



Bell Farm Primary School

Remote Learning and Live Online Lesson Policy

Statement of Intent

At Bell Farm Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed.

Through the implementation of this policy, we aim to address the key concerns associated with remote learning, such as online safety, access to educational resources, data protection, and safeguarding.

This policy aims to:

- Minimise the disruption to pupils' education and the delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high quality learning resources.
- Protect pupils from the risks associated with using devices connected to the internet.
- Ensure staff, parent, and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures continue to be in effect during the period of remote learning.
- Ensure all pupils have the provision they need to complete their work to the best of their ability, and to remain happy, healthy, and supported during periods of remote learning.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Equality Act 2010

Education Act 2004

The General Data Protection Regulation (GDPR)

Data Protection Act 2018

- 1.1. This policy has due regard to national guidance including, but not limited to, the following:

DfE (2020) 'Keeping children safe in education'

DfE (2019) 'School attendance'

DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'

DfE (2018) 'Health and safety: responsibilities and duties for schools'

DfE (2018) 'Health and safety for school children'

DfE (2016) 'Children missing education'

Information for staff

Conducting Live Lessons for pupils who are self-isolating when school is fully open

1. Teacher will set a Zoom meeting and password the day before and send to the office to communicate with pupils who are self-isolating. The Zoom meeting and meeting password will be shared with no one else other than the parent of the isolating child. The meeting will be set so that all attendees enter the waiting room and the teacher has to admit them in to the room. The meeting will be set so that all attendees are muted on arrival. The teacher will lock the meeting room once the pupil has arrived.
2. The Zoom will be set for the whole school day. The self-isolating pupil will be able to join all lessons that are taught inside the classroom and are accessible to the pupil.
3. Teachers should begin live lessons according to their class timetable.
4. For lessons that are not accessible, the pupil will use the learning pack that is on eSchools.
5. The school laptop will face the board and will be next to a pupil who will be the learning partner in the lesson.
6. The pupil will have their device muted throughout the lesson.
7. The teacher will speak to the pupil at least once in the lesson.
8. The teacher will unmute for the input and unmute for the plenary. For the rest of the lesson, the teacher's laptop will be muted.
9. When appropriate, the chat button can be used to communicate.
10. The teacher's video and microphone will be off for breaks and lunchtimes. The teacher and TA must ensure that this happens.
11. One other adult must be present at all times during the live lesson and know that the live lesson is being conducted.
12. If a teacher uses break out rooms, there must be two members of staff in each room at all times during the lesson.
13. Pupils with SEND may need extra support and this must be considered during the lesson. Teachers can utilise other adults and pupils to support pupils with SEND during live lessons.
14. The school's safeguarding procedures will be followed if a teacher has any concerns while conducting a live lesson.
15. If pupils are unwell, they are not expected to be present for remote learning. Parents should inform the school if their child is unwell.
16. Parents and pupils should inform the school if work cannot be completed.

Remote Learning Preparation for pupils who are self-isolating when school is fully open

1. Parents need to sign an agreement regarding not recording lessons and maintaining confidentiality.
2. A learning pack will be available on Day One, which pupils can access via eSchools. This should link to the current learning.
3. An email will be sent to the parent on Day One, outlining the procedures and expectations for pupils who are self-isolating.
4. Each day's Zoom details must be set the day before and sent to the office to share with pupils who are self-isolating.
5. The office should also send the remote learning guidelines and expectations for parents and pupils.
6. Teachers will save their flipcharts as PDFs and upload to the system on Friday each week. Phase leaders will be responsible for doing this.
7. All resources and worksheets will be also uploaded as a PDF, separated for each day and clearly labelled with A, B and C.
8. These will be available only to pupils who are self-isolating.
9. Pupils will have access to the A, B and C work, so can choose the level of work that they do.
10. If lessons are not accessible via the live lessons, pupils will need access to an alternative learning task.*
11. All work will be handed in via eSchools and marked in line with the school's marking policy.
12. Planning should be adapted to ensure that remote learning is of a high quality and accessible for all learners.

**Alternative Learning Tasks:*

Where possible, this should reflect the learning in school. For example, when setting a maths trail, this could be part of the learning pack and pupils can complete it at home.

For guided reading, pupils can complete a reading task eg. comprehension.

For art, pupils may not have access to the resources so the task should be tailored to home learning.

Computing and DT will not be possible so alternative tasks should be made available.

Arrangements for EYFS and The Hive

Nursery and Reception:

Nursery:

Pupils and parents to receive an information sheet with learning tips and activities.
Pupils to receive a table of activities that they can access if they wish.

Reception:

Pupils and parents to receive an information sheet with learning tips and activities that include reading, writing and maths.

Pupils and parents to receive a selection of maths and phonics activities that children can complete alongside the ideas on the information sheet.

Pupils can access a live Zoom lesson for the morning phonics session. Details will be sent to parents when a pupil is self-isolating.

The Hive:

Honeybees: All pupils to be provided with a learning pack that covers five days of learning which includes: 5 x phonics/reading, 5 x maths, 5 x mark-making/writing.

Reception pupils in Honeybees to be given the mainstream school Reception information sheet. Year 1 and 2 pupils in Honeybees to be provided with year group foundation activities.

Bumblebees: All pupils to be provided with a learning pack that covers five days of learning which includes: 5 x phonics/reading, 5 x maths, 5 x writing/guided reading. Pupils to be provided with year group foundation activities.

Pupils can access one live Zoom in the morning at 10.45. This is a phonics session with a follow-up activity.

Remote Learning for Whole School Closure

Arrangements for Year 1 – 6:

A letter will be sent to all parents outlining the school procedures for remote learning during the whole school closure period.

Teachers will deliver two live lessons in the morning (maths and English) and a video lesson in the afternoon, along with two foundation tasks to complete (one linked to the video).

Teachers will set the Zoom details for the week which parents will access on the class homepage. The weekly timetable will be put on the homepage. (Please see Appendix 3)

Teachers will set the tasks on eSchools so that pupils can upload their work each day.

Teachers will upload the English and maths flipcharts and resources to the homepage for the week on a Friday afternoon. The foundation resources will also be uploaded for the week.

Teachers will upload the video links for the foundation lessons to the homepage.

Pupils must upload their work each day and this will be marked by teachers and TAs on the day.

Pupils will also have access to an Inclusive Resources pack, to support pupils who may have difficulty accessing the whole class lessons and tasks.

Pupils can also access an Enrichment Pack so they can extend and challenge themselves at home.

Pupils with SEND:

Pupils with SEND can access the Inclusive Resources on each homepage. They can also access the weekly videos in the Inclusive Resources section.

Pupils with an EHCP will be offered one to one zoom interaction with their designated LSA on a weekly basis.

Some pupils will be offered weekly zoom interventions in order to support their learning at home.

During whole school closure, pupils who have been allocated a school place but are self-isolating or their hub has been closed will be able to access the live lessons and tasks on eSchools.

Arrangements for EYFS and the Hive

Nursery:

Teachers will upload three videos per day for pupils to access at home.

There will be a range of tasks available for parents to do with children at home. This will be on the homepage on eSchools.

Reception:

Teachers will offer two live inputs each morning (maths/English and phonics) and a video story time for the afternoon.

There will be a range of tasks available for parents to do with children at home. This will be set as homework on eSchools.

The Hive:

The Hive will remain open to pupils during the period of school closure.

If the Hive closes:

Honeybees will have three activities (English, maths and phonics) set on eSchools each day. There will also be a daily video to access each day on the homepage. There will be a daily zoom session for parents each day.

Bumblebees will be given a learning pack to complete for the week, with English, maths and two foundation lessons each day. There will be a daily zoom session for parents.

Pupils can also access the mainstream school live lessons where appropriate.

Remote Learning for the closure of a 'class bubble' when school is fully open

Arrangements for Year 1 - 6

Day One:

1. A work pack for two days is to be uploaded to the system and parents are to be informed of this.
2. Teachers have two days to start to create content for eSchools.
3. Teachers to organise teaching resources which they will need at home for remote learning:
 - Wedge whiteboard
 - Whiteboard pens
 - Required maths equipment
 - Story book(s)
 - Class list (for maintaining a register of attendance to zooms in case of concern)
 - Class text for English lesson (if appropriate)
 - Teacher laptop and any other equipment required for lessons
4. The class teacher responsible for eSchools homepage clears the homepage and uploads a timetable for home learning. See an example in appendix 1.

Designated teachers:

Nursery: Mrs Colley
 Reception: Mrs Colley
 Year 1: Mr Fellowes
 Year 2: Mr Fellowes
 Year 3: Mrs McAdoo
 Year 4: Mrs McAdoo
 Year 5: Mrs Terry
 Year 6: Mrs Howarth

5. Phase leader (if not within the closed bubble) is released to coordinate the plan for the first weeks' worth of work e.g. who is planning what, zoom arrangements etc.

The Hive: Phonics/reading, maths, writing

Nursery: Phonics and ELG

Reception: Phonics/reading, maths, writing

5 activities planned per day

- a. Year 1: Pre-Christmas: English, Maths, Phonics, 2 x Foundation
 Post-Christmas: English, Maths, Reading, Phonics, 1 x Foundation
- b. Year 2 – 6: English, Reading, Maths, 2 x Foundation

Each lesson (where appropriate) should have a short video to go alongside the activity.

6. Teachers to set up live lesson zoom details to office to be communicated to year group pupils. There will be two lessons per day: 10am and 1pm.
7. HLTAs to support planning for foundation lessons and to mark work.

8. TAs must help teachers with marking of work that is submitted via eschools.
9. TAs must attend all live lessons for safeguarding purposes.
10. All quarantined staff to attend a year group zoom call on the day of closure- expectations are made clear to all.
11. Teachers to plan daily live lessons for the rest of the week.
12. If a teacher or TA is ill, they must inform the Deputy Headteacher so that alternative arrangements can be made.

Day Two:

1. Teachers to send live lesson zoom details to school office, to be communicated to parents and pupils in the closed bubble.
2. Teachers to upload the next days' work onto eSchools within PROJECTS.
3. Each project is to be named as CLASS NAME – FULL DATE
4. Each piece of work to be named as SUBJECT – FULL DATE
5. Class teacher responsible for the year group homepage uploads a zoom schedule so parents are aware of the week's timetable. See example in appendix 2. The zoom schedule should also include the week's daily discussion questions for the week.

On day three and thereafter of closure:

1. Teachers to hold first live lesson at 10am and second lesson at 1pm.
2. TAs to attend all class zoom meetings and act as a co-host to help the teacher manage the zoom
3. Teachers to upload the following day's work onto eSchools so that parents can prep the work the night before, ready for the pupils to use the next day
4. TAs to assist with the marking of work.
5. Teacher to post daily discussion question onto class discussion page for children to respond to.

Please see Appendix One and Two for example timetables

Arrangements for EYFS and the Hive:

Nursery:

Pupils and parents receive an information sheet with learning tips and activities to do with children.

Pupils receive a table with a selection of activities that they can access at home if they wish.

Post-Christmas: Teacher to record and upload videos of storytime and other activities.

Reception:

Day One:

Pupils and parents receive information pack with key learning tips and activities that can be completed.

Day Two onwards:

Pupils can access one live Zoom lesson in the morning for welcome, register and phonics session.

Pupils can access one live Zoom lesson in the afternoon for storytime.

Pupils will be offered follow-up activities such as phonics or maths and fine motor/creative/physical/mindfulness activities that they can complete if they wish.

Pupils and parents to submit completed tasks via eSchools.

The Hive:**Day One and Day Two:**

Honeybees:

Pupils to be provided with learning pack containing appropriate activities.

Reception pupils in Honeybees to be given the mainstream school Reception Learning Pack. Year 1 and 2 pupils in Honeybees to be provided with year group foundation activities.

Bumblebees:

Pupils to be provided with learning pack containing the relevant year group foundation activities.

Day Three onwards:

Honeybees will have three activities (English, maths and phonics) set on eSchools each day. There will also be a daily video to access each day on the homepage. There will be a daily zoom session for parents each day.

Bumblebees will be given a learning pack to complete for the week, with English, maths and two foundation lessons each day. There will be a daily zoom session for parents.

Remote Learning and Live Online Lessons Expectations and Guidelines

Expectations and Guidelines for Headteacher:

1. The headteacher will ensure that staff, parents and pupils adhere to the relevant policies at all times.
2. The headteacher will ensure that there are arrangements in place for identifying, evaluating and managing the risks associated with remote learning and online lessons.
3. The headteacher will ensure that there are arrangements in place for monitoring and reporting incidents associated with remote learning.
4. The headteacher will oversee that the school has the resources necessary to action the procedures in this policy.

Expectations and Guidelines for Staff:

1. Staff will adhere to the remote learning and online lesson policy at all times.
2. Staff will report any safeguarding issues to the DSL.
3. Staff will report any defects or difficulties with technology that have an impact on the quality of remote learning.
4. Staff will adhere to the staff Code of Conduct at all times.
5. Staff will refer to the SENCO to support pupils with SEND for remote learning.
6. Staff will report to the school offices any concerns with attendance.
7. Staff will contact parents if schoolwork is not being completed.

Expectations and Guidelines for Parents:

1. Parents will sign the remote learning and live lessons agreement.
2. Parents will ensure that their child is available to learn remotely on the times set out by the year group.
3. Parents will use the Zoom codes to login to live lessons each day.
4. Parents will ensure that the school work set is completed and submitted each day.
5. Parents will support their child to access the remote learning and report any issues with it.
6. Parents will make sure their child has the equipment and remote learning materials needed for each lesson.
7. Parents will ensure their child takes regular screen breaks and is using the technology safely.
8. Parents will report any absence in line with the school's attendance / absence policy.

Expectations and Guidelines for Pupils:

1. Pupils will ensure that they are available to learn remotely on the times set out by the year group.
2. Pupils will report any technical issues to the teacher as soon as possible.
3. Pupils will make sure they have the equipment and remote learning materials needed for each lesson.
4. Pupils will notify an adult if they are feeling unwell or are unable to complete the schoolwork they have been set.
5. Pupils will adhere to the school behaviour policy at all times.

Appendix 1 – Example Home Learning Timetable during ‘bubble closure’

Key Stage One

Please note that all times are suggestions and may vary day to day.

9:00am – *Time to go through work for the day*

9:15am – *Phonics lesson on eSchools and upload any work*

10:00am (From Monday 14th September) *Join class live Zoom lesson*

10:45am – *Complete the work set in the class zoom lesson and upload it to eSchools.*

11:00am – *BREAK*

11:15am – *Complete the other core subject lesson for the day (E.g. if the live lesson was maths... do the English lesson) and upload it to eSchools*

12:00pm – *LUNCH*

1:00pm – *Complete the first foundation task for the day and upload your work to eSchools.*

1:45pm – *BREAK - Take a short break to re-focus the mind*

2:00pm – *Join the class live zoom chat for a story or other short activity*

2:15pm – *Complete the second foundation activity for the day and upload your work to eSchools.*

3:00pm – *Read with an adult at home for 10 minutes.*

3:10pm – *END OF THE DAY. Well done, you worked hard today! Now do some other fun activities at home!*

Please try and upload work as it is completed during the day, however we appreciate that this may not be possible and work maybe uploaded at others times after school hours. Please allow teachers time to check work and provide comments.

We completely understand that things will arise at home during this time that may mean that on some days not all the work is completed. There is no pressure to complete every piece of work however we do encourage the children to do as much as they can.

Appendix 2 – Example Home Learning Schedule for ‘bubble closure’

Key Stage Two:

Monday 14th September

Live Class Zoom **Maths** Lesson @ 10am

Live Class Story Time on Zoom @ 1pm

Daily discussion board question: Did you do anything fun or different over the weekend?

Tuesday 15th September

Live Class Zoom **English** Lesson @ 10am

Live Class Story Time on Zoom @ 1pm

Daily discussion board question: What was your favourite piece of work or lesson from today?

Wednesday 16th September

Live Class Zoom **Maths** Lesson @ 10am

Live Class Story Time on Zoom @ 1pm

Daily discussion board question: What did you find tricky about today's work?

Thursday 17th September

Live Class Zoom Maths Lesson @ 10am

Live Class Story Time on Zoom @ 1pm

Daily discussion board question: What was your favourite part of today's story that we listened to on Zoom?

Friday 19th September

Live Class Zoom Science Lesson @ 10 am

Live Class Story Time on Zoom @ 1pm

Daily discussion board question: What has been your proudest piece of work from this week?

Appendix 3 – Example Whole School Closure Timetable

<u>Week 4</u>	Monday	Tuesday	Wednesday	Thursday	Friday
Zoom Lesson 1 9:15 - 10:15	Maths	Maths	Maths	Maths	Maths
Zoom Lesson 2 10:45 - 11:45	English	English	English	English	English
Video Lesson 3	History	Art	R.E	Science	<u>Zoom 2:15</u> Story time
Activity at home: Foundation	Music project	Music project	Music project	Music project	Active Learning

In the event of a whole school closure, the expectation is that pupils access the curriculum as they would at school. Pupils should login to live lessons each day and upload their work to eSchools for marking.



Bell Farm Primary School Remote Learning and Live Online Lesson Home School Agreement

At Bell Farm Primary School, we understand the need to continually deliver high quality education, including during periods of remote learning – whether for an individual pupil or many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring that all pupils have access to the learning resources and support they need to succeed. In order to provide safe and suitable remote learning and live online lessons, parents and pupils must read and sign the agreement set out in this document.

As a parent I will:

1. Ensure that my child is available to learn remotely on the times set out by the year group.
2. Use the Zoom codes to login to live lessons each day.
3. Ensure that the school work set by the school is completed and submitted each day.
4. Support my child to access the remote learning and report any issues with it.
5. Make sure that my child has the equipment and remote learning materials needed for each lesson.
6. Ensure that my child takes regular screen breaks and is using the technology safely.
7. Report any absence in line with the school's attendance / absence policy.
8. Maintain professionalism and ensure confidentiality of the lesson – Zoom links must not be shared with anyone else. The lesson content should only be discussed with the class teacher. Other children should not be discussed.
9. Not record any live lessons that my child attends.

As a pupil I will:

1. Ensure that I am available to learn remotely on the times set out by the year group.
2. Report any technical issues to the teacher as soon as possible.
3. Make sure that I have the equipment and remote learning materials needed for each lesson.
4. Use the technology safely and responsibly.
5. Notify an adult if I am feeling unwell or if I am unable to complete the schoolwork I have been set.
6. Adhere to the school behaviour policy at all times.