

Remote Learning at Marner Primary School

In this document, the phrasing will be defined as per Department for Education guidance:

Remote learning: a broad term encompassing any learning that happens outside of the classroom, with the teacher not present in the same location as the pupils.

Digital remote education: often known as online learning, this is remote learning delivered through digital technologies.

Blended learning: a mix of face-to-face and remote methods. An example would be the 'flipped classroom', where main input happens remotely (for example through video), while practice and tutoring happen in class.

Synchronous education: this is live; asynchronous education is when the material is prepared by the teacher and accessed by the pupil at a later date.

Aims:

This policy aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning provision

Roles and responsibilities

National expectations regarding covid-19 are to be followed by the whole school community. Staff or families with symptoms should immediately self-isolate and request a test. Concerns and results of tests must be communicated with the school, as per national guidelines. If staff or children are absent due to covid-19, they must follow standard absence reporting procedures and inform the school.

All staff and families have the responsibility to alert the school to technology needs and collect assigned devices so they can continue to work remotely in the event of lockdown. All staff are expected to work remotely in their core hours as per their contract. Devices will be organised by Sam Sharpe at Marner Primary School.

Teachers

- Are responsible for the ongoing learning of their class and must:
 - Plan teaching to build on capabilities and prior knowledge
 - Impart knowledge and develop understanding effectively
 - Set tasks to extend knowledge and develop understanding
 - Differentiate according to the needs of pupils
 - Monitor progress and provide feedback
 - Where possible, conduct short live sessions to ensure understanding
 - Where possible, ensure tasks are provided for those with limited access to devices

HLTAs

- Are to be directed by class teachers to:
 - Contact families at least once a week

- Support learning of individuals or small groups
- Cover teaching responsibilities in case of teacher absence

Pupils and Parents

- Staff can expect families and pupils learning remotely to:
 - Be contactable during the school day – although not necessarily in front of a device the entire time
 - Maintain routines to support remote learning
 - Complete work to deadlines set by teachers
 - Seek help if needed, from teachers or HLTAs
 - Alert teachers if they're not able to complete work
 - Support children to log in and access work set by teachers
 - Communicate with the school if a child is sick or otherwise unable to complete work
 - Where possible, provide a quiet space and resources to enable learning.

All staff must follow existing policies and procedures, including: reporting sickness and absence, safeguarding, Teachers' Standards and professional conduct. Any queries should be directed to immediate line-managers unless otherwise directed.

Remote Learning provision

We firmly believe that the best place for children to learn is at school with trained professionals and their peers, however in light of current government guidance, we are all having to adapt to remote learning. It is imperative that this adaptation is engaged with and high-quality education remains the focus. Therefore, where possible, year groups will be following the curriculum planned for this half term, which can be found on the Marner Primary website.

Marner will largely be providing learning material asynchronously. This allows families to share devices equitably and reduces screen time for our children. There will be a minimum of three learning tasks to be achieved each day and submitted to teachers. These will be:

- Maths Learning Task
- English Learning Task
- Wider Curriculum Task.

Year groups will set additional tasks throughout the week to ensure curriculum coverage and continued engagement with learning. The total learning time for children each day will equate to a minimum of three hours, and a maximum of five hours. A weekly overview of learning tasks is shared on our school website, and include suggested timings for each task. Teaching and further guidance on these tasks will be shared through our learning platforms (Class Dojo and Google Classroom). Outcomes of tasks are to be shared with class teachers through the same platform. [See Appendix 1 for information about how to access these platforms.](#)

There will be some synchronous learning sessions scheduled by class teachers. Children and parents will be informed of the time and focus of these by the class teachers, and we will be scheduling these as a whole school to reduce overlap as much as possible. These smaller sessions will allow targeted teaching and reduce the gap in learning.

Teachers will be available throughout the day on a 'chat' to answer any questions about the learning and give feedback on work submitted.

Additional Support for children with particular needs

It is our aim that remote learning continues to inspire our children and provide firm foundations for future learning, though we understand that there are challenges to overcome. We commit to working with our families to overcome these challenges as best we can.

Teachers will:

- Direct HLTAs and SNAs to contact families on a regular basis
- Plan and set work according to known needs of children
- Communicate with the SENDCO regarding remote learning and support for families
- Ensure needs of children are communicated effectively to relevant staff.

Daily Register

The Department for Education (DfE) has asked schools to keep a daily register of children who are joining in with school learning. Starting on Monday, we are going to be doing a daily register of children. The times for this will be staggered across the school. As well as counting towards school attendance data, this will give teachers and children a chance to see each other and maintain connections. This will look slightly different across the school:

- EYFS and KS1

The class teacher will put a GOOD MORNING message on the Class Story page. We are asking that all you do is REPLY saying Good Morning back to the teacher. Please do this by 11:00 am each day.

- KS2

Each year group has been given a time to log onto Google Meets for a live video registration with the class teacher. Please log on in this time slot and be prepared for the day's learning. Your teachers will have further instructions on this if necessary.

[See Appendix 2 for expectations regarding Live registration.](#)

Please note: If your child does not log on in the given time slot, your child will be presumed not to be learning for the day and will NOT be marked on the register. The school may then make contact with you due to this absence.

Safeguarding

Our safeguarding duties have not changed within the pandemic, however additional measures must be taken to protect our children and staff.

Live sessions, including daily registration, will be recorded for safeguarding purposes, as per LGfL guidelines [See Appendix 3 for LGFL safeguarding guidelines](#). These recordings will only be used by the school should a safeguarding concern arise. It will be assumed permission is given for this automatically when a child has logged on. If parents have any concerns, they can be raised with the phase leader.

Reporting safeguarding concerns should follow the protocols outlined in the school safeguarding policy. While it may be harder to recognise issues it is still our moral obligation to report any concerns about the wellbeing of a child and family.

As part of our pastoral remit and safeguarding protocols, school staff will be contacting families at least once a week. Families may receive a call from an unknown number as staff are calling from home phones.

These phone calls are to check wellbeing and to offer some support if required. Answerphone messages should be responded to via the class dojo app, the school office, as the calls will be coming from various locations.

School Support

As well as providing remote learning, Marner is working with the government and businesses to provide devices and data to families who need them.

We have a finite supply of devices for in-school use which have been lent to families according to communicated need. These have been lent under agreement with families that it is for a set amount of time and that the condition must be maintained. Any families not returning devices, or returning damaged equipment will face further action from the school, as they are needed to deliver the National Curriculum in school.

Data can be requested from the school office and will be provided again, according to need communicated.

The school is also ensuring eligible families receive the Government Food Vouchers. Any queries related to vouchers should be addressed to admin@marner.towerhamlets.sch.uk. We continue to work with our charity partners, Magic Breakfast and The Felix Project to ensure further food supplies are available to families in need.

If your family circumstances change and you do require advice or support regarding food vouchers or registering for free school meals entitlement, please email the above admin email.

Many families will be experiencing anxiety, sadness or loss due to the pandemic. This can be a very stressful time. If you do need support, we are here and can listen, sign post you to available services and support your children. Please email the relevant Phase Leader (emails are on the website in the home learning section) and a member of SLT will make contact with you.

We would remind families that this is a difficult time for everyone, and far from ideal. Frustrations and disappointment therefore must be managed with kindness and understanding from all parties, mindful that we are all doing everything we can to achieve the best for our children.

Appendix 1: Learning platforms at Marner

Class Dojo:



ClassDojo Parent Account Overview

Keep parents in the loop

Easily keep all families engaged with ClassDojo! Millions of families world-wide use ClassDojo to have a window into their child's day at school. Parents with ClassDojo accounts can see Class Story and School Story (all of your classroom and school photos and announcements), feedback, and their child's individual Portfolio of Activities.

Any device, any language

- Parents can use any device, **iOS or Android**, as well as their **computer** to connect!
- They can read all Class Story posts and direct messages in their preferred language instantly, with **automatic text translations in 35+ languages**.



Parent Step by Step:

1. Download Class Dojo app.
2. Communicate email address to class teacher.
3. Click the link emailed.
4. Enter child's name.
5. Ensure parent account has been created.







Teacher directions:

There are four invite options:

1. Enter the family member's **email address**
2. Enter the family member's **phone number (US only)**
3. Select **Individual Invites** which includes a "P" code that parents can enter into their account to connect to their child's class
4. Select **Class Link**, which allows you to share a single link with all parents that invites them to connect to the class and their child. Parents will enter their child's name and the teacher will approve the parent's request or connect them to a different student.

Parents will be prompted to create a parent account with their email address if they haven't registered already. If they have an existing parent account, they can use that account to connect to the class.

Google Classroom:

<p>1. Open Google Classroom through Google Chrome and click login:</p> <p>https://classroom.google.com/</p>	 <p>Google Classroom</p>
<p>2. Enter email address:</p> <p>lgfl@marner.towerhamlets.sch.uk</p> <p>(This is your LGFL username followed by @marner.towerhamlets.sch.uk, for example beami123.211@marner.towerhamlets.sch.uk)</p>	
<p>3. Now enter your child's LGFL username</p>	
<p>4. Enter your child's LGFL password and click Login</p>	
<p>5. The next page may ask you to 'Verify it's you' – Just click Continue and then click 'I'M A STUDENT'</p>	
<p>6. Click JOIN to join your class.</p>	
<p>7. Click on the Classwork tab to view assignments/tasks.</p> <p>Click on Stream to reply to comments from your teacher.</p>	

If you need further support or have any questions, then please email us at:
yr234@marner.towerhamlets.sch.uk or yr56@marner.towerhamlets.sch.uk

Google Meet Live Registration Guidelines

Please remember to:

- Be dressed and ready for the day.
- Find a quiet spot if you can.
- Make sure the room is light and bright.
- Have your camera on so that you can say hello to your classmates.
- Mute if you're listening.
- Unmute when it's your turn to talk.
- Use the 'Raise Hand' function if you want to ask your teacher a question.
- Only use the 'Chat' function when your teacher asks you to.
- Remember that this is our online classroom and we behave online just as we would do if we were in the classroom:
 - We're mindful of the language that we use online.
 - We're kind - we always remember our Marner manners.
 - We respect everyone's rights.
- Wave goodbye and click the red 'Leave Call' button when registration is over.

Appendix 3: LGfL Safeguarding guidelines

<https://coronavirus.lgfl.net/safeguarding>

Twenty Safeguarding Considerations for Lesson Livestreaming

Just because schools are supporting students remotely and sending work home does NOT mean that you need to livestream lessons. This should only be done where you are equipped to do so safely. But if you are considering it, bear these things in mind:

- 1 Only use school-registered accounts, never personal ones
- 2 Don't use a system that your SLT has not approved
- 3 Will some students be excluded? Do they have internet, a device and a quiet place?
- 4 Do students and staff have a safe and appropriate place with no bedrooms or inappropriate objects/information visible?
- 5 Check the link in an incognito tab to make sure it isn't public for the whole world!
- 6 Has your admin audited the settings first (who can chat? who can start a stream? who can join?)
- 7 What about vulnerable students with SEND and CP needs?
- 8 Don't turn on streaming for students by mistake - joining a stream ≠ starting a stream
- 9 Never start without another member of staff in the 'room' and without other colleagues aware
- 10 Once per week may be enough to start with - don't overdo it and make mistakes.
- 11 Keep a log of everything - what, when, with whom and anything that went wrong
- 12 Do you want chat turned on for pupils? Can they chat when you aren't there?
- 13 Avoid one-to-ones unless pre-approved by SLT
- 14 Remind pupils and staff about the AUP agreements they signed* The rules are the same
- 15 Remind pupils and staff about the safeguarding policy and reporting process - does it work remotely?
- 16 Do you want to record it? Are students secretly recording it? You may not be able to tell.
- 17 How can students ask questions or get help?
- 18 What are the ground rules? When can students speak / how?
- 19 If you don't understand the system, if it won't be safe or reliable, if teaching won't be enhanced, DON'T DO IT.
- 20 Is your DPO happy? GDPR covered? Parental consent needed?

THE DIGISAFE TEAM WILL BE EXPLORING SAFE SETTINGS FOR THE MAIN PLATFORMS CHECK OUR SOCIAL PAGES @LGfLDigiSafe

* Need templates? See safepolicies.lgfl.net

