a video made by the class teacher or sourced from other educational organisations, such as the NCETM or Oak Academy. Teachers will follow the same protocol as that described in *Google Classroom: Acceptable Use* for all videos. Where teachers have made a video, this will be uploaded to either Google Classroom or The Russell School YouTube Page. This channel is only accessible as a direct link which will be posted in Google Classroom as all videos are unlisted.

## Resources

All families will require access to a computer or device with internet access. Where possible, the school will loan equipment to those families who require it during an individual/ class/ year group or whole school closure. This equipment will be prioritised for families who do not have access to a suitable device as identified in the most recent Technology Survey. Whilst on loan, the care, maintenance and upkeep of the device will be the responsibility of the parent.

*\*Please refer to the Device Loan Agreement to be signed by parents (see Appendix 2)*

Parents and children will need to know the child's user name and password in order to access Google Classroom.

Other resources, such as exercise books, dictionaries, maths resources, art materials, pens, pencils and other stationery can also be provided on request.

In the event of a whole school closure, reading and library books will be provided and will take the form of a mobile library in the main entrance of the school (during school hours), allowing parents and children to select books whilst out on their daily exercise.

If a family does not have access to a computer or device, and the school is unable to provide one, the class teacher will prepare a paper-based learning pack which will be delivered and collected during the period of self-isolation or class/ year group/ whole school closure.

## Attendance and Engagement

Children should complete the lessons that staff set every day. The school's usual policies apply – if a child is too sick to complete their work whilst at home, parents must inform the school. If the parent does not communicate 'absence', the school will contact them in line with the Attendance Policy.

Class teachers will keep a careful record of children who are attending and engaging in class meetings, completing remote learning and submitting work.

## Inclusion

Children on the SEND register, or those who have fallen behind with their learning, may require additional support to understand and complete their work. Reasonable adjustments will be made in response to individual need and circumstance in order to reduce stress or cognitive overload and to

increase flexibility within the timetable. These will be suggested by the class teacher or SENCo. Adjustments may include:

- 🌳 Differentiated work tasks
- 🌳 Reduced workload e.g. completing fewer tasks in the day or fewer activities within a session
- 🌳 Printable worksheets to complete in exercise books as an alternative to accessing learning via Google Classroom, where this is a particular barrier for children in Year 3 to Year 6
- 🌳 Invitation-only group support, where staffing allows, primarily through the use of a small-group Google Meet sessions or Google Stream
- 🌳 A different timetable or alternative learning tasks where children have an Education, Health and Care Plan and are unable to access the tasks set for the class

## Support for Parents

We recognise that home life differs for every child and may not mirror the structure or provide the expertise that we are able to offer in school. We recognise that some parents may need to continue to work whilst their child is learning at home or that there may be much younger or older, secondary age children in the family who require a higher level of support. We understand that, in such cases, there needs to be a degree of flexibility and an understanding of individual circumstances. This also includes the circumstances of our staff.

We will of course do whatever we can to support our parents. This may include:

- 🌳 The loan of equipment from school
- 🌳 'Surgeries' for parents requiring support – e.g. How to use Google Classroom, teaching your child phonics, understanding column subtraction
- 🌳 Differentiating work to enable children to succeed independently, where possible
- 🌳 Communicating regularly with parents via email/ telephone calls where required
- 🌳 The SENCo keeping in regular contact with parents of all children who have an EHCP
- 🌳 The Designated Safeguarding Lead keeping in regular contact with all parents whose child has a Family Support Worker or Social Worker
- 🌳 The Mental Health and Wellbeing Lead keeping in regular contact with all children receiving regular support in school

## Roles and Responsibilities

### Children

We expect all children learning remotely to:

- 🌳 Be contactable during the school day, although they should not be in front of a device for the entirety of that time
- 🌳 Complete work within the deadline set by class teachers
- 🌳 Seek help if they need it, from teachers, Teaching and Learning Assistants or parents
- 🌳 Inform the teacher if they are not able to complete their work
- 🌳 Follow the *Google Classroom and Google Meet Acceptable Use Agreement*

## Parents

We consider all of the work we undertake in school to be a collaborative process with parents. We therefore expect our parents to:

- 🌳 Make the school aware if their child is sick or cannot complete their school work by contacting the school office
- 🌳 Seek help from the school if they need it, in a positive and respectful manner
- 🌳 Be respectful when raising concerns to staff
- 🌳 Be willing to problem solve issues with the school
- 🌳 Understand that staff and/ or their dependents may also be ill and/ or isolating due to symptoms of coronavirus (COVID-19)
- 🌳 Acknowledge that staff will be working under challenging circumstances
- 🌳 Understand that the complex situation created by the coronavirus (COVID-19) pandemic drives the need for this policy to be flexible and subject to change and adaptation

If staff are absent due to illness, parents will be notified. Remote Learning will still be available on Google Classroom, however, Google Meet and Google Stream, as well as email/ telephone contact may be led by another member of staff.

## Teachers

When providing remote learning for a whole class/ year group, teachers will be available between the school hours of 8.30am and 3.30pm.

Teachers are responsible for:

- 🌳 Setting work for their class/ year group for the day/ week
- 🌳 Uploading all work and any necessary links to Google Classroom
- 🌳 Ensuring that children with shared/ limited access to technology are able to access learning of the same quality as their peers
- 🌳 Providing feedback on work uploaded to Google Classroom/ delivered to school as paper copies. This will take the form of
  - a 'light-touch' check of most pieces of work
  - an 'in-depth' mark of one piece of writing for editing each week, as would be the case in the classroom
  - a right/ wrong mark for specific and requested maths task submission
- 🌳 Keeping in daily 'live' contact with the class via Google Classroom, Google Stream and Google Meet
- 🌳 Delivering 'live' phonics/ rhyme/ story/ listening sessions (EYFS/ KS1)
- 🌳 Holding a daily 'surgery' for children to ask specific questions about their work (KS2)
- 🌳 Keeping in contact with parents via email/ telephone and supporting as and when necessary during school hours
- 🌳 Meeting with their Teaching and Learning Assistant on a daily basis in order to support the learning for all children
- 🌳 Meeting with their teaching team in order to deliver learning for vulnerable children and the children of critical workers who may be in school
- 🌳 Attending Tuesday staff meetings as and when requested

- 🌳 Reporting all safeguarding concerns to the Designated Safeguarding Lead and recording on CPOMs

Phone calls will be made to all families who do not engage with the live interaction. It is the class teacher's responsibility to connect with each child in their class every week. Class teachers will report any non-attendance or concerns to the Headteacher who will decide on a course of action. This may mean the family being contacted by a Senior Leader.

When the school is in a local/ national lockdown and is required to provide learning on site for the children of critical workers and those defined as vulnerable, all class teachers will be responsible for teaching this mixed-age group of children for at least one or two days a week. On those days, remote learning will still be uploaded to Google Classroom, however, the class teacher will not be available for support during the school day and will respond to emails and queries from children and/ or parents on the following school day. Once schedules have been organised, parents will be notified of these arrangements.

### **Teaching and Learning Assistants**

When assisting with remote learning, Teaching and Learning Assistants will be available between the school hours of 8.30am and 3.30pm.

When assisting with remote learning, Teaching and Learning Assistants are responsible for:

- 🌳 Supporting pupils who are not in school with learning remotely. This may be as a small group support session using Google Meet or Google Stream as requested by the class teacher/ SENCo
- 🌳 Attending daily meetings with the class teacher
- 🌳 Attending virtual meetings with teachers and children
- 🌳 Attending meetings with their teaching team in order to deliver learning for vulnerable children and the children of critical workers in school
- 🌳 Attending a Teaching and Learning Assistant meeting with the SENCo/ Inclusion Lead/ Deputy Headteacher
- 🌳 Making regular telephone contact with identified children across the week

When the school is in a local/ National lockdown and is required to provide learning on site for the children of critical workers and those defined as vulnerable, all Teaching and Learning Assistants will be responsible for teaching this mixed-age group of children for at least one or two days a week.

### **The Designated Safeguarding Lead**

The DSLs will be responsible for:

- 🌳 Ensuring staff follow the Safeguarding Policy and COVID-19 addendum
- 🌳 Making referrals to the Single Point of Access in line with school policy
- 🌳 Liaising with Social Workers
- 🌳 Making phone calls to children who have a Family Support Worker or Social Worker



## The SENCo

The SENCo is responsible for:

- 🌳 Contacting children with EHCPs and their families every week, either by telephone or email
- 🌳 Collaborating with teachers and families of children with EHCPs and those receiving SEN Support in order to assess any risks to the child's progress and/ or mental health and wellbeing and to plan how their needs can best be met in the circumstances
- 🌳 Ensuring that best endeavours are made to offer the provision outlined in EHCPs
- 🌳 Supporting class teachers to make reasonable adjustments so that learning is accessible for those on the SEND register

## The School Business Manager, Site Manager and Administrative Team

This group of staff is responsible for:

- 🌳 Ensuring that premises duties have been completed and reporting back to the Headteacher
- 🌳 Managing the communication with all stakeholders alongside the Headteacher
- 🌳 Managing the additional expenditure/ income budget and reporting to Governors
- 🌳 Liaising with ClickOn IT to fix any issues with the computer and online systems used to set and collect work
- 🌳 Liaising with ISS to ensure that school meals, food bags or vouchers are provided for those families who are entitled to support
- 🌳 Helping staff and parents with any technical issues that they are experiencing
- 🌳 Reviewing the security of online learning systems and flagging any data protection breaches to the Data Protection Officer
- 🌳 Assisting children and parents with accessing the internet or devices
- 🌳 Assisting children and parents to access the resources necessary for continued, successful learning

## The Headteacher and the Senior Leadership Team

Alongside any teaching responsibilities, senior leaders are responsible for:

- 🌳 Coordinating the remote learning approach across the school
- 🌳 Monitoring the effectiveness of remote learning through regular meetings with teachers and subject leaders, reviewing work set or asking for feedback from children and parents
- 🌳 Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- 🌳 Ensuring that all staff are carrying out all necessary duties to ensure the continued running of the school

## Appendix 1



### Google Classroom and Google Meet Acceptable Use Agreement

#### Google Classroom

Google Classroom is a fantastic tool for sharing information between school and home and a great opportunity for us to be role models for our children, to show how, as good digital citizens, we are respectful and supportive of each other online.

As part of our continuing drive to raise awareness of the importance of digital citizenship, we would like to outline what constitutes appropriate behaviour online and the steps that we will take to ensure our Google Classroom experience remains positive.

We expect all users (parents and/ or children) to:

- 🌳 Ensure that all comments made about a post, individual or activity are positive
- 🌳 Show tolerance towards all individuals and groups when using Google Classroom
- 🌳 Ensure that all information and images posted are appropriate and related to the learning
- 🌳 Keep the use of Google Classroom for class learning time only
- 🌳 Ensure that any issues are relayed to the class teacher through means other than Google Classroom, i.e. email or telephone

If you have any concerns about Google Classroom, please contact your child's class teacher

#### Google Meet

When agreeing to allow your child to access planned Google Meets during this time of closure, it is with the knowledge that there is sometimes a small risk involved in relation to the use of online video communications.

We must all work together to keep everyone as safe as is possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

#### **The Russell School will:**

- 🌳 Provide an approach where risks have been assessed and measures put in place to minimise risk, using guidance currently available
- 🌳 Continuously update risk assessments and safety measures in response to new information from trustworthy sources
- 🌳 Ensure that only class teachers, the Deputy Headteacher or the Headteacher set up Google Meets
- 🌳 Ensure that class teachers use their professional school account to set up meetings with children and/ or parents
- 🌳 Ensure that a second school adult is present on all Google Meets involving children
- 🌳 Share the Google Meet link only on Google Classroom where all children have access
- 🌳 Create a Google Meet that is only accessible to children when logged into Google Meet through Google Classroom
- 🌳 Specify the dates and times of Google Meets
- 🌳 Ensure that all participants are muted and remind individuals to unmute at appropriate times

- 🌳 Continue to follow school policies, including the Safeguarding and Child Protection Policy
- 🌳 End the meeting if the safety of the staff member or a child is compromised
- 🌳 End the meeting for any child or family not complying with the expectations outlined in this document

**Children: To keep everyone safe, I will:**

- 🌳 Ask an adult to help me log into Google Meet using the link in Google Classroom
- 🌳 Make sure my adult stays in the room/ nearby at all times during the call
- 🌳 Make sure that I am in a central area of the house and not in my bedroom
- 🌳 Follow the school's expectations for behaviour and be kind to everyone on the call
- 🌳 Keep myself on mute until the adult asks me to speak
- 🌳 Write a comment using the chat feature or raise my virtual hand if I would like to say or share something so that the adult will know to unmute me
- 🌳 Wait patiently for my turn to speak, and know that it is ok if I would rather just watch and listen. There is no expectation to say anything during the call, just as there may not be time for everyone who wishes to speak on the call to do so
- 🌳 Ensure that anything that I say or share (e.g. pictures) is appropriate
- 🌳 Make sure that I do not share any photos of other people, even if they are in my family
- 🌳 Understand that if my behaviour is not acceptable, the class teacher may remove me from the call
- 🌳 Tell an adult if I am upset or concerned about anything that I have seen or heard online

**Parents: I understand and agree that I will adhere to the following:**

- 🌳 Keep the meeting credentials secure and not share them with anyone else, including on social media (WhatsApp groups, Facebook etc.)
- 🌳 Ensure that my child joins the Google Meet promptly
- 🌳 Ensure that a parent/ other responsible adult remains in the room with my child for the full duration of the Google Meet
- 🌳 Ensure my child is in a central room in the house i.e. not their bedroom, where at all possible
- 🌳 Ensure that other members of my household understand that a Google Meet is taking place and that they should not appear in the background of the call
- 🌳 Where possible, ensure that the background is neutral and does not contain any personal information
- 🌳 Not take part in the call and understand that this is an opportunity for class teachers, Teaching and Learning Assistants and children to connect. It is not an opportunity to discuss online learning or my child's specific needs
- 🌳 Not record any part of the Google Meet
- 🌳 Keep any sensitive information that another child may say during these calls confidential
- 🌳 Understand and consent to the lessons being monitored and, where necessary, recorded
- 🌳 Ensure that the microphone remains on mute until the class teacher requests that my child speaks
- 🌳 Direct any non-lesson specific questions to the school office or the class teacher

## Appendix 2



### Device Loan Agreement

#### **This agreement is between:**

- 1) The Russell School, Petersham Road, Richmond, Surrey, TW10 7AH ('the school') and
- 2) **Name of Parent, Address of Parent to be inserted** ('the parent' and 'I')

And governs the use and care of devices assigned to the parent's child ( the 'pupil'). This agreement covers the period from the date that the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a Chromebook ('the equipment') for the purpose of completing school work during the period of closure
2. This agreement sets the conditions for taking a Russell School Chromebook ('the equipment) home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

#### **Damage/loss**

By signing this agreement, I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times, whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Anne-Marie Lewis (the School Business Manager) or Nicola Day (the School Finance Officer), and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in excellent condition and to return it to the school on their request in exactly the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will ensure that my child takes the following measures to protect the device:

- Keeps the device in a secure place when not in use
- Ensures that the device is not left in a car or on show at home
- Keeps the device away from food and drink at all times
- Ensures that the device is for personal use only and is not lent to siblings or friends
- Ensures that the device is not left unsupervised in unsecured areas

#### **Unacceptable use**

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

- Performing any illegal conduct, or statements which are deemed to be advocating illegal activity
- Participating in any activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with the school’s Behaviour Policy, if the pupil engages in any of the above **at any time**.

**Personal use**

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

**Data protection**

I agree to take the following measures to keep the data on the device protected:

- Keep the equipment password-protected – always use your child’s secure LGfL password
- Make sure my child locks the equipment if it is left inactive for a period of time
- Keep the equipment for personal use - do not share the equipment amongst family or friends

If the equipment requires

- Antivirus and anti-spyware software updating (a message appears)
- The latest updates to operating systems installing (as prompted by a message)

I will contact the school immediately and will not attempt to rectify problems or update the machine myself.

**Return date**

I will return the device in its original condition to the school within two days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

**Consent**

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

<b>PUPIL’S FULL NAME</b>	
<b>PARENT’S FULL NAME</b>	
<b>PARENT’S SIGNATURE</b>	