Kemnay Primary School

Remote Learning Policy
For Parents & Carers

2020/21

Contents

Aims

This remote learning policy for staff aims to:

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

Kemnay Primary School is fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs.

Roles and Responsibilities

Teachers

In the event of a part or full school closure the school will revert to remote learning via the glow school network: https://sts.platform.rmunify.com/account/signin/glow.

Teachers are responsible for:
- A mixture of video/audio remote learning sessions through Google Classrooms app and additional activities set appropriate to the age & stage.
- Ensure that the Headteacher and senior members of staff have been invited into the Google Classroom.
- For any 'remote learning sessions' please follow teacher protocols when delivering remote learning sessions.
- One to one remote sessions must be discussed and approved by the Headteacher to assess any risks. This could be required, to provide pastoral care or provide support for pupils with special educational needs and disabilities. Helpful solutions may involve including a parent or additional staff member on the call.
- Provide regular feedback to pupils about their work.
- Keep a record of children and families engaging with remote learning. Inform the management team if children are not engaging (2+ days) without a sufficient reason.
- All emails/correspondence received from parents & pupils should only be answered during work hours.
- Any concerns or complaints must be shared with the Headteacher who will advise how to respond accordingly.
- For safeguarding concerns please contact the Head Teacher urgently.
- Please ensure that work provided is clear. For example, photographs of textbook pages should be cropped, in good lighting, focus on sections rather than the whole page, etc.

Senior leaders

Senior leaders are responsible for:
- Coordinating the remote learning approach across the school.
- Alerting teachers on Microsoft Teams to resources they could use for remote learning.
- Working with teachers to make sure that the work set is appropriate and consistent.
- Monitoring the effectiveness of remote learning – Regular contact will take place with teachers reviewing work set or reaching out for feedback from pupils/parents.
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- Emailing and keeping parents informed about Coronavirus update messages from the Scottish Government and/or Aberdeenshire Council.
- Weekly 'Virtual Assembly' at 1.45pm to celebrate learning and share any messages applicable to the pupils.

School Staff

ASN: Teacher shall maintain contact with designated pupils with appropriate work to be set in co-ordination with the class teacher.

PSA: Staff will have a set of tasks designated. These could include: childcare/learning hub supervision, school displays, school garden, ALDO course, etc.

Covid Relief Teacher: Will be responsible for the childcare and learning hub with support from Senior leaders.

RCCT Teachers: It is expected that these teachers would continue the online virtual teaching experience on their allocated days.

Admin & Clerical: All duties can continue as normal remotely.

Early Years: Supervision of Learning and Childcare Hub.

Pupils and Parents

In the event of a part or full school closure the school will revert to remote learning via the glow school network: https://sts.platform.rmunify.com/account/signin/glow.

Should your child require a reminder of their glow username please do not hesitate to contact the school: kemnay.sch@aberdeenshire.gov.uk.

Staff can expect pupils to:
- Take part in the remote learning sessions provided by the class teacher.
- Complete work within the Google Classroom to the deadline set by teachers.
- Seek help if they need it, from teachers.
- Seek help Alert teachers if they're not able to complete work.
- Attend school assembly every Friday from 1.45pm.
- Mute audio when not in use & behave appropriately whilst online.
- **Not** to take images and share on social media. This is a breach of the data protection act.

Staff can expect parents 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.
- Be respectful when making any complaints or concerns known to staff.
- Ensure that pupils have a discrete background/filter in use for video conference.
- **Not** to take images and share on social media. This is a breach of the data protection act.

What to Expect

It is expected that a short, recorded video or audio message will be made available most days by the class teacher. This can be viewed and actioned at a time appropriate to the child.

Targeted audio/videos for specific groups (reading, maths, spelling) introduced. The frequency and effectiveness of this will depend on pupil engagement and analysis of assessment data.

As a minimum it is expected that there will be a maths, a literacy and another curricular area (health & wellbeing, topic, RME, expressive art, skills for LLW, etc). task each day.

These tasks should vary in delivery between textbook, direct teacher engagement, active learning, independent and computer software tasks.

An assembly will be organised every Friday from 1.15pm (accessible either through a link provided by the teacher) for all staff and pupils to celebrate work, efforts and share any news.
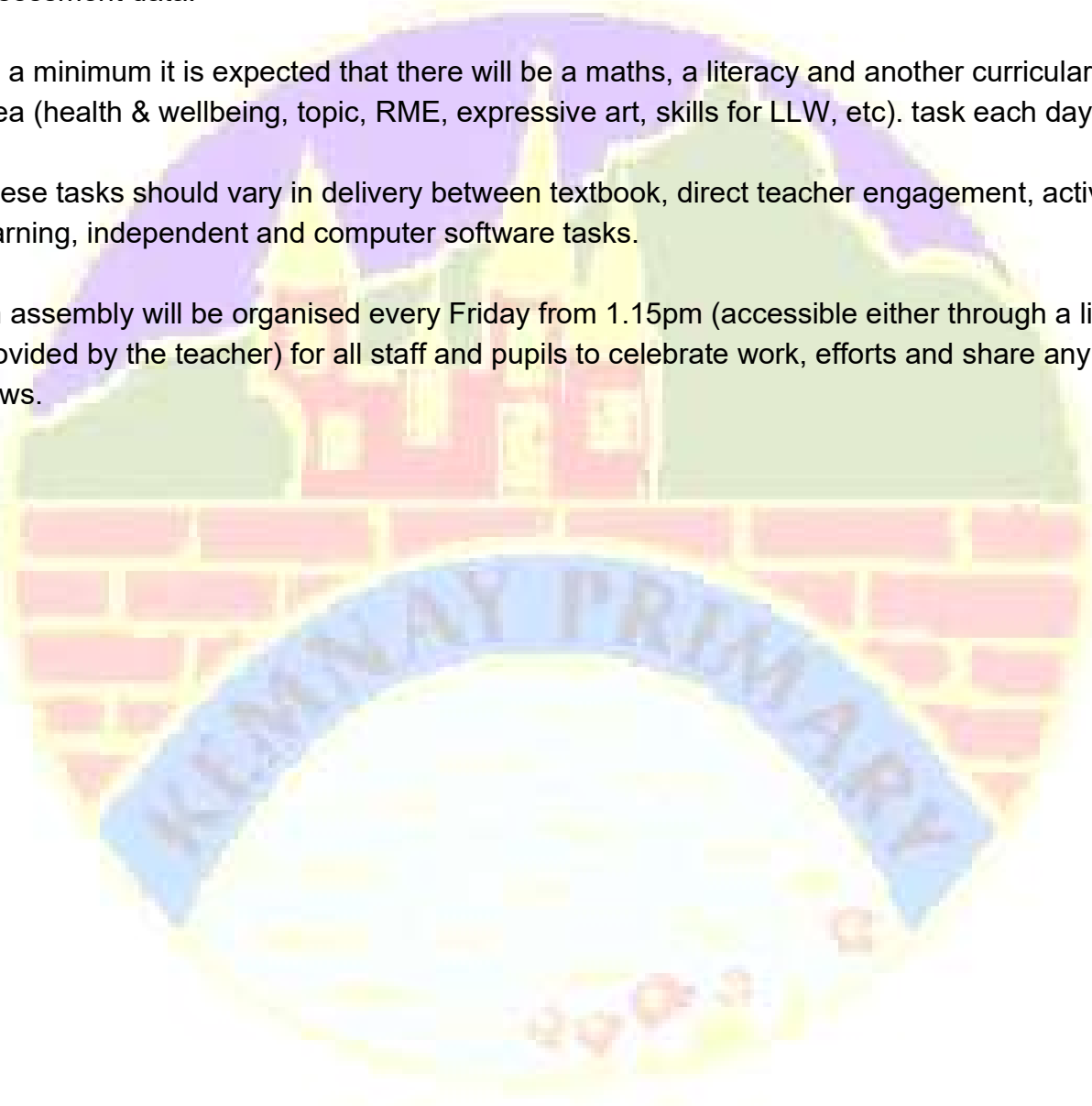
Data Protection

Accessing personal data

When accessing personal data, all staff members will work within their allocated secure school glow network.

Sharing personal data

Staff members may need to collect personal data such as email addresses as part of the remote learning system. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

Keeping devices secure

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

- No USB or internal/external hard drives should be used to store pupil/school data.
- 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)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends

Article 29

Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Kemnay Primary School
Remote Learning Video Conference Guide

Learning online is new for pupils, parents and many teachers. This document provides advice on how to setup for learning, to be part of online meetings and access learning in Google Classroom. The key points are:

For pupils:

- find a quiet space
- use headphones if you can
- place your device so the camera doesn't show too much of your home (to protect your privacy). Consider making use of appropriate customised backgrounds.
- behave in the lesson as you would be expected to in school
- be kind and considerate of others
- follow up tasks will be in Google Classroom – you can ask questions of your teacher there

For parents:

- Help your child find the best place to work (if possible, not a bedroom, consider making use of customised backgrounds)
- Be on hand, if you can, to help if needed
- Take an interest in your child's work and the work left for him/her to complete in Google Classroom

For staff:

- Continue to observe the highest professional standards
- Choose the method of delivery based on the lesson itself
- When using Google Meet, place your device so the camera doesn't show too much of your home (to protect your privacy). Consider making use of customised backgrounds. For pupils who are hearing impaired, a blurred background will be most effective for lip-reading.
- Consider how to structure learning so that pupils can work effectively and make progress.

# Google Meet - Live Lessons from your home

Pupils - Getting set up

First of all, if you are not comfortable with being on camera to speak with your teacher, let him or her know using an email or private message in Google Classroom, so that other arrangements can be put in place.

Using Google Meet is inviting someone into your home. You need to think carefully about the view from your web camera and how you are set up at home for learning online. Here are some top tips.

1. Be dressed suitably - no PJs - get dressed as you would be happy to be seen outside of your home.
2. Sit somewhere with your back towards the wall. This will reduce how much of your home is in the camera frame. Consider making use of appropriate customised backgrounds.
3. Turn the TV and other distractions off. Try to find a space which is quiet. Don't worry - we know this might not always be easy for everyone to do.
4. If you have some headphones, use them. You might need to change the meeting settings after you plug-in your headphones. This will work even better if they have a microphone. HELP HERE
5. Choose somewhere with good light but don't have your back towards a window if you can avoid it. Too much light can make it difficult for others to see you on your camera.
6. Have your device on a table rather than on your knees. If you don't have a table, use cushions under your device to make yourself more comfortable.
7. Have some paper/jotters handy with a pen or pencil so you can write notes if you need to. You could also use Google Keep or Docs to write short notes with your device during your meeting.

6. Have your device on a table rather than on your kn cushions under your device to make yourself more

7. Have some paper/jotters handy with a pen or penc need to. You could also use Google Keep or Docs device during your meeting.
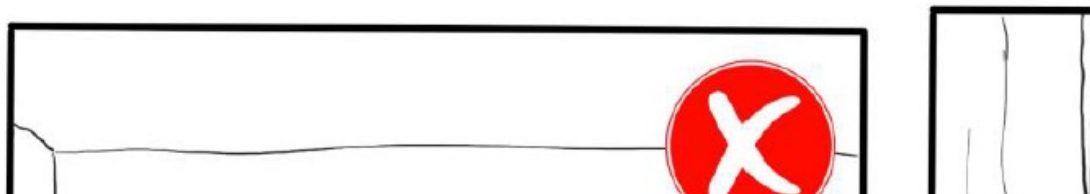
Pupils: Connecting to Your Meeting

Your teacher will set a time for your meeting / lesson in Google Classroom. This is also where you will find the link for the meeting when it starts. Your teacher will be the first person in the meeting room and will be the last person to leave it. You may have to wait to be admitted to the meeting / lesson.

Top Tips for your meeting

1. Visit your Google Classroom to get the meeting link just before the meeting is due to start.

2. Go to the meeting link.

3. Mute your microphone before you enter the meeting. You can also switch off your camera if you wish.

4. Click **Join now** to enter the Google Meet. *Don't click Present.*

5. Once connected, listen carefully to your teacher. You can use the chat to ask questions or **unmute** your microphone and ask your question. You should **mute** your mic again after you have asked your questions.

6. In your Meet, be kind and considerate of other people. The Meet is just like being in school and you need to behave appropriately. Your teacher may remove you from the meeting if you don't do so. If you are removed from a meeting, the headteacher or another member of senior staff may discuss this with you and your parents/carers. **Please remember, you have signed the Agreement for Remote Learning and Teaching.**

7. When the call is complete, disconnect by clicking the red "hang up" button.

Remember to check Google Classroom after the meeting for any assignments that your teacher has set for you.
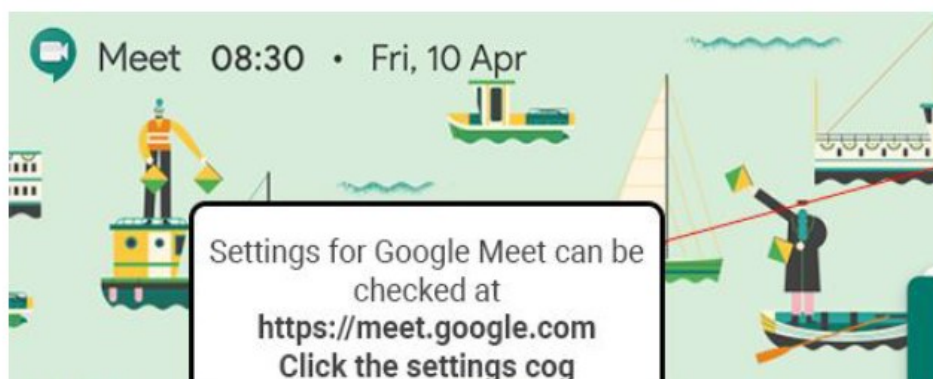
Parents - Helping your child to set up & connect

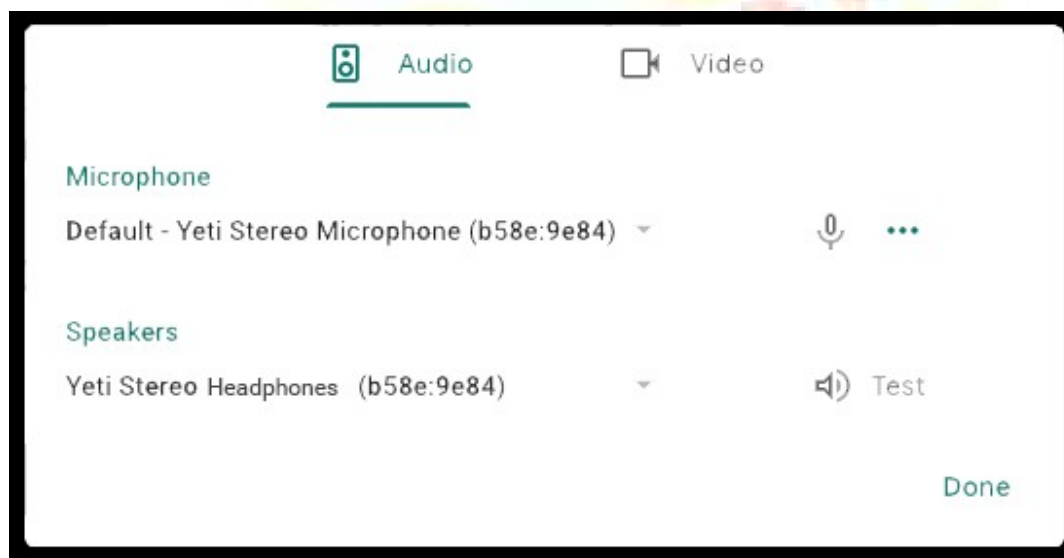Our tips for helping your child to be part of an online video lesson.

1. Remind your child that they need to behave appropriately in online lessons. Encourage them to be polite and respectful during the call. Be aware that inappropriate behaviour may result in your child being removed from the meeting and a follow-up discussion with school staff. Pupil Expectations Agreement.

2. Position the computer/device in a room where you can monitor their activity, preferably not a bedroom or consider making use of appropriate customised backgrounds.

3. Keep the background clear, with good lighting and sound (see our pupil tips above).

4. Information about who is hosting the lessons, what the lesson will be about and what tasks are set following it will all be shared in your child's Google Classroom. The link to the meeting will be shared in your child's Google Classroom just before the meeting is due to start.

5. Your child may need support in setting up Google Meet (https://meet.google.com), connecting their headphones, if they have them, and selecting the camera.

meeting is due to start.

5. Your child may need support in setting up Goog connecting their headphones, if they have them

Meet 08:30 · Fri, 10 Apr

Settings for Google Meet can be checked at
https://meet.google.com
Click the settings cog

Audio Settings can be adjusted - select your mic and headphones

Audio   Video

Microphone

Default - Yeti Stereo Microphone (b58e:9e84)   🎤   •••

Speakers

Yeti Stereo Headphones (b58e:9e84)   🔊   Test

Done

Camera settings can be adjusted on the Video tab
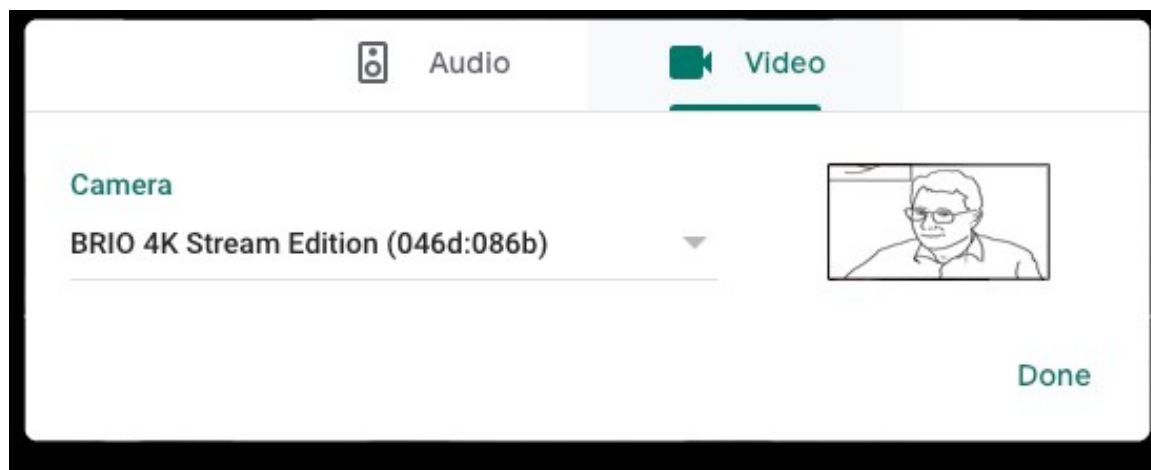
Help your child to do this and check the preview of the webcam before your child joins the meeting.
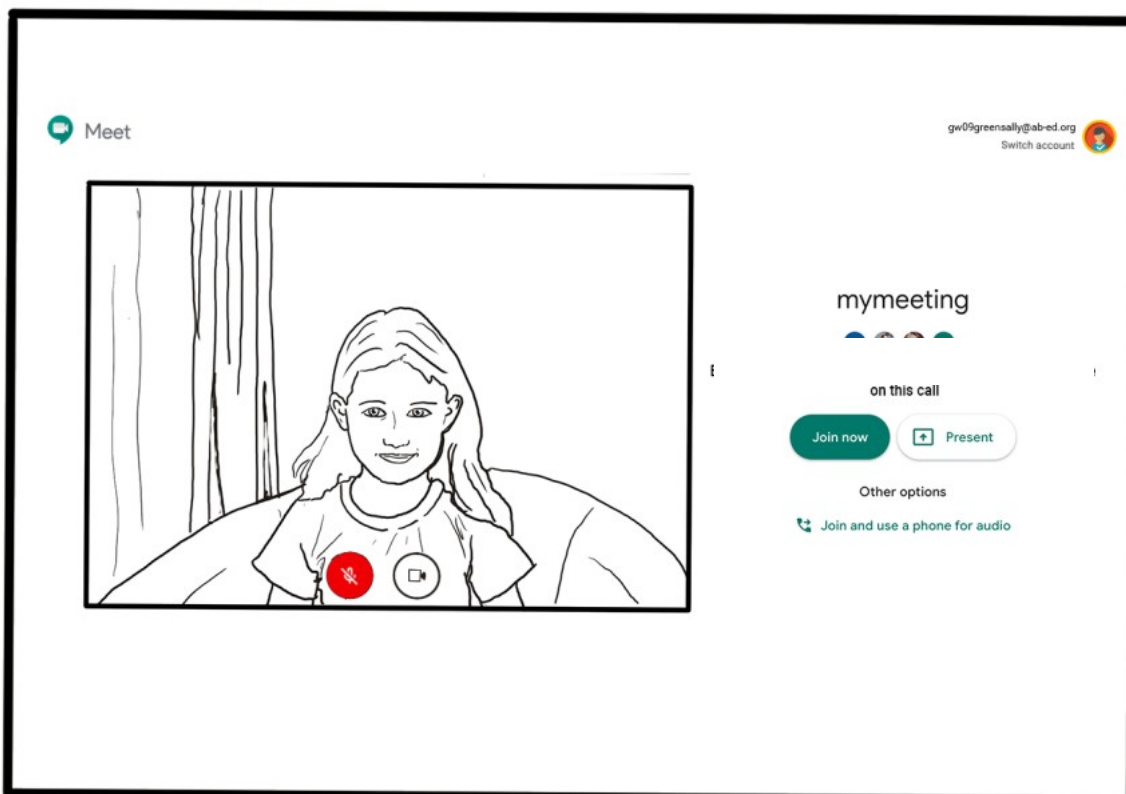
If you have any concerns about the use of Google Meet or the content of live lessons, you can contact your school (details here).

Google Meet must be used by learners accessing G Suite through Glow to join video-conferencing meetings / lessons calls with members of staff.

Ensure you have familiarised yourself with Aberdeenshire ECS Live Online Learning Risk Assessment.

Agreement for Remote Learning and Teaching

The teacher will:
- discuss roles and responsibilities with pupils at the outset of delivery;

- be punctual at the beginning and end of each lesson;

- set up a protocol for labelling of files for pupils;

- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection;

- end the remote teaching experience immediately if they are feeling uncomfortable about any aspect of the experience. Follow-up with their line manager.

Pupils will have already signed 'An Acceptable Use of ICT Agreement' at the beginning of their school year and this agreement still stands in the virtual learning environment.

Pupil Expectations:
- only use their Glow email address for class communication;

- be punctual for all lessons;

- where required, access the files for each lesson on Glow in advance and have the materials to hand;

- make sure they have all power adaptors, laptops, screen connections ready before the lesson begins;

- submit all assignments on time in accordance to the agreed protocols;

- show respect for everyone in the online classroom;

- dress appropriately for all classes, thinking about modesty and respect for others;

- ensure the location they log in from is appropriate i.e. give consideration to background, camera angle, privacy etc. Consider making use of appropriate customised backgrounds.

- seek to contribute to the class in a positive manner and not be disruptive at any time;

- leave the Google Meet if they are feeling uncomfortable;

- understand that no part of the 'live virtual lesson' will be recorded;

- understand and agree that no documentation stored for learning, whether it be assignments or materials shall be duplicated, copied or shared with anyone other than the pupil or school;

- **Do not** record or take pictures of any part of a livestream / video-conference lesson.

Parent/ Carer permission to deliver remote teaching into the home.

Please note that lessons are not recorded. Children's Services requests that no attempt is made to record any online teaching by pupils or adults alike.

Pupils have already signed 'An Acceptable Use of ICT Agreement' at the beginning of their school year; this agreement still stands in the virtual leaning environment.

Pupil's name

School

Class

I understand that no part of remote teaching and instrumental instruction can be recorded.

I understand and agree that no documentation stored for learning, whether it be assignments or materials shall be duplicated, can be copied or shared with anyone other than my child and his/her school.

I have read and will follow the Pupil Expectations

I give my consent to participate in livestreamed lessons, as part of online learning.

Name of Parent/Guardian

Signed   **Date**

Name of Pupil

Signature of Pupil