

WELL GREEN PRIMARY SCHOOL, HALE

REMOTE LEARNING

POLICY DOCUMENT



Reviewed and Updated October 2020
Reviewed and Updated January 2021

By Mrs Kate Markham

CONTENTS

1. Aims.....	2
2. Roles and responsibilities	2
3. Who to contact.....	11
5. Safeguarding.....	7
6. Monitoring arrangements.....	12
7. Links with other policies.....	12
8. Appendices	8

AIMS

This remote learning policy for staff aims to:

- Ensure consistency in the approach to 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

ROLES AND RESPONSIBILITIES

In the event of a school full or partial closure, you will be notified by Mrs Markham at the earliest possible convenience using our Parent Pay system.

National Closure

In the event of a national closure of schools, a rota system for staff will be in place to support a provision for the children of critical workers who will need to attend school. It is the intention of Well Green, where possible, to maintain the remote learning outlined in this policy for the vast majority of children who would be at home during this period. To facilitate this, teachers and teaching assistants will be required to supervise critical worker children in school, to enable teachers and teaching assistants to be released to deliver online learning.

Year group bubble Closure

In the event of a school year group bubble closure, this policy outlines the actions that will be taken to facilitate the remote learning for those children who are isolating at home.

Staff to prepare remote learning in the case of a local/regional lockdown or where the school is /year group required to self-isolate, using our proforma for planning. This will be adhered to by all staff to ensure consistency and parity across year groups.

The curriculum will follow the relevant sequence of current learning that allows access to high-quality online and offline resources and teaching videos, and that is closely aligned to the school's curriculum expectations.

Staff will use ZOOM to provide remote learning and to give assessment and feedback to the children. All staff will access training to support the online learning platforms the school uses for remote learning.

Pupil and staff will be informed about the safe use of the internet. Mrs Bell has produced information for staff and children about protocols and expectations during online ZOOM calls. SLT have devised a template timetable for staff to use for daily learning to ensure the children are provided clear and concise daily tasks, replicating as far as possible the child's usual timetable.

Please be aware that remote learning using zoom will only take place should the class teacher and teaching assistant be well enough to deliver the sessions. In the event of staff illness, the website will be used to upload tasks for the children to complete without the zoom teaching provision.

If the children are in school when the closure is announced, we will provide packs for them to use at home to support their learning, including whiteboards and exercise books. Children will need to be promptly collected to mitigate the risk of further infection, please ensure we have the correct contact details in the school office.

Teachers

When providing remote learning during a partial or full school closure, teachers must be available between 9am and 3.15 pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

➤ Setting work during a partial or full school closure:

- For your own year group for the subjects as outlined in the class timetable :

'Well Green's expectation is that your child will participate in their daily learning, including the Zoom meetings. However, should your child become unwell or you or other family members are unwell, we understand that not all the tasks will be completed.'

We expect that your child will spend the same number of hours as a usual school day each day on their learning; this may be less in Early Years. We aim to follow the curriculum as closely as possible so there will be daily Mathematics and English activities, or Literacy and Mathematics in Early Years, as well as non-core subjects KS1 and KS2 and Development Matters in Early Years, PE and learning linked to the usual class timetable.

Teachers will be hosting daily Zoom meetings for each subject to introduce the day's tasks and explain what each one involves (as outlined below). The relevant resources can be found in the REMOTE LEARNING section on the school website. The zoom meetings will also include feedback sessions to review the learning and mark any tasks completed. The teacher will be asking for certain pieces of work to be submitted and will provide feedback for each individual child related to these pieces of work.'

- Children and parents will be provided with a timetable to cover this period of school closure that closely follows the existing class timetable
- The amount of work as indicated on the example timetable shall include daily English and Maths or Literacy and Mathematics in EY, alongside additional

non-core/science linked activities and suggestions for daily reading, phonics/spellings and number bonds/ times tables etc.

- Early Years staff will plan learning linked to Development Matters with reference to the Prime and Specific areas of learning
- Work will be uploaded onto the website on a daily basis to provide children with manageable daily work expectations. Work should be available online before 3.30pm of the previous day to allow parents time to access the materials ready to start the following morning.
- The work will all be uploaded using our school website in the same format as it was used during school closure. The children can access their year group from the Remote Learning page, where for clarity, work will be organised into daily folders.
- Work provided for children will closely aligned to the Well Green curriculum, the planned work and activities will be similar to that which the children would have completed during this period in school. Some modifications may be made to accommodate the requirement to work from home. We hope parents can support their child as far as possible to undertake all the tasks, including those requiring additional resources provided from home.
- Maths No Problem, White Rose and Classroom Secrets Maths resources will be used in Years 1-6 to provide consistency, with additional resources from other sources as deemed appropriate by the class teacher with respect to copyright considerations. Reception will use 'Power Maths'.
- We shall make use of other platforms such as 'Youtube' to support elements where practical work is required
- Work set will be tasks that children are reasonably able to complete at home
- If required, differentiation of work will be undertaken to support children with SEN, in addition to support provided by teaching assistants. During a full lock down this will be reduced or no longer available as teaching assistants facilitate the ZOOM teaching led by teachers and they supervise children eligible to attend school.

➤ Providing feedback on work:

- Pupils will be given clear instruction about their learning and part of the online zoom time will be allocated to giving feedback to tasks completed in the previous session
- They will be supported through scaffolded practice to learn new knowledge, skills or concepts
- The 'live' classroom sessions create potential for interactivity and intentional dialogue
- Some tasks will be completed online and provide immediate feedback using MyMaths/ TTRS etc. Some longer tasks, including writing, will be emailed to teachers and they will provide feedback to individual children.

- Purple Mash may be used as a tool for setting tasks and providing feedback to children
- Longer pieces of work may be requested for submission upon return to school for the class teacher/ teaching assistant to mark and provide feedback.
- Class teachers will spend dedicated time reviewing pupil's learning upon their return to school
- Photographs of activities undertaken will be shared online and children will receive email responses to these, this is particularly relevant to EY children
- Zoom meetings will be used to provide whole class feedback on tasks from the previous session's learning. Teachers and TAs will provide feedback for weekly spelling/ times tables tests etc in the zoom sessions
- Teachers may set mini tests or quizzes to check pupils' understanding
- Phonics checks will be undertaken in Reception and Year 1
- A piece of writing will be submitted to the teacher every two weeks and in between a piece of themed work linked to humanities or science. This will be carefully marked and feedback provided to the child.

➤ Keeping in touch with pupils who aren't in school and their parents:

- Teachers and TAs will take a register for each online zoom session to record the attendance of children three times a day
- Teachers will email/telephone the parents/carers of pupils who do not attend to ascertain the reason for their absence. Concerns will be reported to Mrs Markham or Miss Shaw
- Teachers will keep records of children completing work set. Children failing to participate in their class learning will be contacted via email/telephone in the first instance by the class teacher, to support the child and parents in engaging in home learning.
- Teacher's email addresses will be made available to parents to use as a primary communication method in the event of the enforced closure of a year group in school or a full lockdown
- Teachers will make daily contact with their class during a school closure period using three daily zoom meetings online to provide teaching input and instructions for the day's learning. Teachers will use the timetable provided to ensure the children have a similar daily learning timetable to their usual school day. Please see Appendix 3 for this timetable for EYFS and KS1 and KS2.
- Teachers will respond to emails during their daily working hours, between 9am and 3.30pm unless they become unwell and have reported this sickness in the usual way.
- Any complaints or safeguarding concerns relating to setting of work should be immediately referred to Mrs Kate Markham as headteacher and DSL; if she is unavailable please refer to the Deputy Safeguarding Lead, Miss Rosie Shaw.

- Attending virtual meetings with staff, parents and pupils:
 - Please follow the usual expectations for staff conduct and dress code
 - Ensure compliance with the school zoom etiquette rules for children
 - Ensure all background noises are minimised and a suitable space for work is available to minimise distractions in online meetings
 - Parents/carers please be prepared to support younger children whilst allowing older children scope to work independently – as necessary
- Providing copies of work for children without access to printers and internet by emailing these to the relevant person in school for printing (see Appendix 4)

Monitoring Pupils' Progress and Engagement with Remote learning

Teachers will continue to use Well Green's carefully sequenced curriculum. Some adaptations may be made if the requirements for a task or activity would be too difficult to manage in the home. Every effort will be made to align teaching Remotely with our usual curriculum, however there will be certain limitations staff will need to consider when determining their teaching.

Teachers and TAs will facilitate:

- Using targeted questioning during lessons to check understanding
- 'Show me' using the whiteboards for some activities
- Seek responses from children to check their understanding
- Teachers will endeavour to manage dialogues and discussions between children and themselves
- Make use of mini check-ups for spelling and phonics to check pupils' knowledge
- Reception will conduct regular Phonics checks to determine progress, checking work and 1 to 1 sessions to determine pupils' knowledge and progress
- Year 1 and Year 2 will use Phonics mini check ups (such as Schofield and Sims) to check knowledge and progress
- One piece of English written work will be submitted to staff from children in Y2 –Y6 once a fortnight and in the alternate week a piece of science work or humanities will be sent to the teacher for a detailed mark with points for improvement.
- Mymaths or other mini tests will be used to determine maths attainment, this will be at the teachers' discretion when it links to an appropriate point in the sequence of lessons
- Teachers may set a Quiz on Purplemash to assess pupils' knowledge and understanding
- Teachers and TAs to log progress and engagement during each lesson and will use a Daily Record sheet. Simplified codes and short comments to be used.
- Teachers will record their teaching by completing a Weekly timetable, inserting the lesson objectives and send this to Mrs Markham each Friday

- Mrs Markham will conduct regular monitoring of the Remote Learning uploaded to the website and feedback findings to staff
- SENCo will provide dedicated support for some individual children in school
- Pupils submit work to staff for inclusion on the website
- Daily registers will be taken for all children and Mrs Markham will conduct a weekly analysis.

Teaching assistants

When assisting with remote learning, teaching assistants must be available between their normal working hours in school.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

If school is closed for a full lockdown teaching assistants will be working in school each day supervising the children who are eligible to attend and therefore unable to undertake a direct role with a class via ZOOM. During this time teaching assistants will supervise the children attending school and facilitate their learning from the class teacher using ZOOM.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely:
 - Teaching assistant's email addresses will be made available to parents to use as a communication method in the event of the enforced closure of a year group in school, this will be included in the letter to parents.
 - Keeping a register of attendance for the three daily zoom sessions with the class teacher and emailing these records on a daily basis to the teacher (please make a note of late attendees)
 - Report attendance to the class teacher in the event of a full lockdown
 - Support should be provided using zoom for additional guidance for children identified as vulnerable, including SEND/ Pupil Premium to provide intervention support during independent tasks, as arranged with the class teacher
 - If still in school during remote learning periods, supporting other year group bubbles as a named person to print materials for pupils lacking technology at home and arrange collection of these daily from the school porch
 - Providing weekly zoom guided reading sessions for each reading group within the class at 11.35 am daily for KS1 and 2 and 2pm for EYFS (see appendix 3 for details), this is only during a class closure, not a full lock down
 - For KS1 and KS2, Organising zoom guided reading materials by emailing links and timetables to parents, alongside materials to be used for the reading session from Twinkl or other resources (in liaison with class teacher) this is only during a class closure, not a full lock down

- Zoom reading sessions will enable children to discuss a text and answer comprehension, vocabulary and grammar style questions by volunteering answers or by targeted questioning from the teaching assistant as appropriate. Children should not read aloud over a group zoom session, they may read a paragraph silently or the TA could read aloud to them, depending on the age of the children. This is only during a class closure, not a full lock down
- In EYFS, reading sessions will be amended to meet the needs of the age of children and will involve a shared read of a book and activities directed by the teaching assistant.
- Keeping records for assessment for learning following each reading zoom session and sharing attendance records with class teacher and school
- Providing feedback to parents for the child following the zoom reading sessions, via email
- Uploading daily work on the school webpage in the event the class teacher becomes unwell, this will be completed with support from SLT
- The class teacher and SLT will provide details of which pupils are in need of support and you will receive their contact details
- Should school have to resume a full-lockdown, TAs will facilitate the learning for those children who attend school. They will supervise their learning and allow the children in school to access their teacher's Zoom lessons
- TAs will support teachers to monitor pupils' progress and attainment, keeping records and liaising with teachers, when this is necessary

➤ Attending virtual meetings with teachers, parents and pupils:

- Please follow the usual expectations for staff conduct and dress code
- Ensure compliance with the school zoom etiquette rules for children
- Ensure all background noises are minimised and a suitable space for work is available to minimise distractions in online meetings

Remote Learning for children isolating/ absent

- Well Green will provide work for all year groups to accommodate children who are unable to attend school because they are isolating due to coronavirus
- Teachers will use the remote learning pages of the school website to upload daily tasks to be completed by children who are absent/ isolating (if not unwell) This will be located at, www.wellgreenprimary.co.uk CHILDREN- REMOTE LEARNING-CLASS
- Maths No Problem, White Rose and Classroom Secrets Maths will be used for daily Maths teaching following the Well Green planning. Reception will use Power Maths.
- English and other subject areas will be uploaded daily onto the website, as much as possible providing parity with work being completed in school

- Work completed by children during this period will be marked largely during the ZOOM sessions, with the exception of some pieces or upon their return to school to provide feedback, unless marked and feedback completed online
- Children who are unwell should not be expected to complete this work
- The parents of any children who are isolating at home must alert the school office to ensure teachers are able to provide work for remote learning in accordance with the policy

Subject leads

- The SENCO will undertake weekly phone calls to children with SEND (as per the register in school) who are involved in remote learning.

Alongside their teaching responsibilities, subject leads are responsible for:

- Using Well Green curriculum maps to consider whether any aspects of the subject curriculum need to change/be adapted to accommodate remote learning
- Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent and, as much as possible, in line with work covered on the school curriculum
- Monitoring the remote work set by teachers in their subject by checking the school website to ensure coverage of their subject during school closure periods online each week and supporting staff with teaching materials
- Alerting teachers to resources they can use to teach their subject remotely

Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Alerting parents to school closure using the Parent Pay system
- Monitoring attendance from registers taken online
- Co-ordinating the remote learning approach across the school and supporting teachers in providing consistency for all pupils
- Monitoring the effectiveness of remote learning by reviewing work set and liaising with teachers about children not completing home learning requirements
- Monitor the effectiveness of remote learning by communicating with subject leaders to determine standards are maintained in all subjects
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- During a full-lockdown Mrs Markham or other senior leaders, as available, we keep in contact with vulnerable children who are not in school

Designated safeguarding lead

Kate Markham and Rosie Shaw. Please see Safeguarding Policy incorporating Child Protection Policy.

- All staff are responsible for continuing to use the usual Well Green recording system for reporting safeguarding concerns and should ensure these are still communicated in a timely manner even in school closure periods.

Computing Leader and IT support staff

Staff are responsible for:

- Providing rules and expectations about the use of zoom and online learning
- Fixing issues with systems used to set and collect work and guiding parents to the school website
- Helping staff with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting pupils and parents with guidance about accessing the internet or devices

Pupils and parents

Staff can expect pupils learning remotely to:

- Wherever possible, comply with the Well Green expectations to complete daily work as allocated by their class teacher
- Engage in daily zoom meetings to receive instructions and guidance about their learning
- Be contactable during the school day or respond to calls and emails in a timely manner from staff should this be more convenient.
- Complete all the work to the deadline set by teachers
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely 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 and alert their class teacher or teaching assistant if they require support with accessing online materials or printed resources for their children to use
- Parents should let school know if they have difficulty accessing a device such as an ipad, PC or laptop for their child and the school will determine how they can support
- Be respectful when making any complaints or concerns known to staff
- Try to find time to go over the learning with their child and check they have been able to complete the tasks for the day

Access to Devices during a period of Remote Teaching

School has access to a limited number of devices to support children who need assistance with technology at home. Parents will notify school should they require assistance and every effort will be made to provide devices to help with their learning at home. Parents will need to sign out 'contract' in order to provide the school with

assurances that the devices will be only used in an appropriate manner and are solely used by the child it is intended to support. (See Appendix 6)

Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons
- Approving the Remote Learning policy

WHO TO CONTACT

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- Issues in setting work – talk to the SLT
- Issues with behaviour – talk to the SLT
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to the headteacher
- Concerns about data protection – talk to the data protection officer/ headteacher
- Concerns about safeguarding – talk to the DSL

DATA PROTECTION

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Teachers and TAs will keep stored copy of the contact details for their class on their laptop to ensure this is protected with password access
- All staff should use Well Green laptops and Ipads, not their own personal devices

Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, 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:

- 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)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

COPYRIGHT

Resources used for remote learning must not infringe copyright rules. Where possible, teachers and TAs are advised to use websites Well Green has a subscription to and permission to upload these resources onto the school website.

MONITORING ARRANGEMENTS

This policy will be reviewed every term this year and on a three year cycle. At every review, it will be approved by the full governing body.

LINKS WITH OTHER POLICIES

This policy is linked to our:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety policy

➤ **APPENDIX 1A- LETTER FOR PARENTS (KS1 and KS2)**

Dear Parents/Carers,

School is currently closed for your child's class following Government Guidelines. We would like to continue to support your child's learning and therefore we have put together a daily plan for home learning we believe would be beneficial for your child.

Well Green's expectation is that your child will participate in their daily learning, including all the daily Zoom meetings. However, should your child become unwell or you or other family members are unwell, we understand that not all the tasks will be completed and you will alert your child's teacher.

We expect that your child will spend the same amount of time as their school day each day on their learning. We aim to follow the curriculum as closely as possible so there will be daily Maths and English activities, as well as non-core subjects.

I will be hosting three daily Zoom meeting to introduce the day's tasks and explain what each one involves (as outlined below). The relevant resources can be found in the Remote Learning section on the school website. Part of the zoom meetings will involve marking and providing feedback based on tasks from the previous session. I will also be asking for certain pieces of work to be submitted and will provide feedback for each individual child related to these pieces of work.

A daily assembly link will be sent to your child to access outside of the dedicated zoom teaching sessions.

You will also receive a weekly invitation for your child to attend a zoom guided reading and spelling session with the class teaching assistant. This will take approximately 40 minutes and you will receive reading materials for the session from the teaching assistant, along with joining details.

Please notify your class teacher or teaching assistant immediately if you require support in printing materials or accessing materials online to support your child's home learning.

TEMPLATE EMAIL FOR PARENTS/ CARERS

Dear Parents/ Carers,

As your child's year group is currently closed, we will be commencing our remote learning provision.

I will use the remote learning pages of the school website to upload daily tasks to be completed by children who are learning from home during this closure. This will be located at: www.wellgreenprimary.co.uk

CHILDREN- REMOTE LEARNING- CLASS.

Work will be uploaded each day, in accordance with the Well Green class timetable for your child's class to follow. The expected timetable will be shared on the remote learning page of the website.

In addition, please find below the links to the three daily online zoom lessons for your child.

You will also expect an email link from our class teaching assistant, *insert name*, who will be delivering a weekly group guided reading and spelling/ phonic session with your child. This will occur at 11.35 and you will receive direct communication about this individually. The date and time will be confirmed in her communication with you.

Maths 9 am Zoom link 1

English 10.25 Zoom link 2

Non-Core subjects 1pm Zoom link 3

Thank you for your support in facilitating the remote learning for your child.

Kindest regards,

Teacher name

Suggested daily timetable for KS1 and KS2

Assembly will be directed daily to children to complete outside of the dedicated teaching sessions

Day	9.00-9.10	9.10	9.45	10.10	10.25	11.10	11.35	12.10	1.00-1.15	1.00	1.50	2.30
MON	R E G I S T E R	Maths zoom	Independent maths work	B R E A K	English zoom	Independent English work	Guided reading/ spellings/ individual reading	L U N C H	R E G I S T E R	Non-Core zoom	Geography/ History	PE
TUES		Maths zoom	Independent maths work		English zoom	Independent English work	Guided reading/ spellings/ individual reading			Non-Core zoom	Science	Computing
WED		Maths zoom	Independent maths work		English zoom	Independent English work	Guided reading/ spellings/ individual reading			Non-Core zoom	Art	PE
THU		Maths zoom	Independent maths work		English zoom	Independent English work	Guided reading/ spellings/ individual reading			Non-Core zoom	PSHE	Music
FRI		Maths zoom	Independent maths work		English zoom	Independent English work	Guided reading/ spellings/ individual reading			Non-Core zoom	French	RE
		Maths zoom	Independent maths work		English zoom	Independent English work	Guided reading/ spellings/ individual reading			Non-Core zoom		

APPENDIX 1 B- LETTER FOR PARENTS (EYFS)

Dear Parents/Carers,

School is currently closed for your child's class following Government Guidelines. We would like to continue to support your child's learning and therefore we have put together a daily plan for home learning we believe would be beneficial for your child. Well Green's expectation is that your child will participate in their daily learning, including the Zoom meetings. However, should your child become unwell or you or other family members are unwell, we understand that not all the tasks will be completed. Please alert the class teacher if this is the case.

We expect that your child will spend at least 2 hours each day on their learning, which will largely be practical activities. We aim to follow the curriculum as closely as possible so there will be daily Maths and Literacy/ phonics activities, as well as the other specific and prime areas of learning.

I will be hosting three daily Zoom meetings to introduce the day's tasks and explain what each one involves (as outlined below). The relevant resources can be found in the Remote Learning section on the school website. I will be asking for photographs of practical activities your child completes and will provide feedback for each individual child related to these pieces of work.

You will also receive a weekly invitation for your child to attend a Zoom shared reading session with the class teaching assistant. This will take approximately 20 minutes and you will receive any materials needed for the session from the teaching assistant, along with joining details.

Given the age of the children, an adult will need to be present to support your child in accessing the zoom meetings with the teaching assistant and teacher.

Please notify your class teacher or teaching assistant immediately if you require support in printing materials or accessing materials online to support your child's home learning.

Suggested daily timetable:

EYFS Activity	Suggested Time
Zoom (two daily sessions, am and pm)	20-25 minutes per session
Literacy/ phonics	20 minutes
Mathematics	20 minutes
Other areas of learning	20 minutes
Weekly shared reading session	20 minutes

Suggested daily timetable for Nursery

EYFS Recommended Daily Time-Table Nursery

		Zoom 9- 9.30 OR 10.30-11 Indoor Play with focus activity	Outdoor Play with focus activity	Lunch		1-1.30	2-2.30	2.30-3
Monday	Register (during Zoom session)	Zoom teaching session with Mrs. Parsons (please choose one morning Zoom session only)	<u>Outdoor Play:</u> child-initiated play with suggested Focus Activity	Prepare recipe & eat lunch	Register (during Zoom session)	Zoom teaching session with Mrs. Parsons (all children)	Zoom Colour Group story time with Miss. Crabtree	Outdoor Play and/ or Local Walk
Tuesday								
Wednesday								
Thursday								
Friday								
Throughout the week	Sharing a variety of story books, poetry, recipe, leaflets (eg. take-away menus) and information books							
Throughout the week	Suggested limited screen time of 20 minutes per day (if any): mobile/ iPad/ PC							

Please choose ONE morning Zoom teaching session only: 9-9.30am or 10.30-11am. Everyone to attend Zoom teaching session at 1pm. Colour Group Zoom session at 2pm

EYFS Recommended Daily Time-Table for Reception

Please choose ONE morning Zoom teaching session only: 9-9.30am or 10.30-11am. Everyone to attend Zoom teaching session at 1pm. Colour Group Zoom session at 2pm

		Zoom 9- 9.30 OR 10.30-11 Indoor Play with focus activity	Outdoor Play with focus activity	Lunch		1-1.30	2-2.30	2.30-3
Monday	Register (during Zoom session)	Zoom teaching session with Ms. Van-Cook (please choose one morning Zoom session only)	<u>Outdoor Play:</u> child-initiated play with suggested Focus Activity	Prepare recipe & eat lunch	Register (during Zoom session)	Zoom teaching session with Ms. Van-Cook (all children)	Zoom Reading Group story time with Mrs. Felton	Outdoor Play and/ or Local Walk
Tuesday								
Wednesday								
Thursday								
Friday								
Throughout the week	Sharing a variety of story books, poetry, recipe, leaflets (eg. take-away menus) and information books							
Throughout the week	Suggested limited screen time of 20 minutes per day (if any): mobile/ iPad/ PC							

Appendix 2- Zoom rules



Well Green Primary Zoom Classroom Rules



We kindly ask that you follow the rules below when participating in Zoom meetings with your teacher as part of your home learning. This will help to ensure that the meetings with your classmates run smoothly and are more enjoyable for everyone.

Before the meeting:



- **Find a quiet spot** in your house to avoid distractions and so it easier for you to hear (but not in your bedroom).



- **Be on time** for your Zoom call. Ask an adult to help you log you in a few minutes early so you can check everything is working.



- **Make yourself presentable** ensuring you have changed out of your pyjamas and brushed your hair.



- **Don't change your background** or sit in front of a window. Rename yourself with your first name in your video window so it is clear who's who.



- **Have everything you need ready.** Your teacher might ask you to show something during the meeting or might need you to have a pen and paper ready.

During the meeting:



- **Be respectful** to your classmates when listening and speaking. Use good manners.

- **Remain focused**, maintain eye contact and stay on task.



- **Stay on mute** until it is your turn to speak.

- **Stay in one place** and do not move around whilst on the Zoom call.



- **Avoid disturbances** including from siblings or even pets! It is fine for an adult to be nearby to help you if needed.



- **No eating or drinking** during the Zoom meeting.



- **Do not take pictures** or video recordings of the meeting.
- **Do not use other electronic devices** whilst taking part in the meeting.

I agree to follow the rules above when using Zoom for home learning.

Signed: _____ (child) _____ (parent)

Child's name: _____ Class: _____

Appendix 3- Timetable for daily zoom meetings for KS1 and KS2

A timetable has been provided to enable all children to access daily zoom meetings from home with their teachers. Well Green's expectation is that all children will participate in all daily zoom meetings with their teacher and completed work provided, unless they become unwell.

Zoom meetings for all classes will occur daily at the following times:

Zoom Maths Session	Zoom English Session	Zoom non-core Session
9.00 am	10.25 am	1.00 pm

Reading/spelling timetable for KS1 and KS2

Each week, your child will be invited to a weekly reading group with the class teaching assistant, in addition to their daily zoom sessions with the teacher.

You will receive an email with details about the zoom reading and spelling session from the teaching assistant, which will provide details of the day your child should join the meeting.

Zoom reading and spelling session with the class teaching assistant	Daily at 11.35 am (you will be notified which day your child should participate)
--	---

Timetable for daily zoom meetings for EYFS

Please chose ONE morning session at 9 or 10.30 and then all class to attend the 1pm zoom session.

Zoom Session A	Zoom Session B	Zoom Session
9.00 am	10.30 am	1.00 pm

Reading timetable for EYFS

Each week, your child will be invited to a weekly shared reading group with the class teaching assistant, in addition to their daily zoom sessions with the teacher.

You will receive an email with details about the zoom reading session from the teaching assistant, which will provide details of the day your child should join the meeting.

Zoom shared reading session with the class teaching assistant	Daily at 2.00 pm (you will be notified which day your child should participate)
--	--

Zoom guided reading session	Teaching Assistant
Nursery	Miss Crabtree
Reception	Mrs Felton (Mrs Van Cook Friday)
Year 1	Mrs Khan and Mrs Hughes (SEND 1:1)
Year 2	Ms George
Year 3	Mrs Grice
Year 4	Mrs Holden
Year 5	Mrs Cookson
Year 6	Mrs Emery

Appendix 4- Responsibilities for remote learning materials

Should year groups or bubbles need to use remote learning, teaching assistants from other year groups who are still working in school will be allocated responsibilities to support children with accessing materials to facilitate home learning.

Teaching assistants will be in liaison with the class teacher of the year group using remote learning and will print materials as required for pupils in those classes who have been identified as needing this support.

Materials will be printed daily and left in the school porch by 3.30pm the day before, where possible, to facilitate the remote learning.

Responsibilities

Year Group	Teaching assistant responsible
Nursery	Ms George and Mrs Khan
Reception	Ms George and Mrs Khan
Year 1	Mrs Felton, Miss Crabtree and Mrs Holden
Year 2	Mrs Felton, Miss Crabtree and Mrs Holden

Year 3	Mrs Emery and Mrs Cookson
Year 4	Mrs Emery and Mrs Cookson
Year 5	Mrs Grice and Mrs Thompson
Year 6	Mrs Grice and Mrs Thompson

Appendix 5- Letter to parents with Zoom protocol

Well Green Primary School

Headteacher: Mrs K Markham

tel: 0161 980 3976

fax: 0161 980 8683

email: Wellgreen.admin@trafford.gov.uk

website: www.wellgreenprimary.co.uk



September 2020

Dear Parents/Carers

All schools must prepare for the possibility of a partial or full lockdown. We have worked very hard to produce a comprehensive plan with direct daily teaching contact for each child, regular phone calls and once again, access to our usual high quality learning materials.

In order for us to implement this plan we will need you and your child to read and agree to the ZOOM protocol by emailing your child’s teacher with this information.

We also need to have the email address you would like us to send ZOOM invitations to your child. Please do NOT use your work email.

Our intention is that teachers and teaching assistants will offer daily face to face ZOOM teaching, however should a member of staff be unwell this may not always be possible. However, every effort will be made to continue uploading work to the website. This will be located at, www.wellgreenprimary.co.uk CHILDREN-REMOTE LEARNING- CLASS

Yours sincerely

Mrs K Markham

Headteacher

.....

The information to be returned to your child’s teacher by email

Child’s Name:

Class:

Email address for ZOOM:



Device Loan Agreement for Pupils

1. This agreement is between:

1) Well Green Primary school, Briony Avenue, Hale, Altrincham, WA15 8QA (“the school”)

2) [Name of parent:.....]

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 device (“the equipment”) for the purpose of doing schoolwork from home.
2. This agreement sets the conditions for taking a Well Green Primary School device (“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 whether on the school’s property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Mrs Markham, 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 from the school 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 Mrs Markham.

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'. Please refer to the attached Acceptable Use Policy for full details. 'Unacceptable use' 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 accept that the school will sanction the pupil, in line with our behaviour/discipline policy, if the pupil engages in any behaviour contrary to the acceptable use policy.

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 - 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)
- 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 you need any help doing any of the above or technical support with your equipment, please contact wellgreen.admin@trafford.gov.uk and our IT staff will get back to you.

6. Return date

I will return the device in its original condition to main reception within 7 days of being requested to do so.

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.

✓ PUPIL'S FULL NAME	
✓ PARENT'S FULL NAME	
✓ PARENT'S SIGNATURE	

Equipment Loan Form for Pupils

DETAILS OF PUPIL	
NAME	
YEAR	
ADDRESS	
PARENT'S TELEPHONE NUMBER	
PARENT'S EMAIL	
LOAN DETAILS	
LOAN DATE	
DATE RETURNED	
EQUIPMENT DETAILS	
TYPE	
MAKE	
MODEL	
SERIAL NUMBER	
ASSET NUMBER	
EQUIPMENT CONDITION	
ACCESSORY DETAILS	
DESCRIPTION	QUANTITY

	NAME	SIGNATURE	DATE
Staff			
Parent			

