

Harleston C.E. Primary Academy

Remote Learning Guidance for Parents and Carers

This guidance has been developed in response to the Covid-19 pandemic. It contains a series of guiding principles that our school will follow in the event of individuals isolating, class, bubble or whole school closures.

It is based on the following key principles:

- We aim to provide continued meaningful and ambitious learning opportunities for all pupils. This will include some live sessions with teachers during class, year group or whole school closures. This will not be a full day, in order to enable staff to plan and deliver sessions effectively, manage the provision in school, and enable families to engage with learning flexibly.
- We aim to meet the government's expectation of a minimum 3 hours learning per day in KS1 and 4 hours learning per day in KS2, providing frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos.
- We aim to use assessment opportunities to inform our planning, enabling teachers to respond to pupils' needs and provide appropriate feedback.
- We aim to have systems for checking whether pupils are engaging with their work, and inform parents immediately where engagement is a concern.
- We aim to recognise the challenges that many of our students, staff and their families face with learning at home and mitigate against these.



How will we achieve the government's expectations?

- Online learning will be provided through [Google Classroom](#), including some live sessions during class, year group or whole school closures to enable interaction with teachers and support staff, through services such as Zoom or Google Meet. This allows teachers to upload their own resources and provide feedback to students.
- Planned lessons will have clearly defined learning objectives which relate to the curriculum, matching the in-school objectives and enable students to continue learning.
- Students' work will be based on a range of resources, which may include online content such as videos created by teachers, links to [Oak National](#) or other online materials as well as activities which can be completed away from the screen.
- Learning activities will be accessible to all students and should provide a degree of challenge.
- Regular opportunities for assessment will be planned. This may include self-assessment, responsive feedback to students collectively and/or individual feedback to students.
- All students not in school due to reasons relating to Covid 19 are expected to take part in online learning unless they are unwell or are attending school as part of the provision for vulnerable learners and the children of critical workers (when applicable). Where students are not engaging, we will make contact with parents to discuss what the barriers to learning are and provide support to overcome these where possible. Where barriers cannot be overcome, pupils should be considered vulnerable and therefore be eligible for a place in school (when applicable).
- Students and families who normally receive additional support from the school may receive personal phone calls or video calls to see how things are going.

What does this mean in our school?

What do I need to know about the work my child is given?

- Teachers will assign children independent work to complete on their Google Classroom via a weekly remote learning planner.
- Children are able to access a range of applications in the Google Suite to complete their learning (such as Google Docs, Slides or Jamboard). Their teacher will suggest the best application for each assignment.
- Children can **always** choose to use pencil and paper to complete their independent work if they prefer. This allows for maximum flexibility, as well as time away from the screen. If you are asked to hand this in, please take a photo and upload it to either their jamboard workbook or directly onto

their Google Classroom, so that teachers can monitor how well the children are getting on.

- Work should **only** be uploaded via the Google Classroom platform.
- Please only submit one photograph of the finished learning for each assignment.
- Within the Google Classroom, assignments should **only** be 'handed in' if the teacher asks the children to do so.

How will teachers offer feedback to my child about their learning?

- Teachers will be responsible for assessing and providing feedback on learning in a variety of ways, as they normally would in school.
- Parents are not required to 'mark' or correct any of their child's learning - please leave this to their teacher.
- Learning happens best when children know that making mistakes is part of the process. Please allow children to learn alongside their class or independently, so that teachers know what they do understand and what they do not. It is great if you can discuss your child's learning with them, but please avoid telling them the answers.
- Direct, individual feedback will not be provided on all work.

How do we communicate with teachers?

Individual isolation

- Teachers will make initial contact the day the remote learning planner is shared with the child, to check the child can access and understand what is expected.
- Teachers will make further contact on day 3 and 7 to check-in with your child.
- If your child returns to school before day 3, teachers will set aside time to talk through your child's remote learning with them once they are back in school.
- You can contact your child's teacher by leaving a comment on the child's learning or directly through their Google Classroom
- Children will have the opportunity each day to ask their teachers questions on the Google Classroom platform, leaving comments on their learning for the teacher to respond to.

Class, year group or whole school closures

- Parents should refrain from asking questions during any live learning sessions.
- Teachers will make it clear to the children during their live lessons when and how they will be available during the day to support pupils with their learning.
- Parents can continue to leave messages on children's learning and through their Google Classroom platform.

What does my child need to remember about their learning?

- Children should be fully dressed and ready to learn.
- They should have a pencil and paper ready at the start of their learning time.
- If teachers teach any live lessons, microphones should be turned off as children come online and not turned on until their teacher asks them to.
- Our HPA values should be followed at all times.
- Children will be removed from calls if necessary to ensure others are able to learn.

Further information for parents

We recognise the challenges that many of our pupils and their families face with remote learning. The information below may help to provide further clarity about what to expect:

- Teachers and support staff will not be available online all day, every day.
- Whilst we will endeavour to make learning accessible to all students, many will not be able to work with complete independence and will require some support from an adult, particularly younger students and those with additional needs.
- Direct, individual feedback will not be provided on all work. Teachers will take opportunities to assess how students are learning and use this information to inform future plans, as they do in the classroom. This is normal practice.
- Whilst there will be some fixed times for online sessions during class, year group and whole school closures, pupils can and should complete their work in a way which is appropriate for them. This may mean working on tasks for longer periods of time, working off-screen or discussing ideas with members of their family.



Getting support with IT

- We are making use of the support available to us in order to provide devices to students, so that they can access Google Classroom, and will continue to communicate the availability of devices as more become available. Please let the school know if you require support with this.
- Whilst a PC, laptop or chromebook are the most suitable devices for online learning, any Internet enabled device will provide some level of access. This includes mobile phones, tablets and games consoles e.g. PS4, Xbox. There are simple tutorials available on [YouTube](#) or you can follow the information in the text box.
- We will avoid setting work that requires students to print out documents; access to printers may be limited
- In the event that students are unable to access online work, hard copies can be provided by communicating with the school.
- If you are worried about online safety, please speak to a teacher or a member of staff.
- We will provide [guides, tutorials](#) and online workshops to show parents how to access remote learning for their child.

Xbox

1. Plug a keyboard into the Xbox USB slot.
2. Go to my games and apps.
3. Find and select Microsoft Edge.
4. Navigate to your online learning platform.

PlayStation

1. Identify the PlayStation internet browser icon (WWW with dots around it).
2. Press the PlayStation logo on the controller.
3. Go to the library and find options for games and applications.
4. Go to applications and you will find the internet browser.
5. Navigate to your online learning platform and log in as usual.

Additional information

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online

- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online service

S

SAFE

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.



M

MEETING

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.



A

ACCEPTING

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



R

RELIABLE

Information you find on the internet may not be true, or someone online may be lying about who they are.



T

TELL

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at www.thinkuknow.co.uk

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