



## **Remote Learning Policy**

Policy Date: 21/10/2021

Next Review: 20/10/2022

*This policy governs what happens with regard to remote learning. It will be updated half termly during the national emergency.*

## **Sections:**

Rationale and Intention

Government Expectations

Roles and Responsibilities

Scenarios

Resources

Training

Guidance (for teachers and TAs, parents and children)

Data Protection

Safeguarding

Links with other Policies

Moving Forward Beyond the Pandemic

## **Rationale and Intention**

We aim to be able to give the children in our care the best remote learning education that we can. To this end we have developed a strategy and resources so that the children are equipped to continue their learning on a remote basis. Given our strong community ethos, we also aim to be as supportive of families as possible during the ongoing pandemic.

Our goal is to maintain our curriculum coverage as far as is practically possible and to ensure that there are opportunities to learn new skills and knowledge in line with the government expectations below.

This is a new venture for our school, and we are constantly evaluating and reviewing our provision so that it is the best of which we are capable as a community. Indeed, our current provision is based on what we learned during the lockdown in the spring and summer of 2020.

We have tailored our provision so that we best meet the needs of the children and parents depending on the ages of the children and the resources that are available to us. We aim to engage with parents in a way that promotes their support of their child's home learning.

Approaches will differ between age groups and be based on different pandemic scenarios.

## Government Expectations<sup>1</sup>

When teaching pupils remotely, the Government expects schools to:

1. Set assignments so that pupils have meaningful and ambitious work each day in an appropriate range of subjects
2. Set work that is of equivalent length to the core teaching pupils would receive in school - as a minimum 3 hours per day on average across the cohort in KS1 and 4 hours per day on average across the cohort in KS2
3. Provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources or videos
4. Have systems for checking, daily, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern
5. Gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and provide timely and frequent feedback, using digitally facilitated or whole-class feedback where appropriate
6. Provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources
7. Provide opportunities for interactivity, including questioning, eliciting and reflective discussion
8. Provide scaffolded practice and opportunities to apply new knowledge
9. Use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge
10. Avoiding an over-reliance on long-term projects or internet research activities
11. Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
12. Work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education. In this situation, decisions on how provision can be delivered should be informed by relevant considerations including the types of services that the pupil can access remotely

## Roles and Responsibilities

*This sub-section details the roles and responsibilities of our school community.*

All staff will conduct themselves according to the Staff Code of Conduct during periods of closure. Staff should be available to work during normal hours as usual<sup>2</sup>. Staff who will be directly responsible for the oversight and implementation of the policy are:

The school Senior Leadership Team (SLT, of which the Computing Coordinator is a member)

The SEN and Inclusion leaders

The Business and Admin Team – data protection, communication and GDPR

---

<sup>1</sup> See in particular <https://get-help-with-remote-education.education.gov.uk/statutory-obligations> July 2021 and <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#remote-education> September 2021

<sup>2</sup> Staff are not expected to work from home if they are sick. If staff require 'absence from work for sickness' or 'discretionary leave' for personal reasons, they should contact the Headteacher.

## **Governing Body**

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains appropriate and as high quality as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

## **SLT**

SLT are responsible for:

- Coordinating the remote learning approach across the school – including the preparation of learning for a closure
- Monitoring the effectiveness of remote learning through feedback from teachers, parents and children
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the wellbeing of staff working from home
- Continuing to ensure the effective running of the school and carry out the tasks associated with this in terms of staffing, finance, safeguarding etc.
- Ensuring pupils are prepared for the next phase in their education
- Monitoring the effectiveness and engagement of the platforms used
- Undertaking and reviewing risk assessments
- Providing CPD for staff to enable this to happen.

## **Teachers**

When providing remote learning, teachers must be available during normal working 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 .

**Teachers are responsible for:**

- Setting work for their year group in accordance with the scenarios section below
- Providing feedback on work
- Attending virtual meetings with staff and professional partners

- Working in school as required to support vulnerable pupils or children of critical workers according to the school's risk assessment
- Their own CPD, either self-directed or assigned CPD
- Updating plans and assessments that may be required
- Preparing pupils for the next phase in their schooling and for blended learning
- Reporting if there are learning concerns, complaints or safeguarding issues – either directly DSLs or via CPOMS
- Being responsible for adapting the learning to ensure high quality offer is maintained and that any gaps in coverage, knowledge and skills are identified and addressed when all pupils return to school.

### **Teaching Assistants**

Teaching assistants must be available within their normal working hours as directed by SLT.

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. Depending on how they are directed by SLT, teaching assistants are responsible for:

- Supporting pupils with learning remotely through preparation of learning packs
- Attending virtual meetings with teachers
- Working in school to support vulnerable pupils or children of critical workers according to the school's risk assessment
- Their own CPD, either self-directed or assigned CPD
- Be responsible for adapting the learning to ensure high quality offer is maintained and that any gaps in coverage, knowledge and skills are identified and addressed when all pupils return to school.
- Supporting teachers with online learning. This may include feedback to pupils and setting online learning tasks.

### **Inclusion and Subject Leaders**

Alongside their teaching responsibilities, as outlined above, subject leads are responsible for:

- Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- Working with teachers teaching their subject to make sure work set is appropriate and consistent
- Working with other subject leads and senior leaders to make sure work set across subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other

- Alerting teachers to resources they can use to teach their subject
- Ensuring vulnerable pupils needs are met, tracked and signposted where appropriate to do so - delegating this where appropriate.
- Providing CPD for staff to enable this to happen.

### **Business and Administrative Staff**

Administrative staff are responsible for:

- Continuing to carry out the administrative tasks to enable the school to function fully and be compliant.
- Working in school to ensure its smooth running for the support of vulnerable pupils or children of critical workers according to the school's risk assessment
- Continuing to carry out effectively the key tasks in relation to communication, admissions, budget, finance, free school meals, attendance, governance etc.
- Adapting the administration, finance and admission systems to ensure high quality offer is maintained and that any gaps are identified and addressed when all pupils return to school
- Being available on email daily to receive updates and respond if and when working remotely
- Being prepared to take a phone call or participate in a virtual meeting during working hours.

### **Premises staff**

Premises staff are responsible for:

- Liaising with the SLT to ensure the safe maintenance of the school premises - including assurances that high touch areas are cleaned effectively
- Liaising with the cleaning company and contractors to ensure the premises are cleaned and maintained appropriately for staff and children present.
- Advising on supplies and equipment to ensure the safety of employees working in school
- Being prepared to take a phone call or participate in a virtual meeting during working hours

### **Designated Safeguarding Leads**

The DSLs are responsible for:

Ensuring that any safeguarding concerns are followed up as outlined in the Child Protection and Safeguarding Policy

The DSLs to be contacted during remote learning periods are Lisa Bradley Jones (Headteacher) and/or Naomi Micklem (Inclusion Lead). Other DSLs are Alice Mentlak (Deputy Head), Paul Cox (Learning Mentor) and Rozma Shibley (Early Birds/Night Owls).

## **Technology Support Team (Connetix)**

Connetix 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 systems and flagging any data protection breaches to the data protection officer
- Working with SLT to ensure all DfE systems for ordering and distributing technologies is being fully utilized
- Being prepared to take a phone call or participate in a virtual meeting during working hours
- Supporting the school community to be able to learn from home - including tracking and monitoring of laptops over closure periods.
- Assisting the school community in the use of their devices.

## **Pupils and Parents**

- Staff should put the wellbeing, mental and physical health of families - ahead of any expectations of the completion of remote learning
- Parents and pupils should follow the guidance they have been given in the guidance sections below and parents should ensure pupils follow those guidelines when setting up positive environment for working remotely
- Pupils and parents should understand that the learning done remotely will, as far as possible, mirror the learning done in school as we strive to ensure an equality of opportunity for all our children.

Staff expect parents to:

- Whenever possible, make the school aware if their child is sick or otherwise can't complete work
- Contact the school via email [admin@olga.towerhamlets.sch.uk](mailto:admin@olga.towerhamlets.sch.uk) or phone call to the school office on 0208 981 7127
- Be respectful when making any concerns known to staff

Ensure their child is following the guidance for remote learning and attending live sessions.

## **Scenarios**

*This sub-section details the provision for the three remote learning scenarios we anticipate.*

*Current government regulations require that children are provided with access to high quality teaching in all subjects during core teaching hours, as a minimum 3 hours a day on average across the cohort and 4 hours a day on average across the cohort for KS2. It recommends that as far as possible a “class environment” is maintained.*

## **1. If one or more children are off school in any given class (up to 5)**

### **Procedure for parents and the office**

Parents need to ring the office and tell them whether their child is well enough to take part in the work provided for them remotely and to come to an assembly online at 9.10 each day. They need to do this by 8.30.

The list of which child is off due to COVID will be emailed by the office to SLT. Deputy Headteacher's will communicate this info to CTs.

### **Assembly and SLT**

The link to the assembly will be sent to the parents via the school office before the end of the day before.

When watching the online assembly parents/carers will be expected to type the name of the child and their class in the chat box so that we have a record that the child is attending online. The member of SLT will use that list to check that the child has attended against the list emailed to them by the office. If the child has not attended, the SLT member will inform the office who will make a phone call home and find out why. SLT and the class teacher will be informed of the reason.

### **Teachers and Learning Provision**

In the current climate, when teachers plan they are mindful of remote learning needs.

Teachers will provide a day's worth of activities for the child. These activities should as far as possible match the provision in school. The teacher may make use of Oak Academy videos and try to match them to the curriculum as possible and use may be made of work packs too. The expectation from government advice is that the activities should equate to at least core subject provision and we aim to provide the equivalent of a day in school.

## **2. Bubble Collapse and 3. Local or National Lockdown**

If staff are fit and able, they are expected to work in accordance with the guidance below. SLT are cognisant of the need to manage workload across the school in the event of multiple staff members being sick.

Class teachers will teach a half day live. The rationale for teaching a half day live is to ensure parents have enough equipment if there are multiple children in the household who need to attend live sessions. The children will be given independent activities for the rest of the school day.

Our strategies for bubble collapse/lockdown are:

| <b>Nursery and Reception (EYFS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Over the course of each week, two emails will be sent by the class teacher containing the learning for the whole week and the Google Meets link to be used for registration and live sessions that week.</li> <li>• Children will register at 9.30 am and 12.45 pm via Google Meets and using SIMs.</li> <li>• The Monday email will contain the learning for Monday, Tuesday and Wednesday.</li> <li>• The Thursday email will contain the learning for Thursday and Friday. Within each email there are links to Google Drive, which will show the planned learning across the Early Years curriculum for the whole week.</li> <li>• The planning contains a mix of written instructions with pictures to support understanding, pre-recorded videos of the teachers explaining and modelling the learning as well as links to appropriate songs and websites.</li> <li>• Each morning there will be two live sessions in the morning (one of which will be phonics).</li> <li>• Children to read every day.</li> <li>• Teachers are contactable by email and over the course of the week each family will be rung once by a familiar member of the team.</li> </ul> |

| <b>Years 1 and 2 (KS1)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• At the beginning of the week, an email will be sent by the class teacher containing the learning for the whole week and the Google Meets link to be used for registration and live sessions that week.</li> <li>• Children will register at 9.30 am and 12.45 pm via Google Meets and using SIMs.</li> <li>• Within the email there are links to Google Drive, which will show the planned learning for the whole week.</li> <li>• The planning contains a mix of written instructions with pictures to support understanding, pre-recorded videos of the teachers explaining and modelling the learning as well as links to appropriate websites.</li> <li>• Each morning there will be live maths and English sessions in the morning as well as phonics).</li> <li>• Children to read every day.</li> <li>• When not on live events in the afternoons, teachers will be making resources for the children to use remotely when learning about foundation subjects, such as video explanations</li> <li>• Teachers are contactable by email and over the course of the week each family will be rung once by a familiar member of the team.</li> </ul> |

| <b>Years 3, 4, 5 and 6 (KS2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• At the beginning of the week, an email will be sent by the class teacher containing the Google Meets link to be used for registration and live sessions that week.</li> <li>• Children will register at 9.00 am and 1 pm via Google Meets and using SIMs.</li> <li>• After the registration session children remain logged on and go through the days learning with their teacher.</li> <li>• Independent activities and projects work for the morning can be set via Google Classrooms and assignments.</li> <li>• Class teachers will monitor the class stream during the morning for comments and questions from the children.</li> <li>• After lunch the children will log back in for registration and the afternoon session, which will then be taught live with a focus on maths and English, this allows for feedback to children during lesson time.</li> <li>• Children to read every day.</li> <li>• Teachers are contactable by email and over the course of the week each family will be rung once by a familiar member of the team.</li> </ul> |

Assignments and work will be celebrated through Twitter.

### **Feedback and Marking Expectations**

Written feedback can be given to assignments. Verbal feedback can be given in live taught sessions. There is not an expectation that every piece of remote learning is marked, however there is an expectation that children are given feedback when they are finding their learning difficult.

### **TAs**

The second adult in live sessions will be the class TA as directed by the class teacher. TAs can join from their own devices, a smart phone is sufficient. Depending on what is required of a TA, a Chromebook may be issued to them by the school. When not part of live sessions TA time will be directed by SLT.

### **PDMs**

All staff will be expected to attend PDMs and INSET during school hours remotely.

### **PPA**

In the event of a full lockdown, PPA for teachers will be covered as normal by the usual staff.

## **Resources**

*This sub-section details the resources that we have and how they are currently set to be utilised.*

## **Computer Hardware Resources**

In the event of a full lockdown the Computing distribution will be changed across the school so that Chromebooks are shifted from Y2 into Y3 and above. iPads will be shifted into Y3 and KS1 where they can be used to access Google Meets via links sent to parent's emails. The stock is distributed across the school thus normally:

- 1 set of 30 CBs for Y2 (ratio 1:3)
- 2 sets of 30 CBs for Y3 (ratio 2:3)
- 2 sets of 30 CBs for Y4 (ratio 1:1)
- 2 sets of 30 CBs for Y5 (ratio 1:1)
- 1 set of 30 CBs for Y6 (ratio 1:1)
- 1 set of 30 new large iPads for use on the bottom floor.
- 1 set of 30 large iPads for the middle floor.
- 1 set of 30 new iPads for the top floor.

## Student Logins, Signing Out and Return

All equipment must be signed out through the school office. They will provide documentation for parents to sign.

Children will need to be sent home with their login information in Years 4 -6 (possibly Y3). Y1-3 will not need logins as they will only be using Google Meets links which work from any browser without being logged in. Logins can be found under Shared Area/Student Logins, there are Word files for each class for ease of printing.

Chromebooks should be returned to the school office by parents, they will not be brought back to their school bubbles until they have undergone sanitary procedures as decided by the School Business Manager.

## **Online Resources**

### G-Suite for Education

In the spring of 2020, we brought forward the introduction of Google Classrooms and other G-Suite software such as Google Meets and Google Drive. We have now built a virtual school which we intend to use as outlined above in the scenarios section of this document.

### Twitter Feeds

The school was already extensively using Twitter feeds before the spring lockdown and they will be used as outlined above in the scenarios section.

### Oak Academy

Teachers may choose to make use of Oak Academy resources and/or White Rose maths videos to supplement the work that they do with the children online.

## **Training**

*This sub-section outlines training for remote learning.*

Training needs are reviewed regularly by the Computing Coordinator in consultation with the SLT and school staff as well as using feedback from the children and parents.

During 2021 we aim to formalise feedback from parents using surveys.

Ongoing support is always available on request from the Computing Coordinator, Keith Broad.

### **School Adults**

All teachers and teaching assistants have been trained to use G-Suite software as is appropriate to their role and expectations set with the staff about its use. The staff have been given guidelines about their role when working with children remotely. The teachers have been shown Oak Academy and given an indication of how to use it should they wish to. Teachers have been trained on how to use Twitter. Training has also been given to staff in 2020 and 2021 on a range of online dangers germane to children working remotely (eg LGfL's Undressed Campaign, County Lines and online grooming).

### **Children**

By the end of autumn 2021 all children in KS2 will be trained on Google Classroom

### **Parents**

We provide regular sessions for parents on Online Safety and Computing related matters. If another national lockdown or bubble collapses seems imminent we will run sessions again focussed on the use of G-Suite for Education Parents and also shown how to access Twitter feeds.

## **Guidance**

*This sub-section details specific guidance for Olga staff and parents. It is intended that the relevant sections will be issued to these groups.*

### **Guidance for Teachers and Teaching Assistants**

This guidance should be followed when teaching children remotely when they are at home in line with the scenarios detailed above.

**Any safeguarding issues that arise from communicating with children must be reported to DSLs as soon as they arise either immediately and/or via CPOMs** (please use your professional judgement. CPOMs will be looked at daily by the DSLs and events of a more serious nature will require a phone call.)

### **Monitoring Engagement**

Please monitor engagement from families and inform a member of SLT if there is no engagement (not receiving learning or not attending live sessions).

### **Communication**

Communication with children and adults should take into account the scenarios section above, where times and expectations have been set out.

All school adults can only communicate with children and their parents and carers through officially sanctioned school channels. No one should communicate any other way. If in doubt, please email [keith1.211@olgagsuite.uk](mailto:keith1.211@olgagsuite.uk) before any communication takes place.

A separate and similar document to this one will be made available to the parents and there will be an expectation that they adhere to the guidelines they receive. This will be shared with you too. If you feel any parents are not following the guidelines, then please email Keith Broad and, depending on the transgression, you may wish to copy in Lisa Bradley Jones and/or Naomi Micklem. Please use your professional judgement.

**School adults should not email any children<sup>3</sup>.** Teachers in KS2 can communicate with children via the Google Class stream. Children and adults are not able to communicate on Twitter feeds. All communication apart from that on class streams must be with parents/carers only.

Communication with parents (and any children) must be professional and in keeping with how you would normally interact with them.

If you are phoning from a personal phone, make sure that your number is withheld (dial 141 before the number you are ringing).

Please let the DSL's know if you get a request from a child to communicate using unsanctioned methods e.g. phone, unsanctioned streaming app, unsanctioned chat app etc. Use your professional judgement if this requires immediately flagging up, or if it can go on CPOMs.

### **Posting Materials**

The guidelines in our Online Safety policy about posting online materials apply: -

- Photographs of children must not have names attached to them.
- Work may have a child's name attached to it (first name only).
- There must be no photographs or named work of any children whose parents have not given website permission.

---

<sup>3</sup> In school we do allow teachers to use Gmail with pupils through our G-Suite for Education school account when teaching them how to use email, or for other appropriate reasons, for example, school council emailing teachers to find their views. We DO NOT allow teachers to use Gmail in Home/School situations.

- Do not use photographs that include any children who do not attend Olga.

If you are posting video footage of yourself, please follow the same guidelines as in the live video streams below

## **G-Suite for Education (including Google Classrooms, Meets and Drive)**

**Please note:** G-Suite for Education must only be operated under your official school @olgagsuite.uk login

### **Google Classrooms - Class Streams**

Google Classrooms will only be used by children from years 3-6 (and most likely 4-6). Children can communicate with their teachers either via text in the main class stream or via comments on assignments.

Communication with children must be professional and in keeping with how you would normally interact with the children.

Children should be directed to use Google Classrooms for communication about schoolwork only. It is not a social media site.

Communication should also be confined to normal weekday school hours. For the children that would be 9-3.30 pm.

### **Google Meets – Live Streaming**

Strict guidelines must be adhered to:

1. Live Stream from an appropriate room such as a lounge, kitchen or office room. You must not live stream from a bedroom or a bathroom. Take care what is on show via your camera and, if sharing your screen, what is on your desktop.
2. Make sure another school adult is on the Live Stream with you<sup>4</sup>, if one is not available please let SLT know in good time before hand so they can find someone to join you. You should NOT Live Stream alone<sup>5</sup>.
3. Maintain a professional dress code. What you normally wear to school is fine.
4. Set the usual expectations of how your class should chat to you and each other online.

---

<sup>4</sup> In exceptional circumstances, and only after having previously agreed things with SLT, Live Events may be arranged with a teacher from Olga and an external teacher. E.g., specialist music events. It may also involve use of a non-school platform such as Zoom, and again, this must be agreed with SLT prior to its use.

<sup>5</sup> The only exception to this is small group work with a member of SLT. This will only take place where prior permission has been obtained from parents via email and agreement reached to video the session and keep a copy of it on our Google Drive for safeguarding reasons. This is the only exception. No staff other than SLT should do this.

5. Speak to the children as you would in school.
6. Communicate during the times set out in the scenarios section of this document
7. Make sure one of the child's parents or responsible guardians are in the room. If not, sadly, the child cannot join the live stream (a Remote Learning document will also be shared with the parents, so they are clear about how they and everyone else are expected to conduct themselves online).
8. Behave at all times as if you are in school operating under normal school policies with the addition of these guidelines.
9. At your end, only you should be present during the live stream, please make sure that anyone sharing your household knows you are using live stream and must not be disturbed.
10. If in doubt about anything, ask.

### **Google Drive**

Only school appropriate materials may be uploaded to Google Drive.

### **Registers**

Class teachers are to fill in daily registers on SIMs. Attendance will be monitored by SLT and appropriate action taken for non-attending children.

### **Chatting and Communication Socially with School Staff**

Many of the staff are currently in lockdown of various degrees and circumstances. We would encourage everyone to socialise online as it's important for all of us to feel part of a community and that we can enjoy each other's care and support. Please do not use the school systems for doing this though. Many options are available including Skype, Zoom and Live Party.

### **Support Contact Info**

For any operative issues around the classrooms please contact Keith Broad in the first instance and he will enlist Connetix our technical support team if needed.

Any safeguarding concerns must be flagged with the DSLs. If they do not respond contact a member of the SLT.

## **Guidance for Parents**

## **Introduction**

These guidelines have been produced so that you can your child know what to expect when using our online community services should your child need to work online.

### **1. If your child is at home because of Covid**

#### **Procedure for parents and the office**

Parents need to ring the office and tell them whether their child is well enough to take part in the work provided for them at home and to come to an assembly online at 9.10 each day. They need to do this by 8.30.

#### **Assembly and SLT**

The link to the assembly will be sent to parents/carers via the school office before the end of the day before.

When watching the Online Assembly parents/carers will be expected to type the name of the child and their class in the chatbox so that we have a record that the child is attending online.

#### **Teachers and Learning Provision**

In the current climate, when teachers plan they are mindful of remote learning needs.

Teachers will provide a day's worth of activities for your child. These activities as far as is practically possible will match the provision in school. The teacher may make use of Oak Academy videos and try to match them to the curriculum and may use work packs too.

### **2. Bubble Collapse and 3. Local or National Lockdown**

Class teachers will teach a half day live. The rationale for teaching a half day live is to ensure parents have enough equipment if there are multiple children in the household who need to attend live sessions. The children will be given independent activities for the rest of the school day.

Our strategies for bubble collapse/lockdown are:

|                                     |
|-------------------------------------|
| <b>Nursery and Reception (EYFS)</b> |
|-------------------------------------|

- Over the course of each week, two emails will be sent by the class teacher containing the learning for the whole week and the Google Meets link to be used for registration and live sessions that week.
- Children will register at 9.30 am and 12.45 pm via Google Meets.
- The Monday email will contain the learning for Monday, Tuesday and Wednesday.
- The Thursday email will contain the learning for Thursday and Friday. Within each email there are links to Google Drive, which will show the planned learning across the Early Years curriculum for the whole week.
- The planning contains a mix of written instructions with pictures to support understanding, pre-recorded videos of the teachers explaining and modelling the learning as well as links to appropriate songs and websites.
- Each morning there will be two live sessions in the morning (one of which will be phonics).
- Children to read every day.
- Teachers are contactable by email and over the course of the week each family will be rung once by a familiar member of the team.

#### **Years 1 and 2 (KS1)**

- At the beginning of the week, an email will be sent by the class teacher containing the learning for the whole week and the Google Meets link to be used for registration and live sessions that week.
- Children will register at 9.30 am and 12.45 pm via Google Meets.
- Within the email there are links to Google Drive, which will show the planned learning for the whole week.
- The planning contains a mix of written instructions with pictures to support understanding, pre-recorded videos of the teachers explaining and modelling the learning as well as links to appropriate websites.
- Each morning there will be live maths and English sessions in the morning as well as phonics).
- Children to read every day.
- Teachers are contactable by email and over the course of the week each family will be rung once by a familiar member of the team.

#### **Years 3, 4, 5 and 6 (KS2)**

- At the beginning of the week, an email will be sent by the class teacher containing the Google Meets link to be used for registration and live sessions that week.
- Children will register at 9.00 am and 1 pm via Google Meets.
- After the registration session children remain logged on and go through the days learning with their teacher.
- Independent activities and projects work for the morning can be set via Google Classrooms and assignments.
- Class teachers will monitor the class stream during the morning for comments and questions from the children.
- After lunch the children will log back in for registration and the afternoon session, which will then be taught live with a focus on maths and English, this allows for feedback to children during lesson time.
- Children to read every day.
- Teachers are contactable by email and over the course of the week each family will be rung once by a familiar member of the team.

Assignments and work will be celebrated through Twitter.

### **Feedback and Marking Expectations**

Written feedback may be given to assignments. Verbal feedback can be given in live taught sessions. There is not an expectation that every piece of remote learning is marked, however there is an expectation that children are given feedback when they are finding their learning difficult.

### **TAs**

TAs will be assigned to ensure that no school adult is online by themselves.

Please note:

1. The school has Twitter feeds for all year groups. These will be used to celebrate the work the children have done. The children and adults are not able to communicate on the Twitter feeds. Twitter feeds can be accessed here: <http://www.olga.towerhamlets.sch.uk/classes/> Once on this page, click your child's class.
2. Links to work will be emailed to parents by a member of school staff.
3. Links to Oak Academy videos and lesson materials may be provided in the above emails for Years 1-6. You can take a look at Oak Academy here: <https://classroom.thenational.academy/subjects-by-key-stage> Typically, Oak Academy resources consist of video presentations, slide shows and worksheets. No communication between children and Oak Academy takes place.
4. G-Suite for Education (part of which is Google Classrooms) will be used in different ways throughout the school. For all children, from Nursery to Year 6, there will be a requirement

to join live video events using the Meets app with a teacher and one other member of school staff (such as the class teaching assistant or another teacher from Olga).

5. If a whole class is sent home, or whole school under local or national lockdown, in Years 4 to Year 6, the children will be able to interact more fully with the Google Classroom environment.
6. You can learn more about Google Classrooms here:  
<https://www.youtube.com/watch?v=lgS-hoSljnw>
7. Government guidance states that at least 3 hours of learning should be provided on average across the KS1 cohort and 4 hours on average across the KS2 cohort per day and that this should replicate the experience of being in school as far as possible. However this will vary for children of different ages. Learning through play is a vital part of development for Nursery and Reception aged children.

## **Methods of Communication**

Class teachers will be responding to email and questions on Google Classroom weekdays between 9 and 3.30 pm through their official school account in the form of teacher's first [name@olgagsuite.uk](mailto:name@olgagsuite.uk) Please be aware that the staff are very busy and may not be able to respond until the next day.

### **Phone**

School adults will also be phoning parents weekday afternoons if a whole class is sent home. Please be aware that if a whole class is sent home, the school staff member may ring you from their own device and, if they do, they will withhold their number. You will need to make sure that your phone accepts calls from withheld numbers if you wish to use this method of communication.

You can also communicate through the school office phone (0208 981 7127) from 9 am- 4.00 pm weekdays.

Please let the school office know if your child is unable to attend school or remote learning by using the phone number above.

## **Google Meets – Live Streaming**

Joining Live Streaming events is really easy both for you and your child. You will either be sent an email with the link to an event or your child may be sent a link via the Google Classroom stream in Years 4-6. You will need to join the event at the time stated. We are unable to admit people to the event before it is scheduled. Simply click on the link, your browser will open and you will be able to join. You may have to wait a couple of minutes before you are admitted.

**We request that parents make sure that a responsible adult is in the same room when a child is on a live video link. If no adult from home can be present, then your child may not join the event.**

The school will always make sure that two adults employed by the school are on each video event<sup>6</sup>.

Please do not video or record any events, this is because you do not have permission from all present that you may. The school does not record or video any live video events<sup>7</sup>.

Please make sure that all present on a chat are school appropriately dressed. No pyjamas and dressing gowns and everyone fully clothed please!

### **Class Stream**

We would ask parents and carers not to use the Google classroom streams to communicate with other adults or with children.

### **Online Safety**

All our online services are run through London Grid for Learning (LGfL) and offer the same kinds of protection as your child (and the adults) would enjoy in school in terms of filtering and monitoring.

### **Behaviour**

At all times your child will be expected to behave as politely as they do in school when interacting with staff and their peers.

### **Technical Difficulties**

If you have any technical difficulties with accessing or using any of our online provision services, then please communicate with Keith Broad, one of our assistant head teachers, at [keith1.211@olgagsuite.uk](mailto:keith1.211@olgagsuite.uk)

## **Guidance for Children**

*Parents and carers, please read these guidelines with your child and make sure they understand them.*

### **Being the Best We Can Be Learning Online**

These guidelines will help you be the best you can be when learning online.

#### **Take Care of your Device**

Ensure your device is plugged in to avoid unexpected shutdowns. If that's not possible, make sure you have fully charged it every night.

---

<sup>6</sup> In exceptional circumstances, and only after having previously agreed things with SLT, Live Events may be arranged with a teacher from Olga and an external teacher. E.g., specialist music events. It may also involve use of a non-school platform such as Zoom, and again, this must be agreed with SLT prior to its use.

<sup>7</sup> The only exception to this is small group work with a member of SLT. This will only take place where prior permission has been obtained from parents via email and agreement reached to video the session and keep a copy of it on the school Google Drive for safeguarding reasons. This is the only exception. No staff other than SLT should do this.

Make sure you always put your device somewhere safe when you store it and always think about how you use it so it doesn't fall during live sessions.

Please do not put Chromebooks, laptops, or tablets on sofas, cushions, pillows or other soft surfaces as they can get very hot during use and may cause a fire.

### **Live Events**

Click the link to the live event at the time given.

Mute (turn off) mics on entry to a live event and listen carefully to any instructions.

Raise a hand if you want to speak and wait until you are chosen.

Only use the chat function when asked by a school adult.

Behave just as you would in school.

Be polite at all times.

Ask a parent to be in the room but remain off screen to replicate as much as possible a classroom environment.

Make sure any pens/pencils, paper and workbooks are ready five minutes before the live event starts.

Sit at a desk, if possible, to make writing easier.



### **Getting Help**

If you are unsure about what to do, make sure you ask for help during a live class event. Your parents can also email teachers and ask for help for you too.

## **Data Protection**

*This sub-section details our approach to data protection issues. It includes data and device security.*

### **Accessing Personal Data**

When accessing personal data for remote learning purposes, all staff members will:

- Use secure cloud based services that are affiliated to the school – SIMs, CPOMs, secure email
- Ensure that their devices (whether school's property or own) are secure.
- Ensure data breaches of any kind are reported to [keith@olga.towerhamlets.sch.uk](mailto:keith@olga.towerhamlets.sch.uk) or [hasib@olga.towerhamlets.sch.uk](mailto:hasib@olga.towerhamlets.sch.uk) or [lisa@olga.towerhamlets.sch.uk](mailto:lisa@olga.towerhamlets.sch.uk)

### **Processing Personal Data**

- Staff members may need to collect and/or share personal data such as telephone numbers and email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions and for safeguarding, individuals will not need to give permission for this to happen.
- However, staff are reminded to collect and/or share as little personal data as possible online and none should be shared on social media, without permission given.

### **Keeping Devices Secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Connetix will set up the school owned/ DFE computers to ensure that they are secure and compliant before loaning them to pupils. Parents will sign a loaning agreement before a device is given.

## **Data Collection**

We will keep a register morning and afternoon to monitor engagement. These will be monitored by SLT who take a range of actions based on the data. These include, but are not limited to, arranging for phone calls to be made to parents, making sure children can access learning, home visits and referrals to outside agencies.

## **Safeguarding**

Alongside learning, safeguarding sits as an equal to the outcomes of any communication or interaction online- all staff must be aware of the Safeguarding Policy and that any breach of this must be reported onwards. Children must also be aware of the safeguarding implications of remote learning and this will be taught and encouraged in our blended learning offer.

- Any concerns will be reported to the DSLs via CPOMS or phone, depending on how concerning the issue is deemed by the person reporting.
- Where possible we ask that parents are present during any remote conversation or interaction with their child.

## **Links with other Policies**

This policy is linked to our:

Online Safety Policy (including AUPs)

Computing Policy

Behaviour Policy

Child Protection and Safeguarding Policy

Data Protection Policy

Home-School Agreement

## **Moving Forward Beyond the Pandemic**

Hopefully in 2021/22 the pandemic will eventually be brought under control. A lot of work has gone into online provision and it is envisaged that SLT will work with the school community as a whole and decide how everyone's new skills can be incorporated meaningfully and usefully in the years ahead. Work on this has already started as we are beginning to use remote technology and G-Suite for homework and it is also being used more extensively in lessons in Y4-6