

Online Remote Education Policy

September 2020

This policy will continue to be updated as and when Covid related guidance is issued by the Government.

1. Statement of School Philosophy

Woodlands Academy has always strived to be creative, innovative and support our parents/children in the best way possible to make learning purposeful and holistic. Our strategy for remote learning continues this.

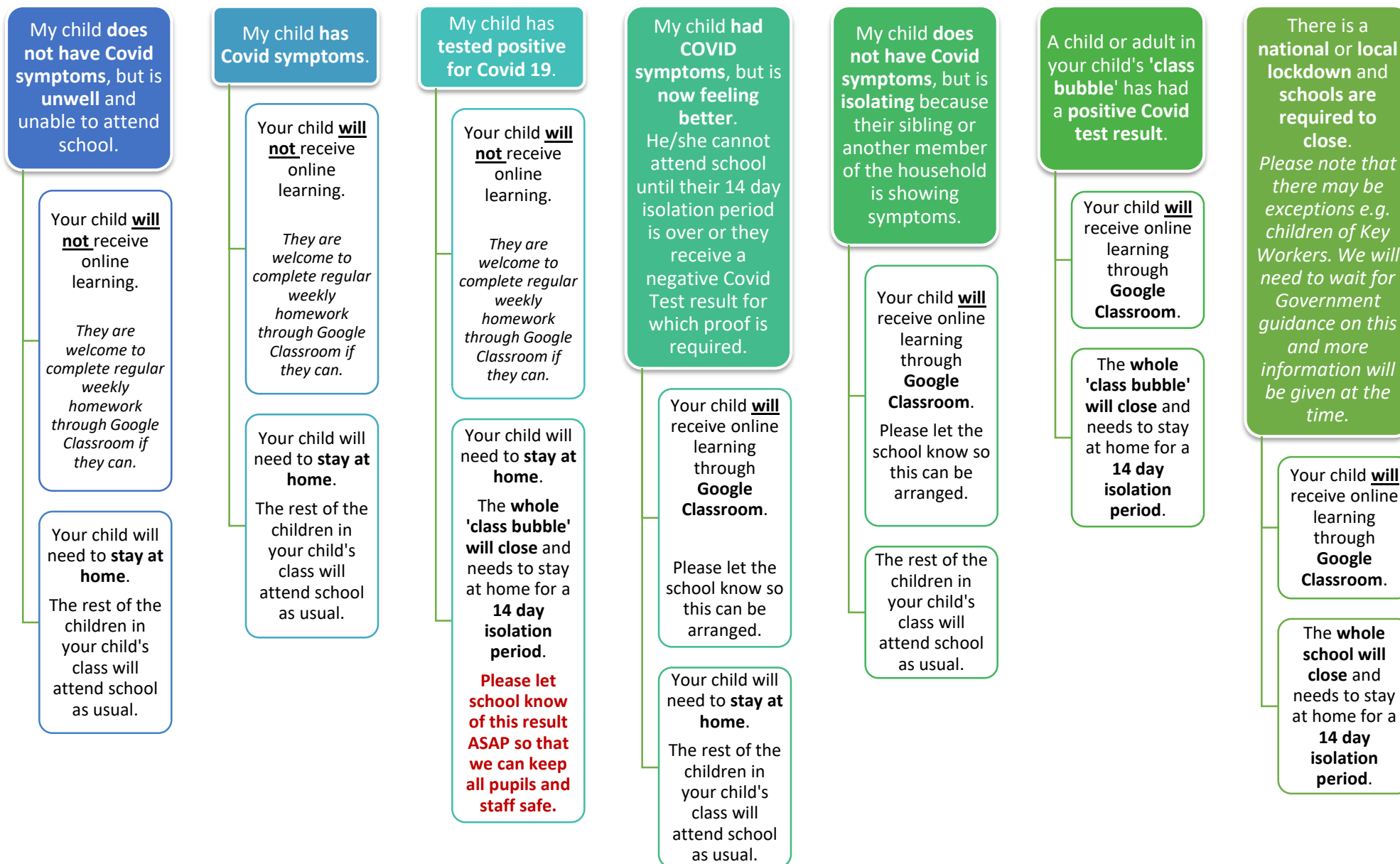
2. Aims

This Online Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils (Inc. SEND) who aren't in school through use of quality online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to the delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between school and families
- Support attendance

3. When and how will a child receive remote online learning?

Please see the different scenarios below which will determine how remote learning will be set.



4. What content and tools are available to deliver this remote online education plan?

Resources to deliver this Online Remote Education Plan include:

- ✓ Main online learning platform where learning and feedback will be provided:
 - *Google Classroom*
- ✓ Main tools to complete tasks:
 - *Google Suite for Education tools (Google Slides, Google Docs, Google Meet etc).*

We use *Google Suite for Education* - a set of education productivity tools from Google including *Gmail, Calendar, Docs, Classroom, and more* used by tens of millions of students and teachers around the world. Pupils will use their *G Suite* accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills, using mostly *Google Classroom*.

Google Cloud contains most of the electronic work that your child completes in school. By logging in at home, using the same login as at school, a child can continue working on projects started in school. If a child is using a tablet for their home learning, they will need to download the following apps on the device:



Google Classroom



Google Docs



Google Slides



Google Docs



Google Drive

Please note: Without these apps, children will not be able to write/type to complete their tasks.

- ✓ Use of Recorded video (or Live Video) for instructional videos, weekly assemblies, story time, weekly circle 'times. In the EYFS & KS1, this may also include an interactive daily live Phonics session which will also be recorded.
- ✓ A 'Class Website' for each class which includes a celebration area, useful websites, relevant class learning etc. This is managed by the class teacher and monitored by the AHT for Teaching & Learning.
- ✓ Each class website also contains an 'Online Worry Form' and each Google Classroom will have a 'Daily Check-in Form' in the event of a 'bubble' closure or full lockdown.
- ✓ There are also subject specific websites e.g. Music & Geography which have been created by Subject Leaders. These showcase children's talents and provide additional resources in these areas. They have been created to enhance and deepen our Curriculum offer.

- ✓ Use of other interactive resources:
 - BBC Bitesize
 - Oak Academy
 - Google Classroom
 - Bug Club
 - Times Table Rockstars
 - Busy Things
 - Jamboard
 - Power Maths
 - J2E
 - Class Dojo
 - LGFL etc.



- ✓ In the event of a whole school lockdown or bubble closure, Class Teachers will send out a class timetable via email. This is to support parents with a structure for the day.

- ✓ If children do not have any access to the internet, there may be alternative provisions which will be made on a case-by-case basis. Parents/Carers should contact their Class Teacher as soon as possible if they are in this situation.
- ✓ Physical materials such as writing tools if required.

5. What support will be provided for Parents/Carers & Staff to ensure effective delivery of online remote learning?

- ✓ Phone calls and emails home from the Class Teacher/AHT to support parents/carers with remote learning.
- ✓ Online instructional videos on how to access remote learning are available on our school website under the '[Learning Zone](#)' tab. Videos & step-by-step instructions may be created as and when required for individual classes by
- ✓ AHT for Teaching & Learning to support individual cases as and when needed via email, phone, face-to-face with device if it is safe to do so.
- ✓ Whole team CPD, instructional videos, online CPD & 1:1 support available at all times for all staff members.

5. Home and School Partnership

Woodlands Academy is committed to working in close partnership with families and recognises each family is unique and because of this, online remote learning will look different for different families in order to suit their individual needs.

Woodlands Academy will provide individual support – see information in previous section.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Woodlands Academy would recommend that in the event of a 'bubble' or 'school closure', each 'school day' maintain a similar structure. This may not be possible for when individual pupils are isolating as teachers will also be teaching in class, full time. In the event of a whole school lockdown or bubble closure, Class Teachers will send out a class timetable via email. This is to support parents with a structure for the day.

We would encourage parents to support their children's work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, parents should contact school promptly via their class email address and alternative solutions may be available. These will be discussed on a case-to-case basis.

In line with Woodlands Academy's 'Acceptable Use Policy' we would encourage parents to follow the 'digital 5 a day' framework which provides practical steps to support a healthy and balanced digital diet.

You can find our different Acceptable Use Policies here:

[Acceptable User Policy \(AUP\) – PARENTS & CARERS](#)

[Acceptable User Policy \(AUP\) – EYFS & KS1 PUPILS](#)

[Acceptable User Policy \(AUP\) – KS2 PUPILS](#)

[Acceptable User Policy \(AUP\) - STAFF](#)

All children sign an 'Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home. Our Acceptable Use policy has been sent electronically for both Parents & Children. Staff also complete an AUP.

6. Roles and responsibilities

Teachers

*To note: the suggested responsibilities below relate to where a **whole class/bubble is isolating and would be reduced when it is fewer children isolating and the majority of the class are in school.***

Woodlands Academy will provide a refresher training session and induction for new staff on how to use Google Classroom as and when needed.

When providing remote learning, teachers must be available between 8.30am – 3.30pm.

If they are 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.

When providing remote learning, teachers are responsible for:

✓ Setting work:

- Teachers will set work for the pupils in their classes. This includes those responsible for streamed groups in Year 5 and 6
- The work set should follow the usual timetable for the class had they been in school, wherever possible. This will be emailed out to parents & shared on Google Classroom.
- Weekly/daily work can be accessed by parents/carers at any time.
- Teachers in Nursery, Reception & Year 1 will be setting work on Google Classroom where it can be turned in for marking and assessment. Activities will be set using a wide range of effective resources such as Busy Things, Government Phonics videos, Bug Club reading books, Target Tracker etc. Some activities will require parents to submit photographs of their child's learning which will have to be completed on paper. Instructional videos will be created to support with this.
- Teachers in all years 2-6 will be setting work on Google Classroom. They will also use a range of high quality online tools to support the learning.
- Following up on any concerns on 'Online Worry Form' and 'Daily Check-in Form'.

✓ Providing feedback on work:

- All learning that has been 'turned in' on Google Classroom will be marked within 24 working hours.
- Marking & Feedback will be provided through 'Rubric points', comments or online stickers. Dojo points will also be awarded as part of our School Behaviour System.

✓ Keeping in touch with pupils who aren't in school and their parents:

- If there is a concern around the level of engagement of a pupil/s parents should be contacted via phone to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the class teachers email address:

Nursery: nursery@woodlands.ealing.sch.uk

Reception: reception@woodlands.ealing.sch.uk

Year 1: year1@woodlands.ealing.sch.uk

Year 2: year2@woodlands.ealing.sch.uk

Year 3: year3@woodlands.ealing.sch.uk

Year 4: year4@woodlands.ealing.sch.uk

Year 5: year5@woodlands.ealing.sch.uk

Year 6: year6@woodlands.ealing.sch.uk

- Any complaints or concerns shared by parents or pupils should be reported to a member of SLT- for any safeguarding concerns, refer immediately to the DSL.

Teaching Assistants

- ✓ Teaching assistants must be available between their contractual working hours.
- ✓ If they are 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.
- ✓ During the school day, teaching assistants must complete tasks as directed by a member of the SLT or their class teacher.

This may include the following:

- Daily monitoring of Google Classroom stream – flagging and dealing with any concerns.
- Daily conversations with members of the class via the online stream.
- Daily checking of 'Online Worry Form' and 'Daily Check-in Form' – report any concerns to the Class Teacher so that they can deal with them.
- Joining in with virtual assemblies, circle-time etc.
- Lead a weekly virtual story-time with their class.
- Lead a daily HIT/Circuit fitness challenge.
- Locating and sharing learning that could be celebrated on class websites as a 'Star of The Day'.
- Check on Bug Club & Times Table Rockstars for progress.
- Create tasks and resources for pupils who are on Speech & Language and Occupational Therapy Programmes.

Senior Leaders

Senior leaders are responsible for:

- ✓ AHT for Teaching & Learning will co-ordinate the remote learning approach across the school and provide support as and when needed for staff and families.
- ✓ AHT for Inclusion will co-ordinate and monitor progress of pupils with SEND.
- ✓ Monitoring the effectiveness of remote learning through regular meetings with teachers, reviewing work set or reaching out for feedback from pupils and parents.
- ✓ Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- ✓ Monitoring & dealing with Safeguarding concerns.
- ✓ Senior Leaders who are responsible for teaching will also need to complete all roles & responsibilities under 'Teachers' section above.

Designated safeguarding lead

The DSL (Headteacher, Ms Rana) is responsible for managing and co-ordinating all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy.

Deputy Safeguarding Leaders: Mrs Magan (AHT), Miss Hasker (AHT), Mrs Sherborne (EYFS Lead) & Miss Moxom (PSHE & Wellbeing Lead).

IT Technician (only available on a certain day & time)

- ✓ IT technicians are responsible for the following if the AHT is unavailable to do so:
- ✓ Fixing issues with systems used to set and collect work
- ✓ Helping staff with any technical issues they're experiencing
- ✓ Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- ✓ Assisting pupils and parents with accessing the internet or devices – this will be done by Class Teachers and SLT at the first stage.

The SENCO

- ✓ Liaising with the ICT technician, LGFL, AHT for Teaching & Learning to ensure that the technology used for remote learning is accessible to all pupils and that reasonable adjustments are made where required.
- ✓ Ensuring that pupils with EHC plans continue to have their needs met while learning remotely, and liaising with the Headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs
- ✓ Identifying the level of support needed for each child with an EHCP.
- ✓ Running an additional Google Classroom with appropriate tasks for pupils with SEND in the event of a whole school closure.

Finance Officer

- ✓ Ensuring value for money when arranging the procurement of equipment or technology.
- ✓ Ensuring that the school has adequate insurance to cover all remote working arrangements.

Pupils and parents

Staff can expect **parents** with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it via the class email address.
- Be respectful when making any complaints or concerns known to staff

Staff can expect **pupils** learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers via Google Classroom, the 'Online Worry Button' or the 'Daily Check-in Form' on their Class Website.
- Alert teachers if they're not able to complete work

It is in the best interest of all pupils for families and school to work together to ensure remote online learning is a success.

Governing Board

The governing board is responsible for:

- ✓ Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- ✓ Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

7. Links with other policies (can be located on our School Website)

This policy is linked to our:

Safeguarding Policy

Behaviour policy (including Anti-Bullying)

Data protection policy and privacy notices

Online Safety Policy

[Acceptable User Policy \(AUP\) – PARENTS & CARERS](#)

[Acceptable User Policy \(AUP\) – EYFS & KS1](#)

[Acceptable User Policy \(AUP\) – KS2](#)

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