

MANOR ROAD PRIMARY SCHOOL



**REMOTE LEARNING
POLICY (PARENT)**

January 2021





Manor Road Primary School Remote Learning Policy (Parent)

OUR AIMS

This remote learning policy for parents aims to:

- Ensure consistency in the opportunity of remote learning for pupils who aren't in school
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

OUR REMOTE LEARNING PLAN

Our remote learning plan has been made with our children and their families in mind. We believe that this strategy will work best for the children at Manor Road.

We will be offering the same timetable for home learning as would be covered at school. The timetable is designed to be flexible but parents are asked to do as much as they can manage with children.

Some lessons for all classes will be recorded with links placed on Class Dojos and parents can access these through their Class Dojo accounts at a convenient time. Some lessons/sessions will be live-streamed via Microsoft Teams throughout each week. Online resources will be sent home where necessary.

Teachers will provide feedback on children's work by commenting on work uploaded to Class Dojo Portfolio.

Teachers will endeavor to maintain contact with all parents / families for the duration of a bubble or school closure.

WHAT YOU WILL NEED AT HOME

Children will need access to a device that can access the internet, such as a laptop, desktop computer, tablet or smartphone.

Where possible we will send resources home for children to assist with home learning. There may be the occasion where additional resources may be required from parents, however notice will be given.

It is preferable for children to have access to a quiet space where they can work without interruption; however we recommend that children are supervised whilst accessing the internet.

If your child does not have access to a device that can access the internet, please let us know as soon as possible so that we can help. We have a small number of school laptops that can be borrowed to allow children to complete remote learning activities. Please see our Laptop Loan Agreement (Appendix 1) for further details.

If you are not able to access the internet at home, school will provide some printed resources so that your child can still complete learning activities at home, however parents will need to arrange for these resources to be collected from school.

WHAT WE EXPECT FROM YOUR CHILD

It is important that your child engages with home learning and keeps to their timetable as much as possible. Lessons uploaded to Class Dojo can be accessed at a time to suit your circumstances. Live lessons/sessions via Teams can be watched back after the event also. Please refer to Appendix 3 for our 'Expectations of Children' during live lessons and Appendix 4 for our 'Code of Conduct' for live learning.

It will be made clear to all children that they are expected to complete learning activities as if they were in school. If your child is not engaging with home learning, we will endeavour to provide additional support with messages home and rewards.

We appreciate that if this situation arises, it may present some challenges for you. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

Younger children in particular may need support in accessing online materials and staying focused with their remote learning. We ask that you help them as much as you can.

OUR TOP TIPS FOR PARENTS

Take an active interest in your child's learning – remote learning is relatively new and there may be a few teething problems to start with. Take an active interest in your child's learning and help support them whenever they need a helping hand.

Monitor your child's communication and online activity – it is important to remind your child that, despite being at home, the same level of behavior and conduct is required as if they were at school. Encourage them to be polite, remember their manners and not to make any negative comments just because they are behind a computer.

Establish a daily schedule and routine – try to stick to a daily routine based wherever possible on a normal school day and use the timetable set to help your child keep up with their home learning.

Encourage screen breaks away from devices – remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will advise on screen breaks, however parents should keep a check on their child's time online and encourage them take a break, maybe get some fresh air and exercise.

Ensure your learning device is in a public space in the home – it is important to consider where your computer or device is placed if live-streaming is being used. Try to keep the background neutral with no personal information visible. Children should not use

computers or devices in their bedroom whilst taking part in any school live-streaming lesson and you must ensure that your child is dressed appropriately at all times.

Make sure you have safety controls and privacy restrictions on apps and software – to access some learning activities, you may need to download certain apps or software. Whilst every care will be taken to ensure these are safe to use, like any new app or platforms, parents should still implement safety controls as a precaution.

Ensure your child only uses official school communication channels – it is important that all communication with teachers and school staff is directed through the Class Dojo app, Microsoft Teams or by email to the member of staff's school email address.

Familiarise yourself with relevant school policies – make sure you read relevant policies so that you know what is expected of our staff, yourself and your child. Our Remote Learning Policies, Online Safety Policy and Behaviour Policy are available on the school website, along with a range of other policies.

Maintain feedback with teachers – engage in communication with teachers where possible and try to feedback your child's progress. We welcome any helpful suggestions around the learning process but please remain polite and courteous and only use official channels to communicate with our staff. Teachers will not be required to respond to parents between 5pm and 8am each day.

Monitor your child's wellbeing and mental health – remote learning will mean that your child will not get the same level of social interaction as at school and they might not be able to see their friends for a while. Keep a check on their wellbeing and try to encourage them to get outdoors as much as possible.

See Appendix 2 for our Top Tips for Children for Remote Learning.

CHILDREN WITH SPECIAL ADDITIONAL NEEDS AND DISABILITIES

Whilst we will endeavour to provide as much support as possible for children with SEND during remote learning, it will not be possible to provide the usual level of 1:1 support they receive in school.

If you need any specific support or advice for your child's SEND, please contact Mrs Marshall or Mrs Conway by phone or email.

Policy written by: Karen Marshall

Policy written: October 2020

Policy reviewed: January 2021



MANOR ROAD PRIMARY SCHOOL LAPTOP LOAN AGREEMENT FOR PUPILS

1. This agreement is between:

1) Manor Road Primary School, Manor Road, Clayton-le-Woods, Chorley, PR6 7JR (“the school”)

2) _____

[Name of parent and their address] (“the parent” and “I”)

And governs the use and care of devices assigned to the parent’s child (the “pupil”). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school’s policies.

1. The school is lending the pupil a laptop (“the equipment”) for the purpose of remote learning.
2. This agreement sets the conditions for taking a Manor Road Primary School laptop (“the equipment”)] home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times between receipt of the equipment and the acknowledged return of the equipment.

If the equipment is damaged, lost or stolen, I will immediately inform the Headteacher via Class Dojo, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

If the equipment is damaged, lost or stolen, and your child is eligible for the pupil premium, contact the Headteacher.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'. This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I will refer to the school's Acceptable Use Policy and Agreement (relevant to my child's key stage) and ensure my child adheres to this agreement at all times when using the equipment.

I accept that the school will sanction the pupil, in line with our Online Safety Policy, Acceptable Use Policy and Behaviour Policy, if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected by using the password provided by school
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required

- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact Mrs Sirvinkas by email on dsirvinkas@manorroad.lancs.sch.uk

6. Collection of Equipment

Parents are required to collect any equipment to be loaned from the school office between 8.30am and 4.30pm on the specified day(s). This form must be signed by the parent to confirm that they have received the equipment. No equipment will be handed to the child.

7. Return date

I will return the device in its original condition to the School Office on the day my child returns to school.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Child's Name: _____ Class: _____

Parent's Name: _____

Parent's Signature: _____

Top Tips for Remote Learning

Treat remote learning the same as classroom learning

Even though you are at home, it's important to remember the same rules apply as being in your classroom, particularly the rules about behaviour and completing your work. Try to focus on your work and not get distracted by things going on at home.



Use classroom language

If you are asked to communicate through emails and online messages, remember to write as though you would speak in class. Remember to be respectful and polite and avoid making negative or personal comments.

Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, spending lots of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



Create the right environment

To get the best from remote learning, it's important to create the right environment around you. Try to set up a 'desk' at home in an open space where your parents can see you and give you help when you need it. Do not use your bedroom when you are accessing live-streamed lessons as this is not appropriate.

Only communicate through approved school portals and platforms

It's important that you send messages and any work through approved school channels. At Manor Road, you will only be asked to use Class Dojo Portfolio to upload your work.



Stick to your teacher's rules and guidelines

Read or listen to the school's guidance on remote learning and the rules you should follow. Remember your class rules on behaviour and that you are in a learning environment, not a social setting.

Get dressed!

Although you do not need to wear school uniform for remote learning, being dressed properly will help you to get in the right mindset for learning. If you are taking part in any live-streaming learning activity, you must make sure you are dressed appropriately.



Don't share passwords or other sensitive information

It's still important to keep yourself safe whilst you are learning. Don't share your passwords and keep your personal details private.

Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your personal communication with friends and family. Don't be tempted to engage in casual chats or send images, videos or links via school apps or platforms used for your learning.



Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on social interaction with your friends. If you ever feel frustrated, low or sad, it's important to tell your parents or your teacher how you are feeling. Keeping in touch with friends by phone or age-appropriate social media can also help to keep your spirits up.

Live Virtual Lessons Expectations for Children

Whether your school is using Teams to conduct virtual lessons, it is important students and their parents/ careers understand the expectations so the lessons are secure and can run as smoothly as possible.

	School Account	When you log in, you must use your school username and password otherwise you will not be admitted into the lesson.
	Be on time	Be ready to join the lesson before the start time, Make sure you have everything you need and your device has sufficient charge.
	Mute yourself	When you enter the lesson, click the mute icon. This helps minimise background noise.
	Camera on or off?	Discuss with the people/person you live with if you will have your webcam on or off during the lesson. Respect your parents/ careers wishes and either turn the camera on or off.
	Eliminate distractions	Do your best to sit in a quiet place. Let your family know when you will be taking part in lessons so they can avoid interrupting you. Close all other tabs and windows unless they are needed for the lesson.
	Neat presentation	Consider your background and clothing. Try to sit in a part of the house where people will not be walking through and make sure you are wearing something appropriate for school - no pjs!
	Chat responsibly	Use the chat option to contribute to the lesson by writing comments and questions appropriate and relevant to the lesson.
	Prepare to share	If your teacher asks you a direct question, then unmute your microphone and share your contribution with the class. You can also share your screen if requested by your teacher.
	Take notes	Make sure you have a pencil/pen and paper ready to write down any notes or ideas and to help you stay focused.

Manor Road Primary School Code of Conduct – Live Learning

To be read in conjunction with the IT Acceptable Use Policy

During live lessons via Microsoft Teams, children must follow these expectations:

Attendance – Children must:

- Attend the lesson promptly as per the given timetable. The teacher will issue a 'meet now' just before the meeting time
- If possible, give notice to the teacher if your child cannot attend the session and state the reason

Behaviour – Children will maintain the high expectations of Manor Road Primary School by:

- Trying their best to complete all work at home to a suitable standard
- Keeping microphones muted unless requested by the teacher
- Children should wear appropriate clothing for a day at school and be sat at an appropriate location (eg. suitable background)
- Requesting clarification, asking questions using the hands up function and await their turn to respond. When answered, lower the hand function
- Be respectful of all those involved in the lesson
- Do not use the chat function / Posts for messaging other children

Parents – Parents must support learning online by:

- Trying their best to engage in successful home learning
- Supervising and monitoring their child nearby
- Refraining from talking to the teacher live in the lesson unless requested to do so
- Be respectful and considerate to the teachers and this new way of teaching
- Supporting your child to be punctual and engage in learning
- Using traditional communication routes for feedback, comments or concerns
- Not recording remote teaching sessions. Recording remote teaching sessions (videos or photos) is prohibited unless explicit prior consent has been given by school.

Disciplinary Procedure

In the unlikely event that a child is not behaving appropriately online, the following action will be taken:

- We will work closely with parents to resolve issues together
- Any child not behaving in accordance with the expectations as stated above will be given a warning of removal from the live lesson by the class teacher. At an appropriate time, the teacher will ask to speak to the supervising adult at home.
- If the warning is not adhered to, the child will be removed from the lesson and the parents contacted at the earliest opportunity.