



Remote Education Protocol

In response to the Covid-19 pandemic

Northborough Primary School

Updated Jan 2021

1. Statement of School Philosophy

Northborough Primary School 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, creating a rich learning environment in the home setting.

2. Aims

This Remote Education Protocol 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 to 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 the school and families and support attendance

3. Who is this protocol applicable to?

- A child (and their siblings if they are also attending Northborough Primary School) who is absent because they are awaiting test results and the household is required to self-isolate, even if the rest of their school bubble are attending school and being taught as normal.
- A child's whole bubble is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19.

Remote learning will be shared with families when they are absent due to Covid related reasons and not to all at the start of week.

4. Content and Tools to Deliver This Remote Education Plan

Resources to deliver this Remote Education Plan include:

- Tapestry for uploading observations in EYFS. Class Dojo is our main method of communication between school and families for **EYFS** and is used for posting daily timetables and text, video and photo updates between staff, pupils and families. <https://tapestryjournal.com/>
- Class Dojo is our main method of communication between school and families for **KS1 and KS2** and is used for posting daily timetables and text, video and photo updates between staff, pupils and families. www.classdojo.com
- Zoom - assemblies (as well as for staff CPD and parent meetings).
- Use of pre-recorded video for start day registration, instructional videos and assemblies
- Phone calls home, as and when required
- Printed learning packs

- Physical materials such as story books and writing tools
- Use of Mathletics, Whiterose maths, Timestable Rockstars, Power maths, iLearn2, BBC Bitesize and Oak Academy.

The detailed remote learning planning and resources to deliver this protocol can be found here:

- Model Timetable and structure for remote learning
- Downloadable Printable Documents
- Curriculum resources
- Teacher Code of Conduct for Phone calls, Video conferencing and Recorded Video
- End User Agreements for Tapestry, Classdojo and Zoom

We expect that remote education (including remote teaching and independent work) will take pupils broadly the following number of hours each day:

| | |
|-------------|--|
| Key Stage 1 | EYFS = Up to 3 hours Year 1 & 2 = 3 hours |
| Key Stage 2 | 4 hours |

Typical example of our proposed daily timetable – in school and at home

This timetable will vary in each year group and will be clearly communicated to all learners

| TIMETABLE - JANUARY 2021 (1) | |
|------------------------------|--|
| 9.05 – 9.15 | Entry and registration (Please note - we do not now need to stagger this time) |
| Session 1 | Teaching input core subjects |
| Session 2 | Zoom mini learning feedback /work time * |
| Break | |
| Session 3 | Core subjects teaching input |
| Lunch | Staggered Lunch (50 minute session) (Class teachers will let you know when this session will occur. We will try to stagger these for all year groups so that if you have more than one child they both/all can hear their class story.) |
| Session 4 | Foundation subject input (One afternoon will be directed science work) Zoom conferencing or guided reading groups |
| Optional break time | |
| Session 5 - 3.30 | Zoom story session - 'Home time' |

*Consolidation of yesterday's learning and discussing new learning of the day.

Accessing remote education

We recognise that some pupils may not have suitable online access at home. We take the following approaches to support those pupils to access remote education:

- We are able to issue or lend a small number of laptops to pupils, and where parents or carers can find more information
- Laptops will be loaned out through our ICT and acceptable use policy Appendix 6. More information can be found in this policy on our website or speak with a member of the school office.
- Printed materials are available on request contacting the class teacher via Class Dojo. The collection point for any resources is at the school office.
- If pupils do not have online access they can submit work to their class teachers leaving packs with first name only and year group at the front office.

5. Home and School Partnership

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

Northborough Primary School will provide a refresher online training session and induction for parents on how to use Tapestry / Class Dojo as appropriate and where possible, provide personalised resources.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. Northborough Primary School would recommend that each 'school day' maintains structure

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 and alternative solutions may be available. These will be discussed on case-to-case basis.

Northborough Primary School is guided by the principles that:

- the internet should be free, open and accessible
- people should understand the rules that apply to them when they are online
- personal data should be respected and used appropriately
- protections should be in place to help keep people safe online, especially children
- the same rights that people have offline must be protected online
- the social and economic benefits brought by new technologies should be fairly shared

We would encourage parents to follow these principles, which provides practical steps to support a healthy and balanced digital diet.

All children must adhere to the 'Esafety and ICT Acceptable Use Policy' at school which includes e-safety rules and this applies when children are working on computers at home.

6. Roles and responsibilities

Teachers

Northborough Primary School will provide a refresher training session and induction for new staff on how to use Tapestry and Class Dojo.

When providing remote learning, teachers must be available between 9:00 and 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:

- Attendance:

Teachers will register their class via Tapestry and/or Class Dojo for pupils to acknowledge daily. The engagement of the pupils will be closely monitored by the class teacher and reported to SLT any pupils that are not responding.

- Setting work:

- Teachers will set work for the pupils in their classes.
- The work set should follow the usual timetable for the class had they been in school, wherever possible.
- Weekly/daily work will be shared via Class Dojo or Tapestry
- Teachers in EYFS will be setting work on *Tapestry/ Class Dojo*
- Teachers in Year's 1 to 6 will be setting work on *Class Dojo*.
- Where possible work will be uploaded the night before, onto Dojo in a clear format.

- Providing feedback on work:

- Reading, writing and maths work. All completed work submitted throughout the day will be responded to by the teacher that day.
- All curriculum tasks submitted by 3.30pm and teachers will comment at the end of the day.
- Feedback and ongoing assessment will continue for all learners during any school closure in relation to Covid -19.

- 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 (by initially the class teacher /a member of SLT) to assess whether school intervention can assist engagement.
- All parent/carer emails should come through the school office account office@northborough.peterborough.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

- Teacher absence due to positive case or illness

In the unlikely event that teachers are too ill to continue the usual provision, the school will temporarily divert parents/carers to access resources/ schemes of learning on Oak National Academy/BBC Bitesize/Whiterose Maths Hub.

Teaching Assistants

Teaching assistants must be available between 9:00am and 3:30pm depending on their contracted 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.

1:1 TA's will carries out weekly / fortnightly safe and well checks on pupils with an EHCP, supporting pupil passports.

During the school day, teaching assistant must complete tasks as directed by a member of the SLT or as directed by the class teacher if 1:1 with an EHCP pupil. The school will lone Chrome Books to TA's in supporting home learning.

Senior Leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school inc daily monitoring of engagement.
- Supporting and following up on safe and well checks in school for pupils who are: not engaging, Vulnerable and have an EHCP.
- Monitoring the effectiveness of remote learning – explain how they'll do this, such as through regular meetings with teachers and subject leaders, 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

Designated safeguarding lead

The DSL is responsible for managing and dealing with all safeguarding concerns. For further information, please see the Safeguarding and Child Protection Policy. Any concerns raised can be emailed in via emergency@northborough.petyerborough.sch.uk Teachers to complete an electronic 'log of concern' form

IT Technicians

IT technicians are responsible for:

- 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

The SENCO

Liaising with the ICT technicians 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
- Carries out weekly / fortnightly safe and well checks on pupils with an EHCP.
- Identifying the level of support

The SBM

- 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.
- Provide free school meal vouchers to parents whose children are not attending school.

Pupils and parents

Staff can expect pupils learning remotely to:

- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers
- Alert teachers if they're not able to complete work

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 – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

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 and development plans

This protocol is linked to our: <https://www.northboroughschool.co.uk/page/?title=Policies&pid=46>

- Safeguarding / Child Protection Policy
- Positive behaviour policy
- Data protection policy and privacy notices
- Guidance For Safer Working Practice For Those Working With Children
- Online safety Esafety and ICT acceptable use policy
- Code of Conduct for Phone calls, Video conferencing (Zoom) and recorded video
- End User Agreements for Tapestry and Class Dojo

8. Safeguarding & Remote Learning:

We will check in daily with pupils working from home via Class Dojo and Tapestry. Work will be monitored daily on pupils' portfolios and tapestry.

Class teachers will check against Key Worker registers pupils who are in. Any discrepancies reported immediately to the school office to follow up.

If the school has any engagement concerns, the class teacher will make contact 'safe and well check' with the family to offer support and encouragement to access remote learning. (Notifying SLT)

If a pupil is continuing to not engage, then a member of SLT will carry out a 'safe and well' check-in, reviewing outcomes and support the family.

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. While we will be doing our best to ensure links shared are appropriate, there may be tailored advertising, which displays differently in your household or other changes beyond our control.

Online safety concerns should still be reported to the school's Designated Safeguarding lead Mr Mallott (Headteacher) or designated safeguarding officers Mrs Jackson (Deputy Headteacher), Mrs Hussey (SENCo) as normal. Parents can do this through either Class Dojo messaging their class teacher or by emailing emergency@northborough.peterborough.sch.uk

Staff should continue to be vigilant at this time and follow our usual online safety and safeguarding / child protection policies and procedures, contacting a safeguarding lead directly by phone in the first instance then emailing via emergency@northborough.peterborough.sch.uk.

The following websites offer useful support:

- Childline - for support <https://www.childline.org.uk/>
- UK Safer Internet Centre - to report and remove harmful online content <https://reportharmfulcontent.com/>
- CEOP - for advice on making a report about online abuse In addition, the following sites are an excellent source of advice and information: <https://www.ceop.police.uk/safety-centre/>
- Internet matters - for support for parents and carers to keep their children safe online <https://www.internetmatters.org>
- London Grid for Learning - for support for parents and carers to keep their children safe online <https://www.lgfl.net/online-safety/default.aspx>
- Net-aware - for support for parents and careers from the NSPCC <https://www.net-aware.org.uk/>
- Parent info - for support for parents and carers to keep their children safe online <https://parentinfo.org/>
- Thinkuknow - for advice from the National Crime Agency to stay safe online <https://www.thinkuknow.co.uk/>
- UK Safer Internet Centre - <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

9. Teacher wellbeing

- It is recognised that this will be a stressful time for teachers, who may well be looking after children at home, and worried about their personal circumstances, friends, and family.
- Teachers should check in regularly with the SLT, and alert them promptly of any significant changes in circumstances, including living arrangements, health, and anxiety.
- Careful consideration should be given to teachers with health problems, dependents or caring duties, and other members of the department may be asked to support them.
- All staff have access to the Employee Assistance Programme and can contact them on 08000856148 for information, support and counselling.
- The usual rules around confidentiality will apply; if a colleague believes that another member of staff may be at risk, it is their responsibility to share this with an appropriate member of SLT.
- Use of Zoom or equivalent for meetings and maintaining morale is encouraged.
- Opportunities for Continuous Professional Development, online courses and curriculum development.