



**CARR JUNIOR
SCHOOL**

Aim High, Shine Bright



REMOTE LEARNING POLICY

CARR JUNIOR SCHOOL

Date of policy:

To be reviewed:

Remote Learning Offer

'Remote Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may apply include:

- Pupils unable to attend school due to a period of self-isolation whilst waiting for test results of someone within their household but who otherwise remain well (Individual remote learning)
- Pupils unable to attend school due to a period of advised self-isolation but who otherwise remain well (Individual remote learning)
- An extended period of school closure (A period of school closure)

This may be applicable to:

- An individual
- A part cohort
- An entire phase / group / bubble
- A whole school

Individual Remote Learning

This section of this policy applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal, but is otherwise well and able to work, e.g. a period of awaiting test results for a member of their household (Scenario One), advised self isolation or an absence that has been authorised by the school in advance.

Across the whole school, class teachers will coordinate the relevant material during PPA and liaise where applicable with Specialist Teachers. These tasks will be shared with parents in the form of email or paper packs, provided on a weekly basis until the student is able to return to school. The paper packs will mirror (where possible) the teaching and learning activities happening in the team that week. In the case of Scenario One, teachers have compiled lists of links and resources on the school website for quick access to home learning materials.

A Period of School Closure

Carr Junior is committed to providing continuity of education for its students in the event of an extended school closure. While such situations are inevitably highly varied in their causes or ramifications, we will endeavour to provide continued learning for our students during any period of school closure.

(a) Short-Term Closure

For a short-term closure (up to ten working days) class teachers across the year group bubble will coordinate the relevant material and liaise, where appropriate, with Phase Leaders remotely via Google drive. Paper packs will be emailed to school where they can be printed and made available for collection by parents and uploaded to Google Classroom. Each morning Twitter will be used to remind children of their daily timetable.

(b) Longer-Term Closure

In the event that the school / bubble / phase is closed for longer than 10 working days, we will use the same model of providing either paper packs or uploading packs to Google Classroom and using Twitter. However, there will be a whole school approach at this time.

The school reserves the right to vary the methods described below in the light of developing situations surrounding the reasons behind any closure.

Remote Learning Plan

Chromebooks will be made available to loan to all Y6 pupils. We will endeavour to prioritise Y5 pupils and Pupil Premium pupils from Y3 and Y4 when loaning out the remaining chromebooks. This will be in the event of a school or bubble closure of more than 10 working days.

Teachers will plan remotely using Google Drive and Google Meet. Each day will begin with a year group teacher posting the timetable for the day on Twitter (before 9am) using the hashtags (#CarrYear3, #CarrYear4, #CarrYear5, #CarrYear6). On Monday each class teacher will upload a short video to Google Classroom explaining the weekly tasks. Reading, Writing and Topic Big Idea slides will be posted on Monday and due in on Friday. There will be supporting resources to accompany the slides on Google Docs. These slides will include a daily task for each subject. Tasks will include key skills and web links to support learning. Learning will follow the sequence planned for the term. Maths will follow the White Rose Maths Small Steps. Web links will be shared to the daily videos and supporting resources will be uploaded to Google Classroom. There will be a live Google Meet each day, where the class teacher will read the class novel and upload a recording of this session for any children who missed it. The Big Idea topic grids will be whole school and include a range of skills: art, DT, cooking, science, PE, RE etc. Year groups will take turns to plan and resource a collection of work, each lasting a week. Class teachers should still check this through and make sure it is appropriate for their own class. Bespoke collections of work may be required for children working below age related expectations. Where necessary, teachers may post a video (either embedded into a slide or classroom) of themselves explaining concepts at a level that is appropriate for their class. When work is handed in by the end of the week, teachers may respond with positive feedback. However, work handed in after the end of the week will not be responded to. Teachers may choose to respond to work during the week, especially if they can see that there is a need for intervention.

Twitter will be used to inform parents that assignments have been posted on Google Classroom and remind them that work is due on Fridays.

Learning packs will be printed (weekly) in school if required, which can be collected from school by parents / carers on a Friday.

If a family is not actively engaging with Google Classroom, the class teacher / support staff will contact by telephone to offer advice and details around how to collect a paper pack.

Expectations of Pupils

Assuming they are well enough to work, pupils are expected to:

- Complete all work set for them and submit work by Friday of each week.

- Check Google Classroom regularly and read and respond to communication from the teacher.
- Ensure that their school Chromebook is at home with them and is fully charged at the start of each day.

Expectations of Parents / Carers

- Inform school if a paper copy of work is needed and collect this from school on a Friday.
- Check Twitter each morning for a reminder of the daily timetable.
- Ensure that their children have accessed the video from the class teacher explaining the tasks for the week and that their children have accessed the learning via Google Classroom, are completing work so that it can be submitted on time and encourage their children to attend the daily class Google Meet.
- Check and read emails from school regularly and respond to communication from the school if necessary.
- Ensure that the school Chromebook is looked after at home and any IT problems are brought promptly to the attention of the school admin team.

Expectations of Staff

Assuming that they are well enough to work, staff are expected to:

- Ensure that work is set and made available on Google Classroom at the start of each week to cover the calendar week ahead. This will include a short video explaining tasks and a reminder of the daily timetable on Twitter.
- To ensure that sufficient resources are made available to pupils, via electronic means to allow them to carry out this work at home.
- School leaders are responsible for the delegation of tasks from Y3 to Y6. Additionally, school leaders are required to maintain oversight of the appropriateness and quality of the work set across the year groups. The designated member of SLT responsible for the remote learning offer is Vicki Kerr (Headteacher).
- To be familiar with the use of Twitter, Google Classroom, Google Meet, Seesaw and Loom. To be available online through Meet to liaise with other members of their year group / team.
- To set work and feedback by electronic means.

Any online contact between students and staff must only take place through official school channels, which are:

- Use of carrjunior@york.gov.uk and xxx@carrjunior.co.uk email addresses only. No personal email addresses must be used by either staff or pupils.
- Any emails from pupils to teachers should only be sent from the pupils email addresses (xxxx@carrjunior.co.uk).
- Staff will check Google Classroom and may respond through this between the hours of 9am-3pm Monday to Friday.
- Any live contact between pupils and staff will take place via a prearranged daily class Google Meet. A link to this will be sent through Google Classroom. These will only take place between the hours of 9am and 3pm.
- Staff contacting parents for welfare calls must use either the school phones or withhold their numbers on personal phones.

Contact between pupils and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.) is strictly prohibited.



GOOGLE MEET PROTOCOL

Google Meet will be used to allow teachers to make contact with pupils, offer support and share information.

PLEASE NOTE: These sessions are for children, not adults/parents.

When your child is accepted into the Google Meet by their teacher there are certain guidelines we all must follow.

Pupils	Teachers	Parents
<ul style="list-style-type: none"> <input type="checkbox"/> Pupils will be muted by the teacher so everyone can hear. Teachers can unmute children if they need to ask a question or talk, one at a time. <input type="checkbox"/> Pupils must wear suitable clothing, as should anyone else in your home. <input type="checkbox"/> Pupils need a suitable quiet environment but in a shared part of the house (not in bedrooms or bathrooms) and the background should be appropriate. <input type="checkbox"/> Pupils should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their friends. <input type="checkbox"/> Pupils are invited to attend all daily teacher Google Meets. <input type="checkbox"/> Pupils should ALWAYS make sure they leave the Meet. Always double check and get into the habit of closing your laptop/tablet when not in use, to prevent the camera from working regardless. <input type="checkbox"/> Pupils are not allowed to record or take photographs of the video call. 	<ul style="list-style-type: none"> <input type="checkbox"/> All Google Meet sessions will be led by a teacher either in school or at home. If at home they must dress appropriately and find a suitable safe space at home. <input type="checkbox"/> Backgrounds may be blurred. <input type="checkbox"/> Teachers will send a link rather than an invite so the pupils can't join until the teacher joins. <input type="checkbox"/> Teachers will ensure that pupils are muted as they join the meeting. <input type="checkbox"/> Teachers will share expectations and make the rules clear at the start of each meeting. <input type="checkbox"/> Teachers will ensure no one else is on view from the camera and that everyone is wearing suitable clothing. <input type="checkbox"/> The teacher has the right to remove a pupil from a Google Meet if their behaviour is not in line with the school behaviour expectations. <input type="checkbox"/> The teacher will only hold meetings with a manageable amount of children and during the school day. 	<ul style="list-style-type: none"> <input type="checkbox"/> Parents have ultimate responsibility to make sure pupils not only attend, but follow the correct rules when online Google Meetings are taking place with teachers. <input type="checkbox"/> Please help your child set up and access the Google Meet using the link posted onto the Google classroom each day. <input type="checkbox"/> Please make sure that your child is ready a few minutes before the start of the meeting, to ensure that they attend at the correct time (not too early) and that you don't delay the meeting and are not locked out. <input type="checkbox"/> Please ensure your child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day. <input type="checkbox"/> Please ensure other family members are appropriately dressed and out of camera shot and do not contribute to the meeting. <input type="checkbox"/> Please discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. If a child is behaving inappropriately, the school may need to suspend their school google account temporarily. <input type="checkbox"/> Please DO NOT film the session on another device; this is a safeguarding and GDPR issue.