



FAIRWAY INFANT SCHOOL

Remote Learning Policy

January 2021

Adopted by the Full Governors
By email on 22nd January 2021
Review date: January 2022

Signed.....
Warren Barnes
Chair of Curriculum

The member of staff responsible for remote learning in this school is:

NAME: Miss Emma Singleton (Deputy Head teacher)

The governor responsible for remote learning in this school is:

NAME: Warren Barnes – Chair of Curriculum Committee

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1 OVERVIEW

Fairway Infant School is committed to providing continuity of education to all learners and, in response to the Covid-19 pandemic, we have developed our remote learning provision.

This policy is available on the school website www.fairway.w-sussex.sch.uk

2 VIRTUAL LEARNING PLATFORM

At Fairway Infant School, we will use the virtual learning platform 'Google Classroom' as our primary source of remote education. In addition to this the children will also be directed to access appropriate reading books via the Oxford Owl website. Teachers will also make use of the Government funded 'Oak National Academy' to provide virtual lessons in science. This will apply in KS1 particularly.

Google Classroom allows teachers to set assignments and to hold virtual lessons. It also provides the opportunity for completed work to be uploaded and submitted to the teacher for review and/or comment.

3 RESOURCES

In order to support home learning, we will provide each child with a resource pack. In this pack are the following resources:

- Year 2 – a mini whiteboard, whiteboard pen, rubber, maths exercise book, lined exercise book
- Year 1 – a mini whiteboard, whiteboard pen, rubber, ruler
- Reception - a mini whiteboard, whiteboard pen, rubber

As far as possible, assignments that are added to Google Classroom will be set to allow all children to access their own working copy of the document.

4 ACCESS TO DEVICES

Google Classroom can be accessed via the internet, or app and on a number of devices;

- laptop
- computer
- tablet
- smartphone
- PS4/PS5 or Xbox

A survey of all parents will be conducted to ascertain whether children have access (shared or sole) to devices that are not needed to be used by parents working from home.

Where the survey finds that a child does not have access to a device that supports Google Classroom, the school will do all it can to support children to access a device.

5 REMOTE LEARNING FOR INDIVIDUAL LEARNERS

Assignments will be loaded, daily, to Google Classroom and assigned to the individual learner only. As far as possible these will mirror the learning happening in school. Work can be completed and shared with the class teacher by uploading it to Google Classroom. Feedback on the work, where appropriate, will be given via this platform.

Virtual lessons will not take place as the class teacher will be teaching in school.

6 REMOTE LEARNING FOR WHOLE CLASS/SCHOOL

In the event that remote learning is required, the appropriate Government, and Local Authority, guidance will be followed.

Assignments will be loaded, daily, to Google Classroom for children to complete. As far as possible these will mirror the learning that would be happening in school. Work can be completed and shared with the class teacher by uploading it to Google Classroom. Teachers will look at the work and comment on individual pieces, where appropriate.

Virtual lessons will take place and a timetable for these will be drawn up, as necessary.

Virtual lessons will be delivered by the class teacher and will be attended by a teaching assistant.

In the event that the teacher is unwell, or scheduled to be working in school, virtual classes will not be held but staff will ensure that assignments are loaded onto Google Classroom for the children to complete.

7 EXPECTATIONS OF TEACHERS

Teachers are expected to provide continuity of education for their class, through assignments and virtual lessons as detailed in this policy.

The work set for children will mirror, as far as possible, the work that they would access if they were at school. Teachers will be expected to look at the work and comment on individual pieces, where appropriate.

Teachers will be expected to provide the equivalent of 3 hours work, daily, for children in Key Stage 1 and 2 hours for children in Reception. The work set will follow a broad and balanced curriculum and will comprise of:

Key Stage 1

- Phonics
- Literacy (this could take the form of reading, writing or SPaG)
- Maths
- Topic (this will cover the foundation curriculum as well as science and will reflect, as far as possible, what the children would be learning in school)

Reception

- Phonics
- Literacy
- Maths
- Topic (this will include activities to support Personal, Social and Emotional Development, Physical Development, Understanding the World and Expressive Art and Design)

8 EXPECTATIONS OF TEACHING ASSISTANTS

During periods where there is a need for remote learning, teaching assistants will be instructed to log in to the virtual lessons provided for the children. They will be expected to take a register of attendance, monitor engagement in the lesson as well as monitoring the safeguarding rules and to provide feedback to Miss E Singleton (Deputy Head teacher) in relation to any children who are not consistently engaging with remote education.

They may also be given tasks, during their working hours, to undertake from home to prepare resources to support the children's learning or other tasks deemed reasonable by the head teacher.

9 EXPECTATIONS OF PARENTS

Flexibility of Learning

At Fairway, we realise that the circumstances that cause our school to close will affect our families in a number of ways. In our planning and expectations, we are aware that:

- Parents may be trying to work from home so access to technology as a family may be limited
- Parents may have two or more children trying to access technology at the same time
- Online systems may not always function as they should.

An understanding of, and willingness to adapt to, these difficulties on all sides is essential for success. In the event of difficulties, parents and teachers are encouraged to contact either Mrs B Davison (Head teacher) or Miss E Singleton (Deputy Head teacher) to discuss individual circumstances.

Supporting remote learning

Parents are asked to find a suitable, quiet area for their child to learn and work. Due to the age of the children that attend Fairway Infant School, it is recognised that they, in most cases, will require a high level of adult support in order to access remote education. In light of parent's commitments to their own work and the remote education needs of siblings, Fairway will not expect assignments to be submitted by a particular date/time and will work flexibly with families.

Parents are encouraged to contact Mrs B Davison (Head teacher) or Miss E Singleton (Deputy Head teacher) if they feel they are unable to provide support for remote education so that further options to support the individual child's learning can be discussed.

Safeguarding

All parents are made aware, at regular intervals, of the rules for safeguarding children during virtual lessons. Any breach of the rules will be followed up immediately by a phone call from the school and the virtual lesson will cease for that session. By signing up to Google Classroom, parents have been made aware that they are agreeing to abide by these rules.

10 EXPECTATIONS OF LEARNERS

During virtual lessons, learners are expected to:

- Be appropriately dressed
- Know how to mute/unmute (this will be practised with the children)
- Have their whiteboard, pen and rubber ready
- Follow class rules for joining in, taking turns, listening carefully and showing that they are ready to learn
- Try their best
- Know how to get help during the call, from their grown up, at home, if needed

11 SUPPORT FOR CHILDREN WITH AN EHCP/SEND

When there is the need for remote learning, the SENDCO (Mr G Redpath) will contact the families of children with an EHCP to discuss remote learning provision specific to their child. In most cases this will include sending home packs of work, resources and activities suitable to meet the child's highly individualised needs.

Provision for children with an EHCP is also documented in the school's risk assessment and specific arrangements will be made for them on an individual basis, taking into account their unique needs.

12 SAFEGUARDING

At Fairway Infant School, safeguarding is of paramount importance and this continues to be the case whether the children are learning in school or accessing remote learning provision.

Rules for Virtual Lessons

In order to keep the children safe, focussed and ready to learn parents will be informed of the rules for virtual lessons, on a regular basis. All children will be expected to follow the rules of the online classroom, set out below. Virtual learning will cease, for that session, in the event of a breach of the rules.

1. Children will be appropriately dressed for virtual learning and not, for example, wearing pyjamas.
2. Parents are asked to find a suitable, quiet area for their child to learn and work
3. Parents will be aware of conversations that they are having during virtual lessons and whether these are appropriate to be heard by others
4. Screen shots, photographs and videos will not be taken of the children whilst they are participating in virtual learning lessons
5. Siblings and family members will not appear on screen at any time. Only the child involved in the lesson will be on screen.

Parents can choose to turn their child's camera off so that they can see the teacher but cannot be seen themselves by other participants.

Parents will be informed that, by signing up to Google Classroom they are agreeing to the above rules. In the event that a parent has declined participation in virtual lessons, Miss E Singleton (Deputy Head teacher) will make contact and discuss further options to support the individual child's learning.

Monitoring engagement

When remote learning is in use, teachers will monitor pupil engagement through Google Classroom. Where a child is not engaging with the learning provided, teachers will contact either Mrs B Davison (Head teacher) or Miss E Singleton (Deputy Head teacher). A welfare call will be made to the family and options for the continuation of the child's education will be discussed.

13 DATA PROTECTION

When accessing personal data, all staff members will: only use their official school email account and connect to the school network using their school laptop only. Staff will use strong passwords to protect school devices.

Staff members are unlikely to need to collect and/or share personal data. However, if it does become necessary, staff are reminded to collect and/or share as little personal data as possible online. Staff will be vigilant, ensuring that no one in their household will have access to, or see personal data.

All data collection will be compliant with GDPR guidelines.

The only details given to Google Classroom are first name, last name and year group for each individual child.

Staff will report data breaches to their line manager.

Whilst using video conferencing with colleagues or students staff will ensure that:

- They use platforms which have been approved by the school
- Webcams are only activated when they need to be.
- The session is not recorded unless authorised to do so by the school (all participants on the call must consent)

14 LINKS WITH OTHER POLICIES

This policy is linked to our:

- e-safety policy (including internet acceptable use)
- Safeguarding and Child protection policy
- Data protection policy and privacy notices

- Inclusion policy
- SEND policy

15 CONTACTS

Safeguarding

Designated Safeguarding Lead: Bridget Davison

Email: dsl@fairwayinfant.co.uk

Deputy Designated Safeguarding Lead: Emma Singleton

busybees@fairwayinfant.co.uk

Class Email Addresses

Where a parent has a query regarding the work set or has an individual question for their child's class teacher, they are provided with a class email address. Teachers will check their class email address daily and will respond to emails during school hours 8.30am-4pm. Emails will not necessarily be picked up outside of these times.

Problems with technology

Where parents need help to troubleshoot problems with technology, they should contact Miss Singleton (Deputy Head) or Mr Richardson (ICT Co-ordinator) via the school office.

email: office@fairwayinfant.co.uk

phone: 01342 713691

All other enquiries

For all other enquiries, parents should contact the school office.

16 APPENDICES

APPENDIX 1: Home Learning Information for Parents

APPENDIX 2: How to access and navigate Google Classroom

APPENDIX 1: HOME LEARNING INFORMATION FOR PARENTS

Remote Learning

As a school, we use the platform 'Google Classroom' as a basis for virtual learning. Google Classroom can be accessed via google or via the Google Classroom App which is free to download. Each child has been set up with a user name and password which can be used to access Google Classroom. Individual log in details will be sent out to you via the office.

Setting up Google Classroom

Once you receive your username and password, please follow the instructions below to join your child's virtual classroom.

1. Go to the Google homepage and search for 'Google Classroom' (clicking the first option in the search results) or go to classroom.google.com. You may prefer to download the 'Google Classroom' app.
2. Enter your child's log in details.
3. You should automatically then be taken to your child's online class.
4. Your child's class teacher will have invited your child to join the class and there will be an option to 'join' or 'decline'. Please select 'join'.

Navigating Google Classroom

Teachers will use Google Classroom for three primary functions:

1. To provide virtual lessons with the class (via video calling)
2. To set assignments for the children to complete
3. To provide feedback on work that the children have completed

Virtual Lessons

Just before virtual lessons begin, your child's teacher will send out a link for the class. Virtual lessons will last approximately 25-30 minutes and will be an opportunity for the teacher to start and end the day in a familiar way. The children will participate in a phonics lesson taught by their class teacher.

Before ending the call, teachers will introduce the children to their assignments for the day, that will be loaded to Google Classroom for completion.

At the end of the day, teachers will send out a second link for the class and this second virtual lesson will also be for approximately 30 minutes. The aim of this session is to check the children's understanding of the maths that they have been working on. Teachers may also finish the day with a story, wellbeing activity etc.

Times for video calls will be consistent each day and will be shared with you, in the event that home learning becomes necessary. We will endeavour to timetable classes to allow siblings to have separate virtual learning times so that devices can be shared within households.

Subjects from the wider curriculum i.e. geography, history, art, design technology, science etc. will be covered in the assignments set on Google Classroom.

Safeguarding/Online Classroom Rules

In order to keep the children safe, focussed and ready to learn we must insist that all children follow the rules of the online classroom, set out below. Virtual lessons will cease in the event of a breach of the rules. **By accepting the invitation to access your child's online classroom, you are agreeing to adhere to our safeguarding rules.**

1. Children should be appropriately dressed for virtual learning and not, for example, wearing pyjamas.
2. Parents are asked to find a suitable, quiet area for their child to learn and work
3. Parents must be aware of conversations that they may be having during virtual lessons and whether appropriate to be heard by others
4. Screen shots, photographs and videos must not be taken of the children whilst they are participating in virtual learning lessons
5. Siblings and family members should not appear on screen at any time. Only the child involved in the lesson should be on screen.

Please note that parents can choose to turn their child's camera off so that they can see the teacher but cannot be seen themselves by other participants.

Any concerns of a safeguarding nature, MUST be immediately reported to the school.

What will my child need to participate in virtual lessons?

Your child will need the following:

- A device which can be connected to the internet (laptop, computer tablet, smartphone, Xbox, PS4/PS5) and can support Google Classroom (including via the app)
- A suitable, quiet area to work (preferably sat at a table or desk so that they can work)
- A mini whiteboard and a dry erase marker
- A set of headphones (these can be useful during video calling but not essential. Instead the children's microphones can be turned off to avoid feedback)

Children will be provided with their own mini whiteboard and dry erase marker to take home with them in order to be prepared for remote learning. Please keep these to use for home learning so that the children can access them easily, if virtual lessons begin.

Assignments on Google Classroom

Assignments will be set daily for your child to complete to support their learning.

Once these activities are completed they can be photographed and added to Google Classroom for the class teacher to see and provide feedback on. Many of the activities can be completed directly on to the documents loaded to Google Classroom and will not require printing.

Class Email Addresses

Each class teacher has their own email address. These will only be checked in the event of home learning so please continue to contact the office as long as your child is in school. Please note that teachers will check emails during working hours (8.30am-4.00pm).

Class	Teacher	Email Address
Adventurers	Mrs Sanpher	adventurers@fairwayinfant.co.uk
Explorers	Mrs Pond/Mrs Madigan	explorers@fairwayinfant.co.uk
Robins	Mr Redpath	robins@fairwayinfant.co.uk
Wrens	Mr Richardson	wrens@fairwayinfant.co.uk
Wise Owls	Miss Garner	wiseowls@fairwayinfant.co.uk
Busy Bees	Miss Singleton	busybees@fairwayinfant.co.uk

Critical Worker Provision

In the event that we are required to offer provision in school for critical workers, we would follow the latest Government guidance for provision of school places to the children of critical workers. These places will be allocated following guidance from the Government or Local Authority.

Teacher Availability

In the event that a teacher is unwell, or required to work in school, they will not be expected to provide virtual lessons however assignments will be loaded to Google Classroom for the children to complete at home.

Feedback and Marking

Once the children have completed work set, it can be photographed and uploaded to Google Classroom. Teachers will look at the work and provide feedback where necessary.

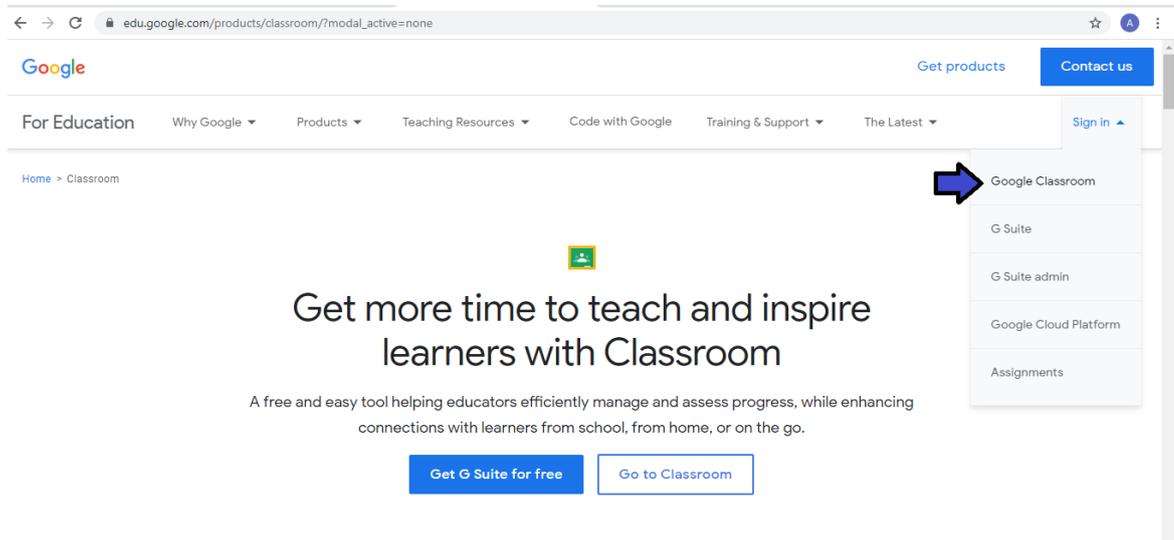
In the event that home learning becomes necessary, we will send further communication with specific details for the classes concerned.

If you have any questions regarding home learning, please contact Miss Singleton via the school office.

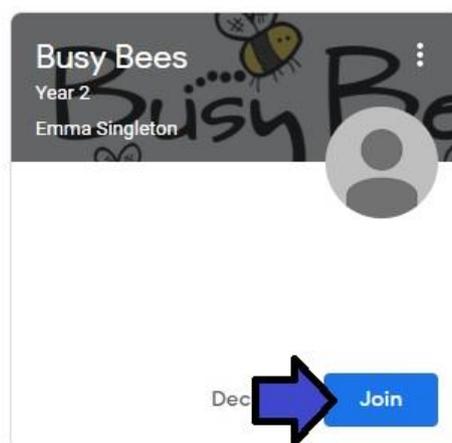
APPENDIX 2 - How to access and navigate Google Classroom

When your child first logs in to Google Classroom

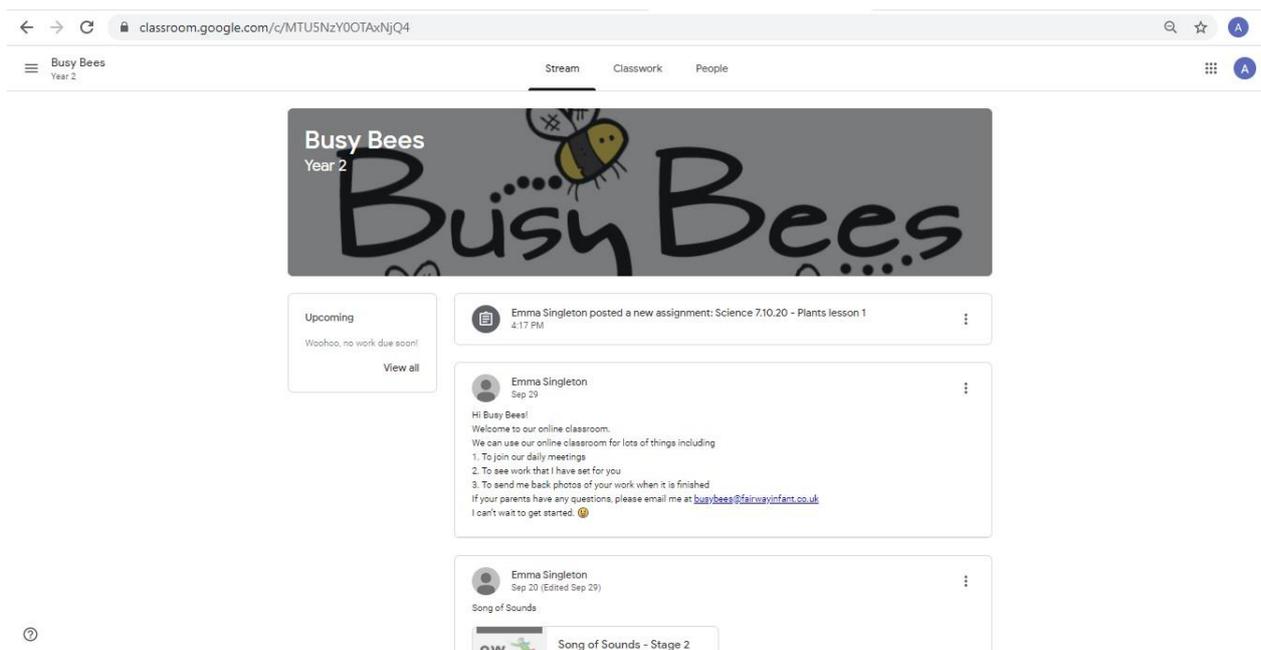
1. Google 'Google classroom' and click on the first link.
2. In the top right corner of the screen – hover over the button and select 'google classroom' from the drop down bar.



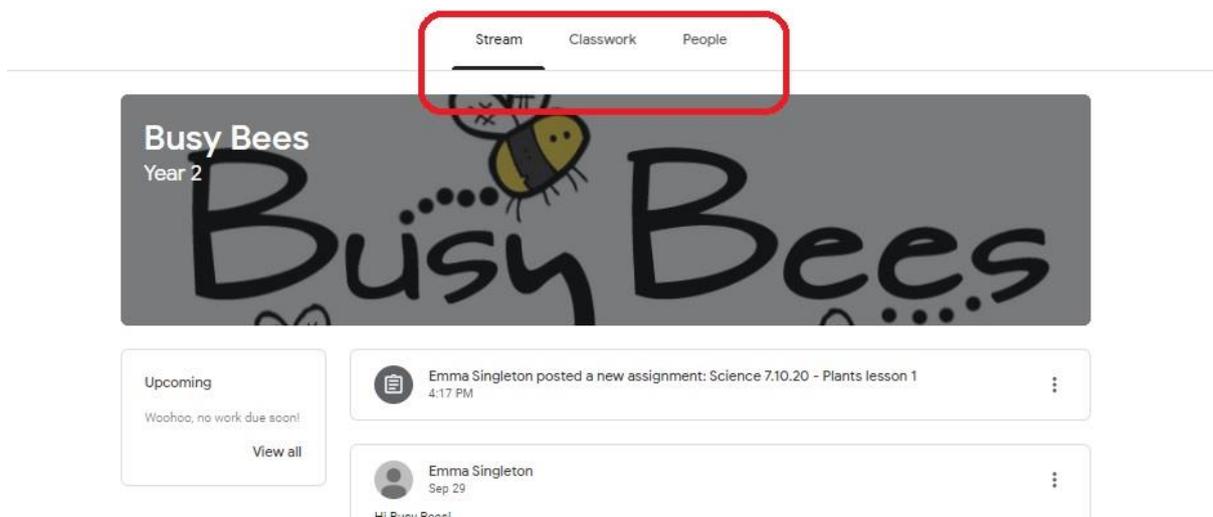
3. Input your google classroom login and password that the school has provided you. If you are unable to locate your login and password, please contact the school.
4. The next screen should show you a page with your box with your class name on it and 2 buttons at the bottom: 'Decline' or 'Join'. Press Join.



5. This will take you to your class homepage, also known as the 'Stream'. This is where your teacher will post messages to you. These will include: invitations to daily class video calls; notifications that a new piece of work, an 'assignment' that has been set; another other resources to assist home learning that has been uploaded.



6. At the top of the page are buttons – Stream, Classwork, People. Pressing the Stream button will return you to the class homepage you are currently on. Clicking on the classwork tab will take you to the main page for classwork and class resources.



After clicking on 'Classwork', you will find a list class resources, including the home learning pack. Work will be divided in to subject folders for ease of access.

Stream **Classwork** People

View your work Google Calendar Class Drive folder

All topics

Science

Science

Science 7.10.20 - Plants lesson 1 No due date

7. To submit a piece of work, an 'assignment', click on the relevant lesson and an overview of what your task is will drop down, press 'view assignment' at the bottom.

Stream **Classwork** People

View your work Google Calendar Class Drive folder

All topics

Science

Science

Science 7.10.20 - Plants lesson 1 No due date

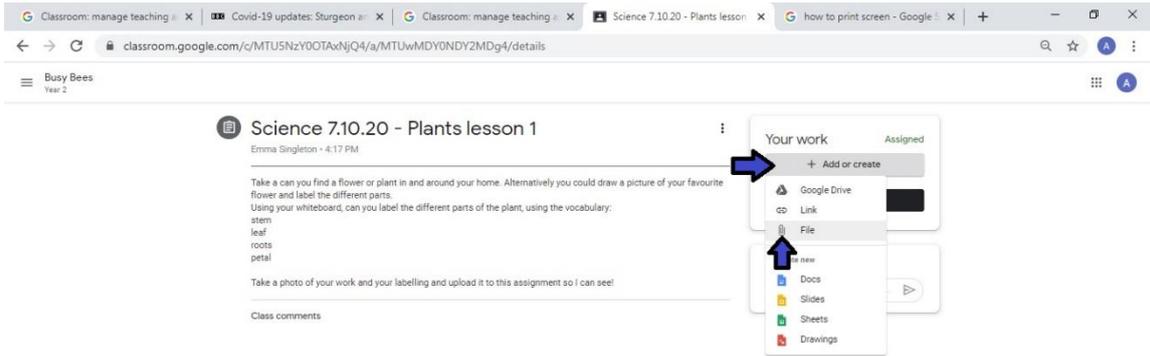
Posted 4:17 PM Assigned

Take a can you find a flower or plant in and around your home. Alternatively you could draw a picture of your favourite flower and label the different parts.
Using your whiteboard, can you label the different parts of the plant, using the vocabulary:
stem
leaf
roots
petal

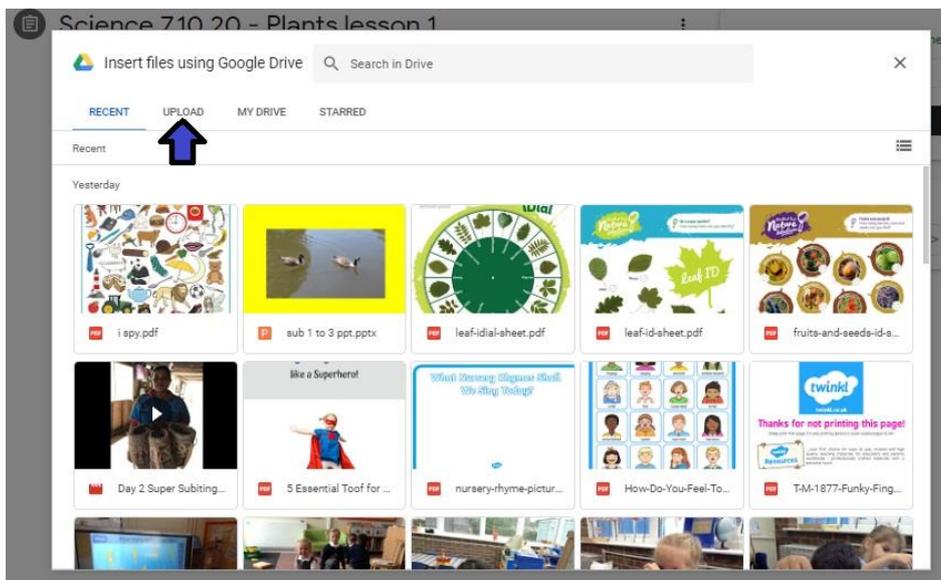
Take a photo of your work and your labelling and upload it to this assignment so I can see!

[View assignment](#)

Clicking on this will take you to the overview of the lesson. On the right hand side, you will see a box entitled 'Your Work' with '+ Add or Create' underneath. To submit work, you will need to click '+ Add or create'.



8. If your work to be uploaded is on your computer/tablet/phone, e.g. stored as a photo – press the file button. This will take you to 'Insert files using google drive'.



9. Select the second tab - 'Upload' and then press 'Browse' and find your photo/file to be uploaded.