



## Remote Learning Provision (amended 19/1/21)

This document details Appledore School's remote learning provision in the event of pupils being absent from school due to COVID-19 related matters

### Organisation of Appledore School Remote Learning

- Online learning will be provided and accessed using Google Classroom for Foundation Stage through to Year 6
- The teacher will make daily electronic contact in the Google Classroom to introduce the learning for the day and to provide feedback on their completed work. Typically the introduction will take the form of a video or audio clip. Pupils can submit their work as they go for the teacher to respond.
- Submission can either be an uploaded photo, recording of work or a digital submission (eg slides). If a pupil is not engaging with their learning a member of the school will contact home to discuss this with parents/guardians.
- If school is required to close for an extended period of time, teachers of pupils in Turtles will contact the family over the phone once every two weeks to 'check-in' and to understand if any adjustments need to be made to remote learning. For Years 1-6, communication will continue via Google Classroom.
- The children have been trained in the use of Google Classroom. If you or your child are experiencing difficulty please contact your class teacher via Google Classroom or email [admin@appledoreprimary.co.uk](mailto:admin@appledoreprimary.co.uk)
- Where families do not have access to the internet or an electronic device to complete online learning, please contact the school on [admin@appledore-primary.co.uk](mailto:admin@appledore-primary.co.uk)
- [Guides to the support use of Google Classroom are available.](#)

### Content of Appledore School Remote Learning

- For pupils in Years 1-6 English and maths will be available for each day, typically lasting for three hours for Years 1-2 and four hours for Years 3-6.
- We endeavour to minimise the adult support or direction required and this will vary depending on the age of the child.
- Our aim is to minimise and ideally eliminate the need to print resources.
- Remote learning will link to the learning and objectives of the teaching sequence currently taking place within the classroom for those attending school, but will not necessarily be the same.
- Maths for children in Reception and Years 1-6 will entail the use of White Rose teaching slides and worksheets. These will be assigned to each pupil in the Google Classroom and replicate the objective of the lesson taught in school. In addition to the lesson there will also be notification in Google Classroom of key skills to practice, eg Times Tables Rock Stars
- Literacy for children in reception will entail a daily phonics video that will be uploaded to Google Classroom by 8pm the previous evening. This will include: the sound for the day; letter formation of previous sounds and the new sound; reading and writing CVC words that include previous sounds and the new sound and writing simple phrases.
- Daily phonics/spelling activities for Years 1&2 will be set on Google Classroom using the Department for Education English Hubs resources. These will be supplemented by activities from Phonics Play and other phonics websites.
- KS1 will be asked to continue with their Daily Reading book. Additional reading material can be found from [www.oxfordowl.co.uk](http://www.oxfordowl.co.uk) Parents will need to create a login to access the books. Additional comprehension activities may be set via Google Classroom or using the website [www.authorfy.com/masterclasses](http://www.authorfy.com/masterclasses)
- KS2 will be asked to continue with daily reading and will be set a task such as summarising. Additional comprehension activities may be set via Google Classroom.
- Writing for Years 1-6. Daily writing activities will be set via Google Classroom.
- Activities for other subjects will be provided in your child's Google Classroom

### Challenges

- The last period of school closure has proved that most children fell behind in their learning, some significantly, and whilst remote learning is not a substitute for being in school, for those pupils who engaged in the learning the distance to catch-up presented as less.
- We are very aware that remote learning provides numerous challenges to you as parents and does not suit all children, but please do all you can to support your child. If you are experiencing difficulties, ranging from technology issues to getting your child to engage, or anything else, please do call us on 01237 474365 so we can support you.
- School will monitor your child's engagement with remote learning and will contact you if there are concerns

### Safeguarding

- This policy is supported by relevant safeguarding policies, including Internet Safety, available at [www.appledore-primary.co.uk](http://www.appledore-primary.co.uk). Please see Appendix 1 for the extract from Appledore School Internet Safety Policy relevant to online remote learning.

## **Appendix 1 – Extract from Appledore School Internet Safety Policy specific to remote online learning**

### **Google Classroom**

- When using Google Classroom and the Gsuite Apps, students will use approved class email accounts under supervision of a teacher or parent/guardian.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **Remote Online Learning**

In circumstances where teaching cannot be conducted on the school premises, teachers may use Google Classroom, Google Meet, or other platforms approved by school as platforms to assist with remote teaching where necessary.

In the case of Google Classroom and Google Meet, parents/guardians are required to grant access to their child to have a school Gmail address. Parents/guardians will be provided with the password and will be expected to monitor their child's use of the Gmail address and Online Platforms and agree to monitor their child's participation in any such lessons conducted on the Online Platforms.

Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.

### **Delivery of live online remote lessons for 1:1 and groups**

#### **Adult Supervision**

Teachers must confirm at the start of the session that an adult is in the room and will remain in the room for the duration of the lesson. If there is no adult present then the lesson will not go ahead

#### **Safeguarding**

All teachers will be subject to a DBS check and wear their identification lanyard at all times during the lessons.

Teachers and Tutors will record all lessons. Lessons recorded with pupils in will be held by school for no more than two weeks and then deleted.

Teachers are to follow the schools safeguarding policy if they have any concerns related to a pupil and parents should follow the schools complaints policy if they wish to make a complain

#### **Appropriate Language**

As with all school based communications, the intent and language of messages must be at all times professional by all parties concerned, including family members.

Staff members conducting lessons and parents viewing a lesson must ensure there is no background noise and that the other people within recording earshot are aware of the lesson and remain appropriate at all times.

#### **Communication**

Communication with teachers is via Google Classroom and under no circumstances should a teacher share their personal contact details. Private chat or sharing of images between staff and children is unacceptable and prohibited. Live/recorded lessons use Google Meet and pupils and parents can contact their teacher via the Google Classroom comments facility.

#### **Professional Appearance**

Students, parents and staff are expected to be dressed appropriately for remote teaching and learning. Clothing, worn by a student or staff member, which does not meet this expectation, is not acceptable and lessons should be stopped immediately and reported to the Headteacher of Appledore School.

#### **Teaching & Learning Environment**

Both students and staff must be physically located in safe working spaces, appropriate for online lessons; a lounge, kitchen or study is appropriate, a bedroom or bathroom is not

Pupils must be in a room with or near an adult so that the adult can hear or see the lesson taking place and it is the responsibility of the parent/carer to ensure that this is happening.

Staff should be in a room where others (who are not staff members) cannot see, be seen or listen. If this is not possible, then headphones must be worn and screens angled away from the view of others.

If working from home, staff should ensure that they position themselves in appropriate areas, for example, not in staff bedrooms; and the background should be blurred or neutral, for example no personal photographs.