Remote Learning Policy

This Policy applies to all pupils at Maldon Court Preparatory School including those in the EYFS.

Mrs H Bonner: September 2020

Updated February 2021

To be reviewed: September 2021

Maldon Court Preparatory School Aims

- Children develop a love of learning and come to appreciate the value of their talents and life experiences.
- Children flourish and become enthusiastic and independent learners reaching their full potential through a stimulating, broad curriculum and rich variety of experiences beyond the curriculum.
- Children embrace the traditional values of Kindness, Respect and Courtesy, becoming responsible, independent caring individuals.
- Children are confident happy individuals who are well prepared for their next step in education. This includes 11+, scholarships and entrance to schools with Specialist Status.
- Children develop the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: both in the local and wider community.

Aims

The remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic.

It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely while allowing for the different needs of families.

Ensure consistency in the school's approach to remote learning.

Set out our expectations for members of the school community with regards to the remote learning.

Provide appropriate guidelines for data protection.

Roles and Responsibilities

(With regard to school closure)

Keeping regular learning going during any period of school closure is of great importance to reduce the impact on children's education, however we understand that everyone's situation at home will be different and whilst continuing to progress through the curriculum, it is important that we adopt a flexible approach to different families and their challenges.

Teachers

Teachers must be available between 0745 and 1645 (normal working hours) and 0900-1500 (normal teaching hours). If they are unable to work for any reason at all during this time, for example due to sickness or caring for a dependant, they should report this using the normal school absence procedures.

Responsibilities:

Creating a timetable of work for your Form group in liaison with the DHT. This must include subjects from across the curriculum. The timetable can be communicated with your classes via Seesaw.

Providing a balanced curriculum of lessons these can be provided through Seesaw, Zoom meetings, Tapestry (Nursery). The work provided should be in line with the work that you would provide on a day to day basis in school (bearing in mind that children may struggle more and get less done if they are working independently).

Students will submit work they have completed through Seesaw and teachers will mark and return work/ feedback through Seesaw.

All parents will be able to contact staff through their school email addresses.

In cases where children cannot access online lessons and resources, relevant worksheets and lesson packs will be sent to their homes for completion.

All staff to complete updated online safety training in time for the start of online learning.

Parents will be able to request for individual Zoom meetings if a child needs one to one support.

It will be left to a teacher's discretion how much time they spend on Zoom meetings and which method of provision will be best for their class but it is expected that teachers have face to face contact with children at least weekly but in many cases more. Teachers may also wish to contact parents through telephone and email.

Although teaching hours are 0900-1500 the need for teachers to work outside these hours to plan, prepare, mark and communicate with parents does not change. All teachers are aware of their contractual obligations of their and will work in accordance with the needs of the role.

There may be a need to attend weekly virtual staff meetings on a Tuesday afternoon. This will be decided on a weekly basis by the HT and communicated via the Office Manager.

Any complaints and concerns should be passed onto the Head Teacher/ Deputy Head Teacher. Any safeguarding concerns should be passed onto the DSL and Deputy DSL (Elaine

Mason/Katharine Abrehart). Any E-Safety concerns should be passed onto the Head/ Deputy Head teacher and E-Safety coordinator (Katharine Abrehart)

Teaching Assistants

Teaching assistants should be available to work their usual hours. If they are unable to work during this time they should report this using the normal absence procedure.

Teaching assistants will be required to support teachers as per their usual timetable. The class teacher will liaise with the Teaching assistant with regards to the tasks to be completed.

SENCO

Continues to be responsible for monitoring the development and needs of any children with additional learning needs. Teachers should communicate any concerns with the SENCO. The SENCO should be contacting teachers and children in the usual way as per the expectations of her role. A record of work/ support provided should be given to the HT and DHT on a weekly basis in the case of the SENCO being prevented from attending school.

Subject Leads

Should remain accessible for teachers to contact with individual subject concerns. Any useful resources to facilitate online learning should be disseminated in remote staff meetings or by email. Subject leaders can continue to monitor online learning by viewing work in Seesaw.

Senior Leaders:

The DHT will be responsible for coordinating the remote learning approach across the school.

The DHT will monitor the effectiveness of online learning by having access to all classes on Seesaw.

The DHT will communicate issues/ needs and concerns with the HT (who also has access to classes).

The HT (Designated Safeguarding lead) and Office Manager (Deputy Designated Safeguarding Lead/ E-Safety Coordinator) will be responsible for monitoring the security of online remote learning systems including data protection and safeguarding.

Key Worker Support (in the event of Lockdown)

The school will follow strictly guidelines of what constitutes a key worker and will provide support when there is no better alternative for a child.

Teachers may be required to be in school (during a lockdown) to support Key worker children. Children in school will complete work set online by their class teacher. This will be the same work as the rest of the class.

If in school, is expected that teachers will work together to allow each time to still provide online lessons/ support. This will be decided when numbers needing support are known. In many cases Key Worker Children will be looked after by the HT and Nursery Staff to allow class teachers to stay at home and focus on their class teaching.

Remote Education Provision for children who are self-isolating or shielding.

In the event that individual pupils are confirmed to be self-isolating or shielding due to COVID, Class teachers will provide access to a weekly timetable of remote learning activities. At present this will be shared through SeeSaw. The aim is that the school will transfer to Microsoft Teams through 2020-2021 academic year.

This timetable will, as much as possible, link to our long term curriculum plans and the learning that those in school will be completing, while remaining manageable for staff to prepare in addition to their weekly workload.

We appreciate that some families will not be able to engage with a full timetable and in this case we suggest they focus on key learning priorities to reduce impact on the children's core Maths and English skills.

Staff will approve and feedback on completed work submitted through Seesaw as soon as they are able, whilst balancing their workload inside school.

Remote Educational Provision for Whole Classes

In the event that a whole class, bubble or whole school have to isolate, class teachers will post weekly timetables on Seesaw for their class.

Nursery activities will be provided through Tapestry.

For EYFS, KS1 and KS2 There will be lessons/ activities sent daily through Seesaw. This will outline a range of learning activities / lessons to follow in the full range of subject areas and contain tasks and links to follow at a time to suit each child in their circumstances. The aim is that each child will follow a daily timetable provided and the class teacher may provide zoom contact/ teaching throughout the day (especially in KS2).

Through 2020-2021, the children have Office 365 accounts activated. We will move to Microsoft Teams for KS2 lesson provision in September 2021 if applicable.

In addition, teachers will provide lessons/ support/ meetings through Zoom at their discretion: (some teachers may teach more lessons via Zoom than others and this will be left to each teacher's preferences).

Opportunities to join in with LIVE events such as Assemblies, Phonics, Stories, Timetable Rockstars Class Competitions, Lessons and Support Sessions etc.

Other opportunities and enrichment activities will be shared through ParentMail via the school office throughout the week to help keep the children engaged and enthusiastic. As well as supporting their social interaction and physical and emotional wellbeing at this time.

Interaction and E-Safety

Please refer to E-Safety Policy for Remote learning information and our school's expectations/ rules. The policy also includes a section on the use of video conferencing (Zoom)

To protect our children and staff when using this technology, we will be following relevant advice from Zoom and NSPCC.

Parents will be sent an updated agreement letter, which they will need to respond to through Parent mail. The letter will set out our rules and expectations for attending Zoom sessions and children and families will be expected to comply.

The attendance to Zoom meetings is not compulsory and families not wishing to comply with the school's rules and expectations should know that they do not have to accept the offer of available sessions on zoom.

It should again be noted that the school is transitioning to Microsoft Teams through the 2020-2021 period.

Please see attached letter sent to parents to communicate our Home School Agreement.

Websites and Services

We are currently delivering remote learning through a range of sites and services, most of which are part of our usual online provision for children.

Seesaw is our main method of communication (EYFS- Form 6) between school and families and is used for posting timetables/ lessons/ work for completion/ completed work and feedback. Children will be sent their new login code when required. Teachers will start to set some homework on Seesaw so that the children are reminded how to use the system and feel more prepared in the event that they cannot attend school.

Tapestry – This is our main method of communication in Nursery.

TT Rockstars

All children from Form 2 to Form 6 have a TT Rockstars account which they can log into. Please contact the school office for any problems logging into TT Rockstars.

Nessy

Those children using Nessy Reading and Spelling, can access their account through the Nessy website using their individual logins.

Discovery Espresso

Children can access their Discovery Espresso Account for a variety of resources and help. Some activities may be set by your class teacher from here as well.

Maldon Court Preparatory School

Username
student32735

Password
Maldon01

Log in at:
www.discoveryeducation.co.uk

When visiting our website, click "Login" from the top-right of the page and select *Espresso* to enter the above credentials.

Padlet Boards

Teachers may set ongoing project based work through Padlet. A link will be given to children to these lessons through Seesaw if necessary.

Kahoot

Teachers may set work through Kahoot. The link will be given on your Seesaw plans, as necessary. Kahoots are best played in a group setting (the class plays at one time). To join a game, you need a unique PIN. Kahoot challenges are games that players complete at their own pace – for example, for homework or remote training. These may be used for example for weekly spelling tests.

Any use of online learning tools and systems is in line with privacy and data protection/ GDPR requirements set out in our policies.

Safeguarding and Remote Learning.

With the increased use of digital technology that comes with remote learning, safeguarding needs significant and careful consideration.

Parents are advised to spend time speaking with their child(ren)about online safety and remind them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we do our best to ensure that all link/s shared are appropriate, there may be tailored advertising which displays differently in your household or other changes beyond our control.

Online safety concerns should be reported to the school's online safety lead (Katharine Abrehart and the Headteacher). Parents can do this by emailing:

office@maldoncourtschool.org and headteacher@maldoncourtschool.org

Website Support

Childline

UK Safer Internet Centre - to report and remove harmful online content.

CEOP- for advice about making a report about online abuse.

Internet matters - for support for parents and carers to keep their children safe online.

Net Aware - for support for parents and carers from the NSPCC.

Parent Info - for support for parents and carers to keep their children safe online.

Thinkuknow - for advice from the National Crime Agency to stay safe online.

UK Safer Internet Centre - advice for parents and carers

If parents have any safeguarding concerns that need discussing they should contact headteacher@maldoncourtschool.org

Staff should follow our usual E-Safety, Safeguarding and Child Protection policies and procedures.

Links to other policies available on the website

[Safeguarding/ Child protection](#)

[E Safety/ Acceptable use agreements](#)

[Behaviour Management policy](#)

[Data Protection/ GDPR policy.](#)

National Online Safety
#WakeUpWednesday

10 TOP TIPS
REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.

2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.

3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.

4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teacher's will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.

5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.

6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.

7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.

8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.

9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.

10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

NOS National Online Safety®
#WakeUpWednesday

REMOTE EDUCATION
10 TOP TIPS FOR CHILDREN

Remote education ensures continuous learning outside the classroom. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However, it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote education and to support them in ensuring their experience is as safe and secure as it can be.

1. TREAT REMOTE EDUCATION THE SAME AS CLASSROOM LEARNING

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.

2. USE CLASSROOM LANGUAGE

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid positing negative comments or spamming the chat.

3. TAKE REGULAR SCREEN BREAKS

Whilst remote education might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.

4. ALWAYS CONDUCT VIDEO LEARNING IN AN OPEN SPACE AT HOME

To get the best experience from remote education, it's important to create the right environment around you. Try to set up a mock 'classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.

5. ONLY COMMUNICATE THROUGH APPROVED SCHOOL PORTALS AND PLATFORMS

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.

6. STICK TO TEACHER RULES AND GUIDELINES AROUND REMOTE EDUCATION

Your school should issue you with guidance on remote education and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.

7. DRESS IN SCHOOL UNIFORM

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.

8. DON'T SHARE PASSWORDS OR OTHER SENSITIVE INFORMATION

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.

9. DON'T USE SCHOOL PLATFORMS TO DISCUSS PERSONAL MATTERS.

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.
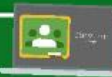
10. LOOK AFTER YOUR MENTAL HEALTH AND WELLBEING.

Remote education ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.