



DOWNSVIEW PRIMARY SCHOOL

REMOTE LEARNING POLICY

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Remote Learning Policy

When will my child need to learn from home?

If there is a local or national lockdown and the school is advised to partially close or your child has to isolate.

Our remote learning platform

Our remote learning platform is called ClassDojo.com and this can be accessed via the following website www.ClassDojo.com. ClassDojo was used during the March 2020 and January 2021 lockdowns and was chosen because it had already been used in school and is intuitive and easily accessible for all ages. Teachers and staff can communicate directly with their class, assign activities and provide a range of feedback. Students can respond and demonstrate their understanding using a variety of mediums - photos, videos, drawings, text and audio. Children cannot see each other's work, unless it is shared by the teacher.

In order to keep children familiar with ClassDojo, and for new starters to build up their skills, we use ClassDojo for setting home learning, sending messages and other forms of communication. In the event of a lockdown, children will also be provided with an exercise book and access to reading books and stationery (upon request).

How to access ClassDojo

Every child has ClassDojo login details, which will give access to their online learning page. The home learning codes last for one year. If you do not have your child's home learning code or if this has been mislaid, a new home learning code can be requested from our Teaching and Learning Lead by emailing:

teachingandlearning@downsview.croydon.sch.uk

What if you do not have access to ClassDojo

If you do not have access to the ClassDojo platform at home, i.e. you do not have an IT device for your child to use at home or you do not have internet access, then please contact Ms Hussey via the school office on 02087644611 or email teachingandlearning@downsview.croydon.sch.uk. ***If a child does not have access to a device to access their learning, the school may be able to loan one to the family for a fixed period.*** The school has accessed to the Government's Get Help With Technology scheme, which was set up to support families who do not have access to ICT.

Individual isolation

If your child is sick with COVID-19, you follow the schools normal attendance policy to report your child as sick with COVID. If your child is well enough then they are to return to school as normal.

Local lockdown

If the whole school is required to close due to an outbreak of coronavirus or a regional/national lockdown, daily learning activities will be posted on ClassDojo. Teachers will also use Zoom video conferencing to host some live real time lessons and will use this platform to communicate with children and parents. In the event of a whole-school closure, we will also use our weekly Newsletter, which can be found on the website, as well as emails and text messages, to communicate key whole school messages to parents. The school will continue to follow all Government guidelines and regularly communicate with parents.

Pupil engagement

To ensure the best learning outcomes, it is essential that your child/ren engages with home learning and this includes responding to feedback, where applicable. Pupil engagement will be monitored on a weekly basis and children who are not keeping up will be called by a member of the teaching team to see if we can help. If low engagement continues, the family will receive a follow up call by a member of the Senior Leadership Team.

If you are concerned about your child's engagement with remote learning, please do not hesitate to contact the class teacher via ClassDojo, or phone the office on 02087644611 or contact Ms Hussey via email at teachingandlearning@downsview.croydon.sch.uk and we can get in touch via a phone call or zoom meeting.

Vulnerable children will also receive additional contact. If we are concerned about children's safety and/or mental health and well-being, a member of the Senior Leadership Team will contact the family.

Supporting children with SEND

Support for children with SEND, including children with an Education, Health and Care Plan (EHCP), will be overseen by the Deputy Head Teacher, Ms Ricketts, and the schools SENDCO, Mrs Hearn-Reed, who will ensure that children with SEND receive the support needed to enable them to continue to make progress in their learning.

Differentiated work will be set and weekly phone calls will be made to parents of children with who are not attending school under the 'vulnerable child' provision. Where appropriate, children will continue to receive support either on a 1:1 or small group basis to ensure they are meeting the targets set in their EHCP.

Please do not hesitate to contact Ms Ricketts via the school office to discuss any queries or concerns. It is vital at this time that we all work in partnership to give our pupils the best possible outcomes for the future.

What are the expectations of our teaching team, the children and parents/carers?

Teachers are expected to:

- Post 4 lessons of daily online learning (Maths, Writing, Reading or Phonics (age dependant) and one 'Wider Curriculum'), which are broadly in line with the school's curriculum, by 8.30 am, on the ClassDojo Class Story, each day. Each 'lesson' will include a video element in order for teachers to clearly communicate the teaching of the main concept.
- Post a weekly timetable for the class so everyone knows what learning will be covered across the week. This will also support the children to keep to a structured routine, where possible.
- Reception and Year 1, hold two whole class Zoom sessions a week (Nursery holds one). One session is to check-in with the children and see how they're doing, talk about the work and have a chance to maintain links with their peers. The second Zoom session is for a structured PSHE lesson using our Jigsaw syllabus.
- Year 2- 6 will have daily group Zoom sessions to help the children review their learning and discuss the structure and expectations for the day. These year groups will hold a further longer Zoom session for a structured PSHE lesson with their class teacher using our Jigsaw syllabus.
- Year groups may also hold other Zoom sessions outside of this structure as appropriate depending on the needs of the children.
- Use our Eco Calendar to set sustainability lessons as per the calendar.
- Continue to attend school and teach the pupils of Critical Workers face-to-face.
- Answer any relevant private parent messages within a 2-day window.

- Teachers will assess the learning by commenting and communicating with the children on the Pupil Portfolio, this will be during the working hours of 8.30am and 3.00pm. Once teachers have assessed the children's learning it may be appropriate to set up further Zoom catch up sessions for small groups etc. depending on the need and support required by the children.
- Teachers will be registering children's engagement each day and will call pupils who are not regularly posting work. This is to ensure children are accessing the learning and it is also the school's safeguarding obligation to do so.
- Ensure there are stationary and exercise books available for collection, if this has been requested by the parent.

Children are expected to:

- Try to attend daily check ins and live lessons on Zoom.
- Abide by the 'Remote Learning- Pupil Code of Conduct' which you can find on our website by following this link <https://primarysite-prod-sorted.s3.amazonaws.com/downsview-primary-and-nursery-school/UploadedDocument/98999ae543fe4c9f9d2744eb0c69b08d/remote-learning-for-children.pdf>
- Complete all their daily tasks to the best of their ability.
- Complete their learning in their Home Learning Book, if they run out of space they can use any other 'workbook'.
- If they have any questions about their learning, first check with an adult at home.
- If they are still unsure they can check with their teacher using their Portfolio or ask their parent to message their teacher through ClassDojo.
- Keep all posts on ClassDojo appropriate and school related, this platform is about learning!

Parents are expected to:

- Inform the school if your child is unable to engage with remote learning and provide a reason.
- Help your child create a daily timetable to suit the family situation, to support them in keeping a routine. For example, eat breakfast at the same time each morning, make sure they're dressed before starting the 'school day' and join the daily Zoom sessions (age appropriate).
- Designate a working space, if possible.
- Be mindful of school life and home life balance by trying to have a clear cut-off point to signal school time is over and distinguish between weekdays and weekends.
- Support your child with their online learning.
- Show them how to access their daily learning.
- Mark and discuss any work with your child.
- Message teachers if your child has a question about their learning.
- Respect teachers' working hours (8.30am to 4.00pm)
- Understand that teachers are still teaching and planning, as well as supporting their own families.
- Ensure messages to teachers or posts are respectful and appropriate, this platform is about the children's learning.

In order for remote learning to be successful, working in partnership with parents is essential. We realise that parents are not teachers and we have endeavoured to organise timetables in such a way that parents do not feel as if they need to become the teacher. Staff are available to answer children's queries through ClassDojo or on our daily check ins via Zoom. We are always on hand to provide advice and guidance if parents need to ask questions regarding their child's learning or the activities that have been set and we will do our best to help.

Safeguarding and online safety

The school will continue to follow its Child Protection and Safeguarding Policy, as well as our Remote Learning- Pupil Code of Conduct and our Safety, Social Media, Devices and Acceptable Use Policy with regard to all aspects of remote learning.

The school has undertaken Online Lessons and Pupil and Staff Home Working Risk Assessments to ensure appropriate measures have been taken to minimise any possible risks to pupils and staff during home learning/working.

Data Protection

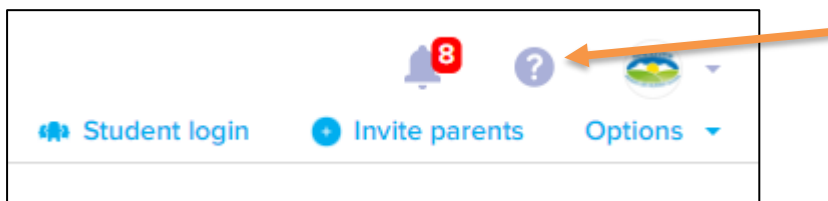
When accessing personal data, all staff members will only use their official school email accounts and connect to the school network using a school laptop or iPad.

Staff members are unlikely to need to collect and/or share personal data for the purposes of remote learning. However, if it does become necessary, staff will only collect and/or share as little personal data as necessary online. All data collection and processing will be compliant with the school's Data Protection Policy and General Data Protection Regulation (GDPR) guidelines.

All staff will take appropriate steps to ensure their devices remain secure and that screens are locked if left inactive for a period of time.

Support

If you have any problems with the ClassDojo platform they have a great Helpdesk, which can be reached by clicking on the ? in the top right hand corner. You can even email them specific questions and they will get back to you as soon as they can.



If you have any further questions or problems regarding access to the platform or the school's online teaching and learning please email teachingandlearning@downsview.croydon.sch.uk or contact Ms Hussey via the school office on 02087644611 and we will do our best to help.